

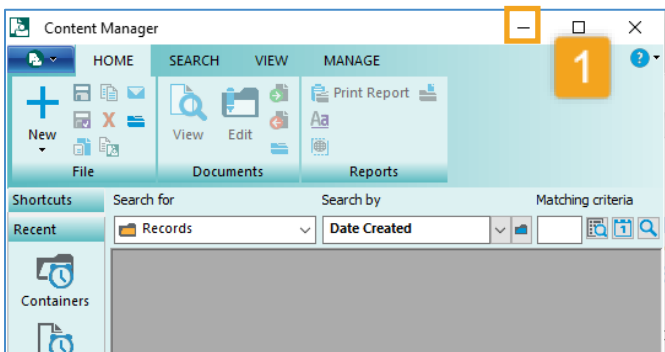


Content Manager Guidance

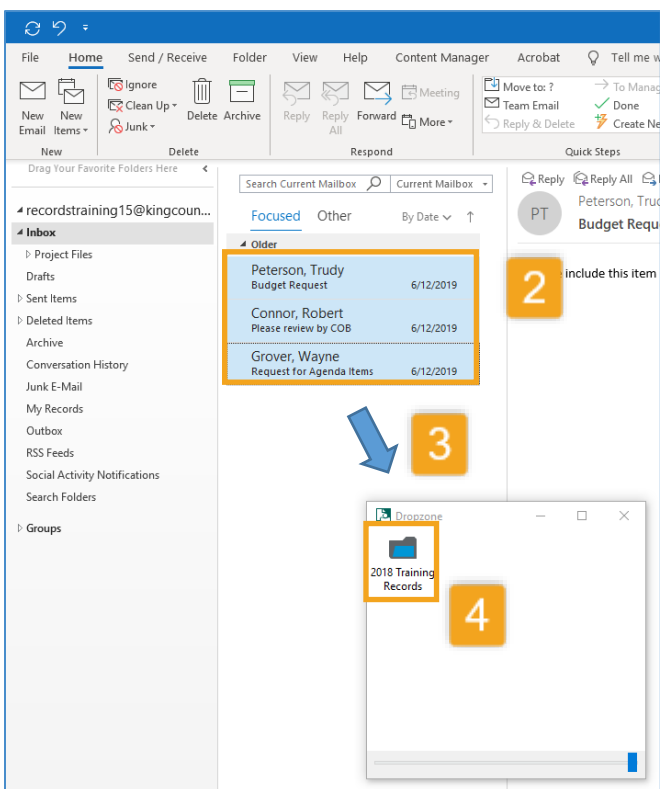
File Electronic Records with Dropzone

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 [add a shortcut 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.



**RECORDS
MANAGEMENT**

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