

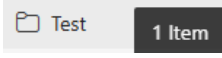


Emergency journaling in Classic Outlook

<p>This guide explains how to create folders and move emails and files into folders in Classic Outlook.</p> <p>Note: This guide should only be used if Workzone is unavailable for an extended period.</p>		
Instruction	Explanation	Navigation
<p>Open Classic Outlook</p>	<p>Open Outlook.</p>	
<p>Create an Outlook folder</p>	<p>Right-click on your email address or the shared mailbox (if multiple users need access to the content) on the left side of the screen.</p> <p>Click "Create new folder".</p> <p>Name the folder using who, what, and possibly when. For example:</p> <ul style="list-style-type: none"> • Mette Jensen AU123456 – parental leave, second child • Anne Hansen 202512345 – exam exemption winter 2025 • Workplace assessment process for the Department of Biomedicine • Research project on otter habitats, 2019, Agroecology <p>Press Enter to create the folder.</p> <p>You will now see the new folder in the list on the left side.</p>	<p>au690307@uni.au.dk</p> <p>HR Data og Digitalisering</p> <p> Create new folder</p> <p><input type="text"/></p>

<p>Move email to Outlook folder</p>	<p>Click and hold the email you want to move.</p> <p>Drag the email to the desired folder on the left side.</p> <p>Release the mouse to drop the email into the folder.</p> <p>The email is now in the folder.</p>	
<p>Move file to Outlook-folder</p>	<p>If you want to journal files such as Word, Excel, etc. from your desktop, you can use the “drag and drop” function.</p> <p>Click and hold the file you want to move.</p> <p>Drag the file to the desired folder.</p> <p>The file is now in the folder.</p>	