# Content Manager Guidance
Document Queues – Overview

What is Document Queue?
A document queue is a direct link from a folder in File Explorer (aka Windows Explorer) to a folder in Content Manager. When this link is set up, it allows for seamless filing to Content Manager that is quicker than other filing options. Users must first create a document queue before filing to it.
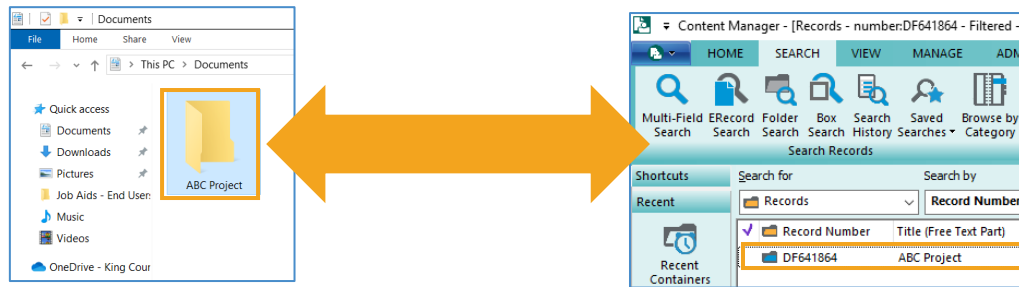
What records can I file using Document Queues?
You can file **any** electronic record that exists in OneDrive (viewable only by you), a share drive (accessible by your coworkers) or an Outlook account. Although you can file any electronic record, only certain file formats are acceptable for Content Manager.

In order to file emails, you must drag or copy them to the linked File Explorer folder and then manually delete them from Outlook. Even with those extra steps, it is still 2-3 times quicker than filing emails via Dropzone.

What about Dropzone?
Document Queues will probably be most useful for users that need to file large batches of records, especially if their records have the same retention requirements and are going into a small number of folders in Content Manager.

Benefits of Document Queue
- filing is considerably faster (at least 2-3 times quicker)
- all filing takes place within the Content Manager application, so users can continue to do their work while filing

Benefits of Dropzone
- simpler and less time-consuming to set up
- better for smaller batches of records