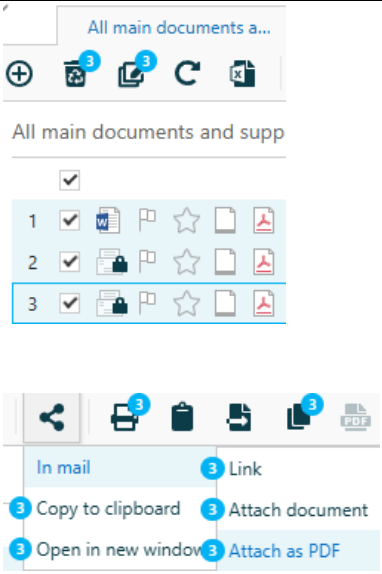

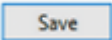


Send documents from a case

<p>This guide shows how to send an email with attached documents from a case in WorkZone, while also easily saving the information on the case.</p>		
Instruction	Explanation	Navigation
Open case	Open the case with documents	
Select documents	<p>Select the documents you want to send.</p> <p>Click Share → In mail → Attach as PDF.</p> <p>Note: If you choose Link, you will send a link to the entire case, which can only be opened by people who have access to the case in WorkZone.</p> <p>If you choose Attach document, the documents will be attached in their original format.</p>	
Select case	<p>An email opens.</p> <p>Click Select case and find the case where the email should be recorded.</p> <p>Tip: The case you worked on most recently will appear at the top of the list.</p>	
Send email	Complete the email and send it.	
Adjust information	<p>Fill in the minimum required information:</p> <ul style="list-style-type: none"> Title: Edit the title from email if needed Document type: Outgoing [set automatically] Classification: Select the relevant classification 	

Save	When you click Save , the email is recorded on the case.	
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