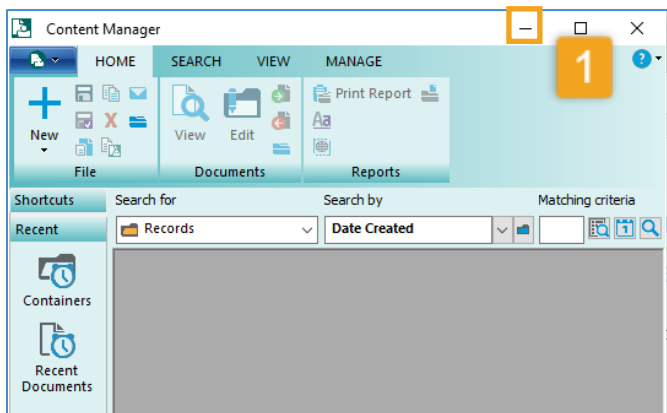




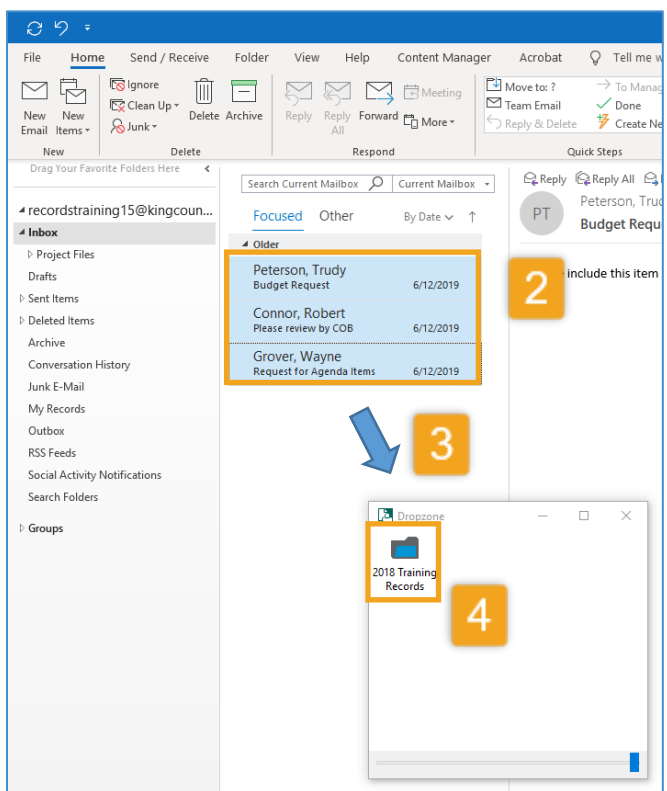
Content Manager Guidance

File Emails from Outlook

This is guidance for how to **file email messages from Outlook** to Content Manager. It is only possible to file from the Outlook application installed on your computer. Do **not** attempt to file from Outlook in a web browser (outlook.kingcounty.gov).



1. Click the **minimize** button in Content Manager to display Dropzone.



2. Identify the **email(s)** to file.

3. **Select and drag** the emails
Select one or multiple records (Ctrl + A or Ctrl + mouse click)

4. **Drop** the email(s) onto the appropriate folder in Dropzone.



Note: do not attempt to open Content Manager while you are filing to Dropzone. In addition, file from an Outlook folder and *not* from search results within Outlook.

It is recommended to file in relatively small batches (less than 100 at a time). For large batches of emails, refer to [Document Queues](#) as an alternate method.



**RECORDS
MANAGEMENT**

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