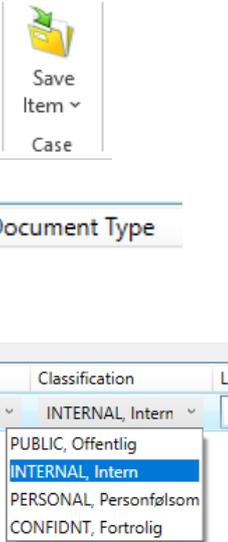


# File multiple emails concurrently

This guide demonstrates how to file multiple emails simultaneously.

Phase	Instructions	Navigation
<p><b>Mark the emails in question</b></p>	<p>Hold down the Ctrl key to mark the emails you wish to file.</p>	
<p><b>File the emails</b></p>	<p>Choose Save Item and select the case in question.</p> <p>In the pop-up window, select Document Type (either 'indgående' or 'udgående' i.e. incoming or outbound) for all the marked mails.</p> <p>Change the <a href="#">classification</a>, if relevant.</p> <p>Click Save to file.</p>	 <p>The screenshot shows the 'Save Item' menu with 'Case' selected. Below it, a 'Document Type' dialog box is open, featuring a 'Classification' dropdown menu. The dropdown is expanded, showing options: 'INTERNAL, Intern' (highlighted), 'PUBLIC, Offentlig', 'PERSONAL, Personfølsom', and 'CONFIDNT, Fortrolig'.</p>