







Emergency journaling in New Outlook

<p>This guide explains how to create folders and move emails into folders in New Outlook.</p> <p>Note: This guide should only be used if Workzone is unavailable for an extended period.</p>		
Instruction	Explanation	Navigation
Open New Outlook	Open Outlook.	
Create and Outlook-folder	<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>Choose " Create new folder".</p> <p>Name the folder and click the checkmark on the right.</p> <p>Your new folder will now appear in the folder list on the left.</p>	<p>saho@au.dk</p> <p> HR Data og Digitaliseri...</p> <p> Create new folder</p> <p> <input type="text" value=""/> </p>
Move email to Outlook-folder	<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 move the email into the folder.</p> <p>The email is now in the folder.</p>	<p> Test 1 Item</p>
Move file to protected drive	<p>If you need to journal files such as Word, Excel, etc., you must create a separate folder for each case on a protected drive used for temporary journaling. You can find the guide on how to order and use a protected drive here:</p>	

	<u>Guide for ordering a drive and do emergency recordkeeping</u>	
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