

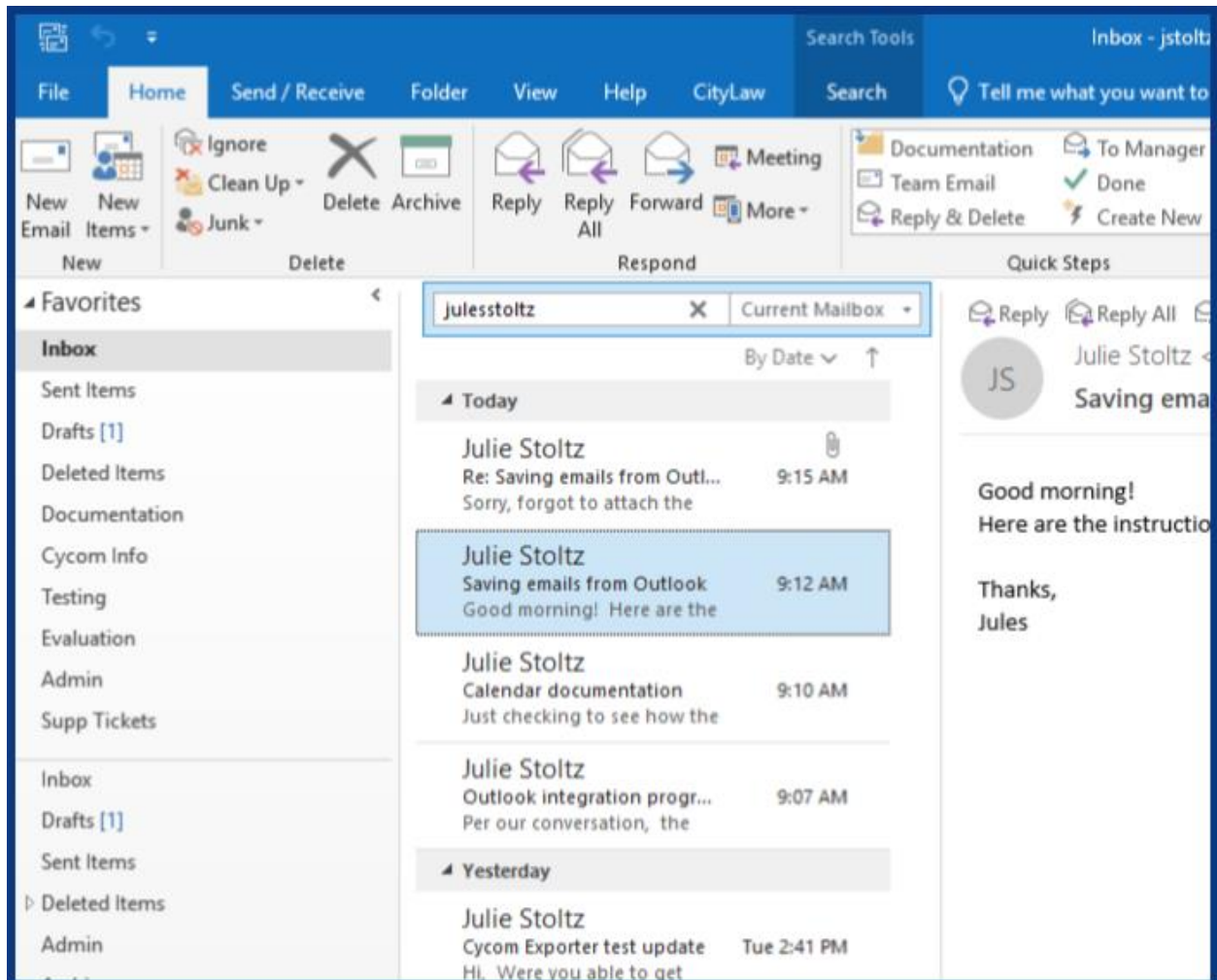
There are 4 steps to complete this task:

1. **In Outlook, select the email(s) to attach.**
2. **Press the Save Email icon.**
3. **In the Select Matter window, select the relevant matter(s).**
4. **Press Select.**

