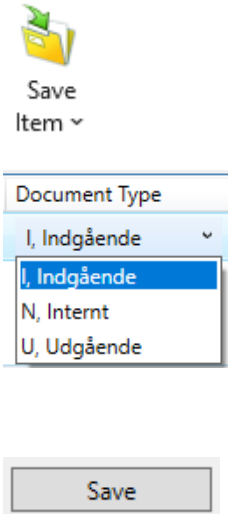


Filing multiple emails

<p>This guide shows how to file multiple emails to the same case at once.</p>		
Instruction	Explanation	Navigation
<p>Select Emails</p>	<p>Open Outlook</p> <p>Hold down the Ctrl key and select the emails you want to register.</p>	
<p>File Emails</p>	<p>Select Save Item and locate the case.</p> <p>Once the case is selected, a pop-up window will appear.</p> <p>Specify the document type for all selected emails.</p> <p>Specify another classification if applicable</p> <p>Click Save to file.</p>	 <p>The screenshot shows the 'Save Item' dialog box in Outlook. It features a folder icon at the top left, the text 'Save Item' with a dropdown arrow, and a 'Document Type' dropdown menu. The menu is open, showing three options: 'I, Indgående' (selected), 'N, Internt', and 'U, Udgående'. At the bottom of the dialog is a 'Save' button.</p>