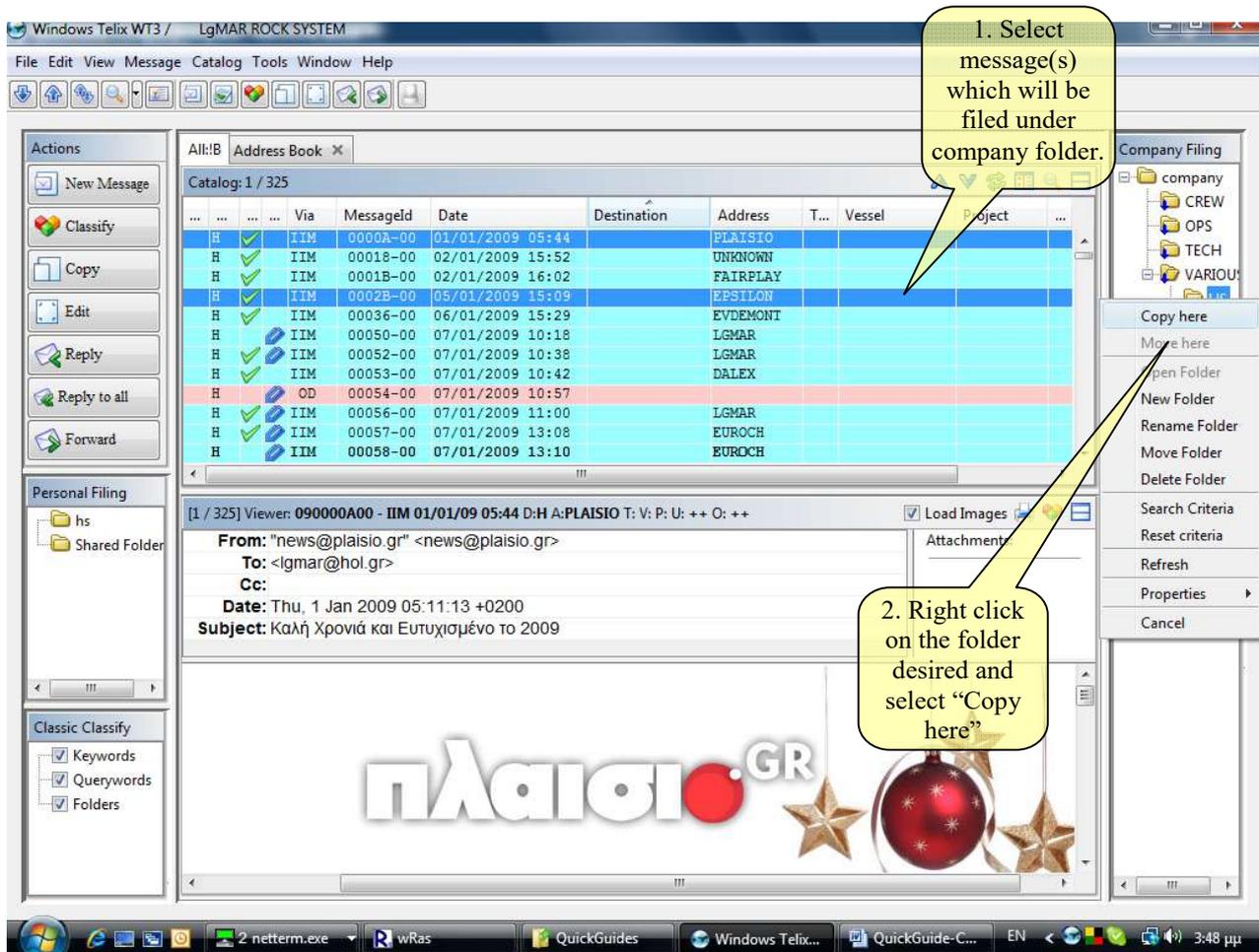


How to classify in a shared folder (Company Filing)

Any message could be classified in a shared (company) folder. Users are able (if they have permissions) to file messages or create subfolders under the company's folders.



Explanation:

| | |
|----|---|
| 1. | Select the message(s) which should be filed. |
| 2. | Right click on the folder and select "Copy here" or "drag and drop". Keep in mind that folders are created by administrator and user should have the respective permissions in order to file a message or create a subfolder (Folders with permissions are displayed with a blue down arrow). |