
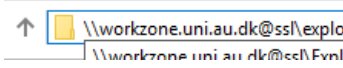


Workzone lists as shortcuts in File Explorer

<p>This guide describes how to save Workzone lists as shortcuts in File Explorer.</p>		
Instruction	Explanation	Navigation
<p>Open File Explorer</p>	<p>Open File Explorer via Start -> File Explorer</p>	
<p>Insert URL</p>	<p>Insert the following URL into File Explorer's address bar:</p> <p>\\workzone.uni.au.dk@ssl\explorer</p> <p>Press Enter</p> <p>Afterwards, the default search lists will be displayed, e.g., Open cases</p>	
<p>Pin folder(s)</p>	<p>Right-click on the search list you want to save as a shortcut and choose Pin to Quick Access in the menu pane</p>	