Standard Guide

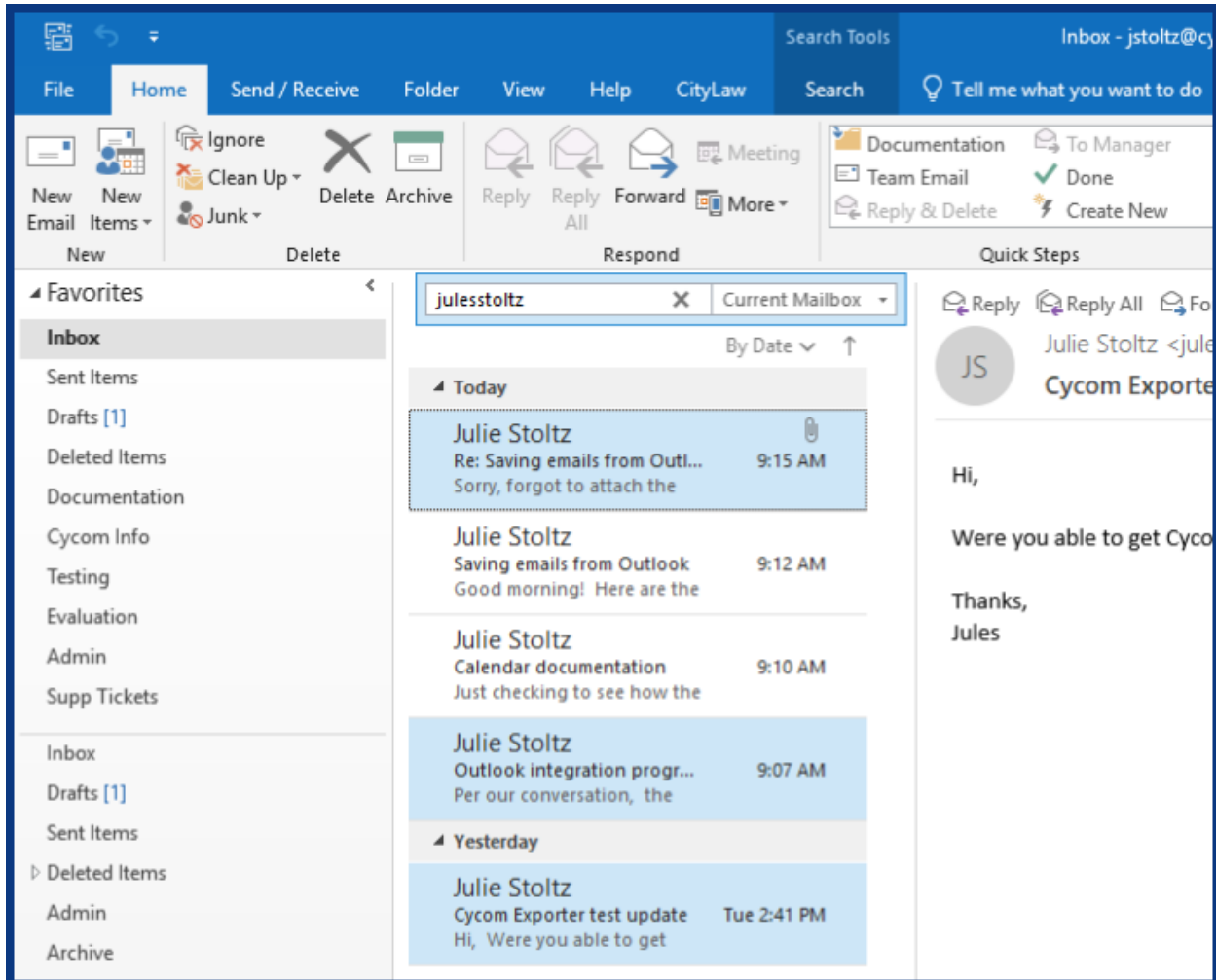
Step 1. Select the email(s).

To select a single email, left-click the email. It will be highlighted by a blue box when it is selected.



To select multiple emails, do the following:

1. Hold down the **Control (CTRL)** button on the keyboard.
2. Left-click the emails you wish to attach.
3. Release the **Control (CTRL)** button.

