# Content Manager Guidance

File Electronic Records with Dropzone

This is guidance for how to **file electronic records** to Content Manager using **Dropzone**; either from **Outlook** (emails) or **File Explorer** (all other document types).

To file emails, we recommend that you update your Outlook settings to optimize filing. It is only possible to file emails from the installed version of Outlook on your computer; do not attempt to file from Outlook in a web browser. To file electronic documents that are stored in SharePoint or Teams, you first need to sync the files to OneDrive, then proceed to the below steps.
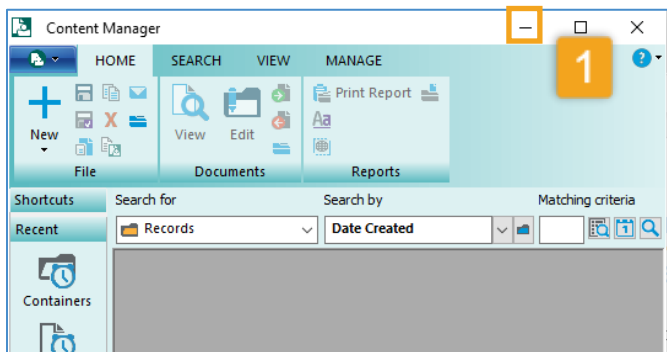
1. Open Content Manager and then click the **minimize** button (top right corner) to display Dropzone. *(Dropzone will display folders that you have already created, and also folders that you have added to your Recent Containers).*
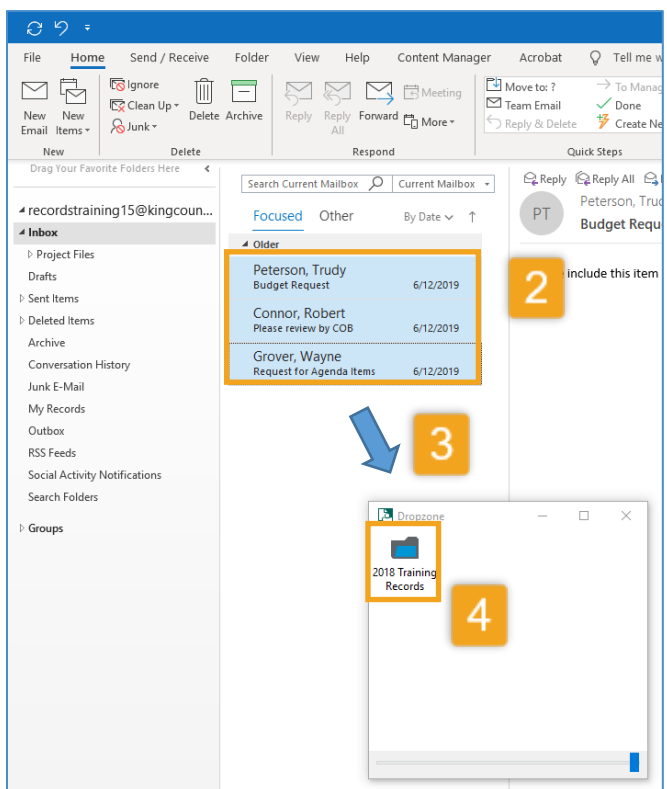
2.   Identify and select records to file. *(The screenshot shows records in Outlook, but you can also file records from File Explorer. To select multiple records, use Ctrl + A to select everything in a folder, or Ctrl + mouse click to select specific records.)*

3. Drag the records

4. Drop the records onto the desired folder in Dropzone.

Note: do not attempt to open Content Manager while you are filing to Dropzone.