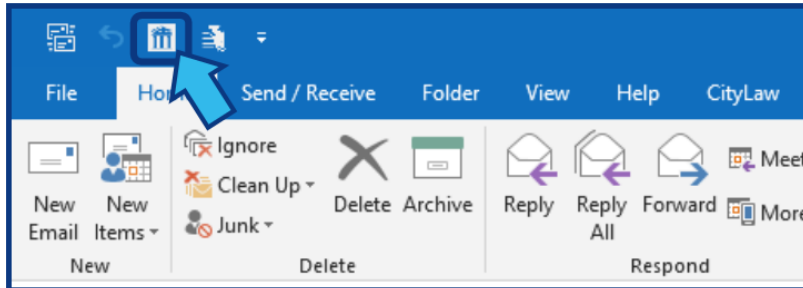


Step 2. Press the CityLaw Save Email icon.

There are two ways to complete this step.

1-Step Option:

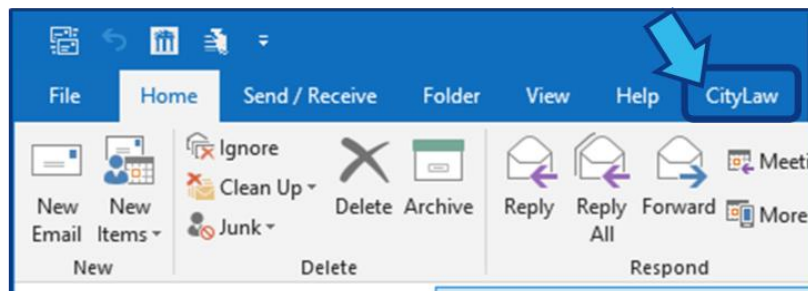
Press the **Save Email** icon located on the **Quick Access Toolbar**. If you do not see it use the 2-Step Option below.



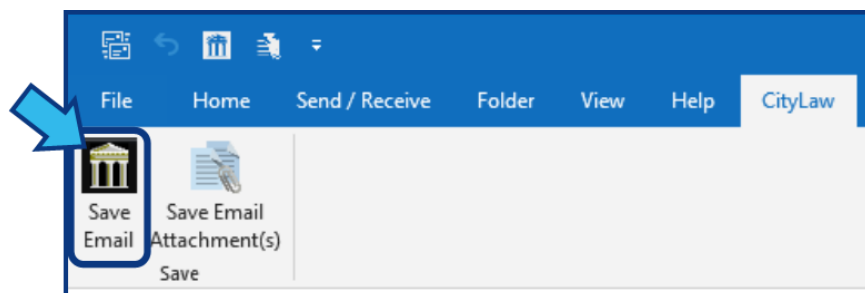
Want to add the icon? Check out [Add Icon to Quick Access Toolbar](#).

2-Step Option:

1. The **CLW** tab is located in the **Menu Bar** at the top of the **Outlook** window.

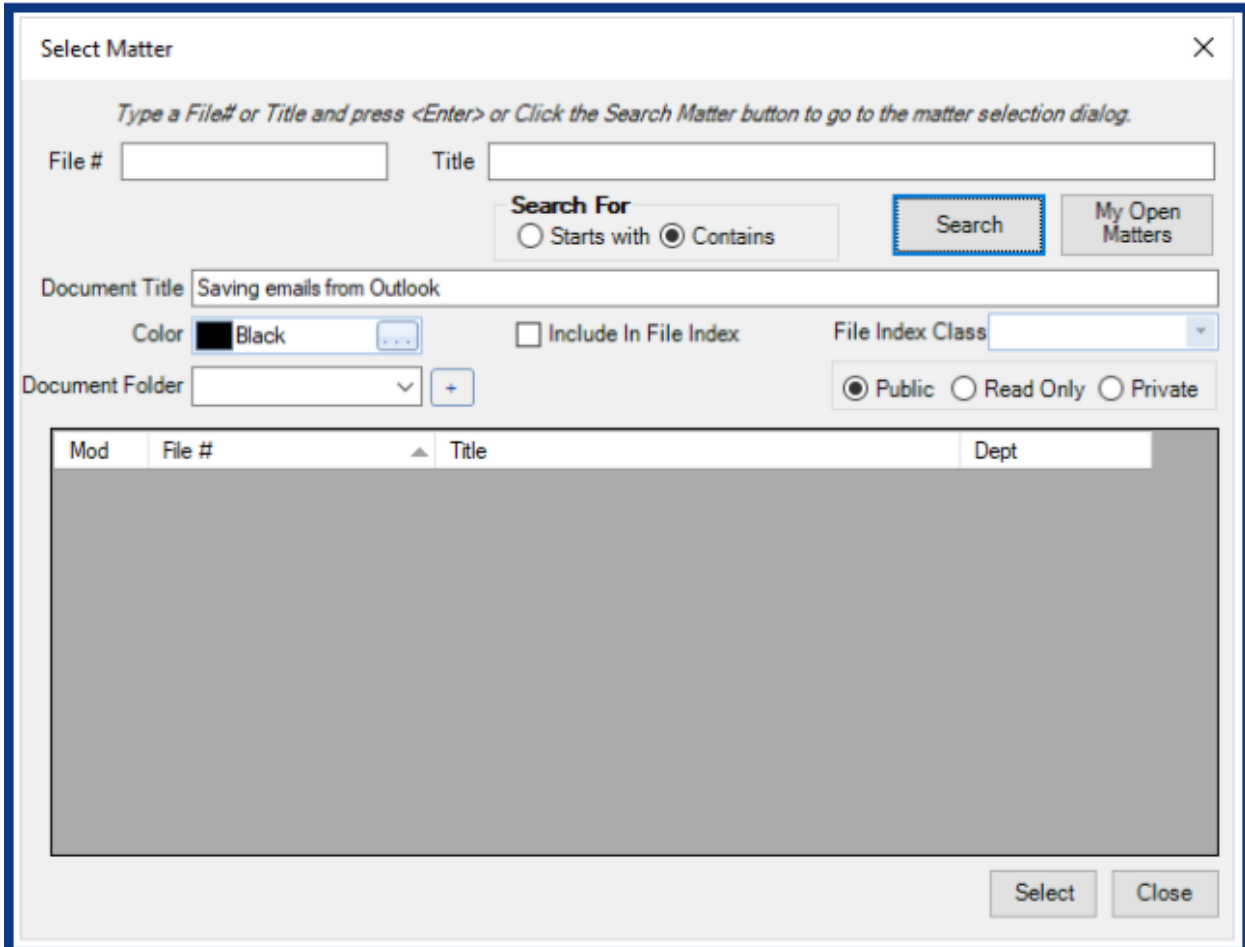


2. The **Save Email** icon is located in the **Toolbar** of the **CLW** tab near the top of the **Outlook** window.



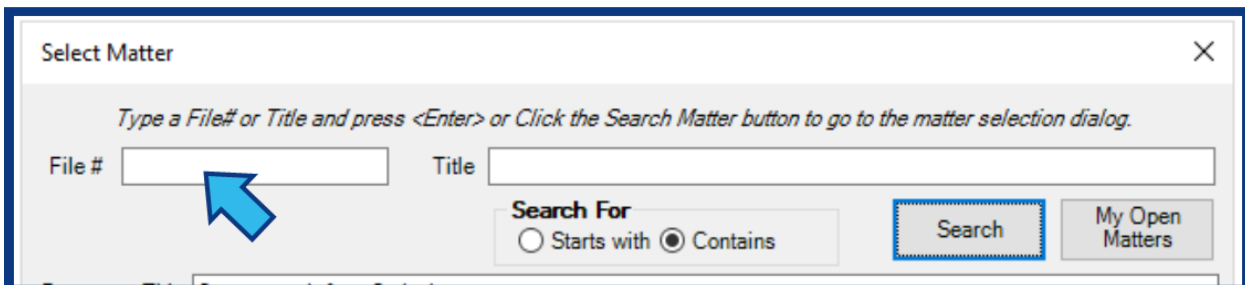
Step 3. Select the matter(s) in the Select Matter window.

A **Select Matter** window opens so that you can search for and select the relevant matter(s).



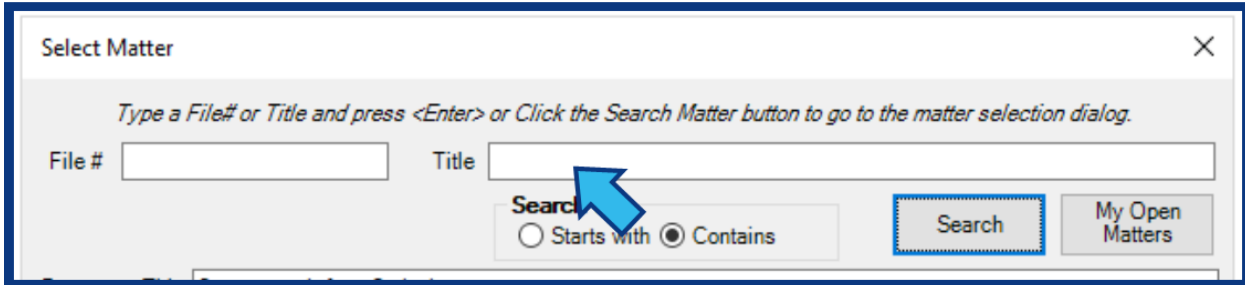
The screenshot shows the "Select Matter" dialog box. At the top, it says "Type a File# or Title and press <Enter> or Click the Search Matter button to go to the matter selection dialog." Below this are two input fields: "File #" and "Title". To the right of these fields is a "Search For" section with two radio buttons: "Starts with" (unselected) and "Contains" (selected). A "Search" button is highlighted with a blue dashed border. To the right of the "Search" button is a "My Open Matters" button. Below the "Search For" section is a "Document Title" field containing the text "Saving emails from Outlook". To the left of this field is a "Color" dropdown menu set to "Black". To the right of the "Document Title" field is an "Include In File Index" checkbox (unchecked) and a "File Index Class" dropdown menu. Below the "Document Title" field is a "Document Folder" dropdown menu with a "+" button. To the right of the "Document Folder" field are three radio buttons: "Public" (selected), "Read Only" (unselected), and "Private" (unselected). At the bottom of the dialog is a table with columns "Mod", "File #", "Title", and "Dept". The table area is currently empty. At the bottom right of the dialog are "Select" and "Close" buttons.

There are several search options available. If you know the file number or part of the file number, you can enter the information in the **File #** field.



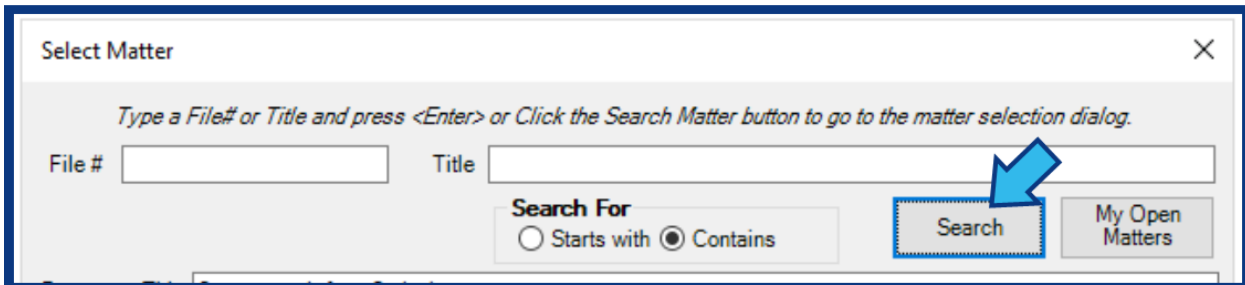
This is a close-up screenshot of the "Select Matter" dialog box, focusing on the search options. The "File #" field is highlighted with a blue arrow pointing to it from the left. The "Search For" section shows the "Contains" radio button selected. The "Search" button is highlighted with a blue dashed border. The "My Open Matters" button is also visible.

You can also search by the **Title**.



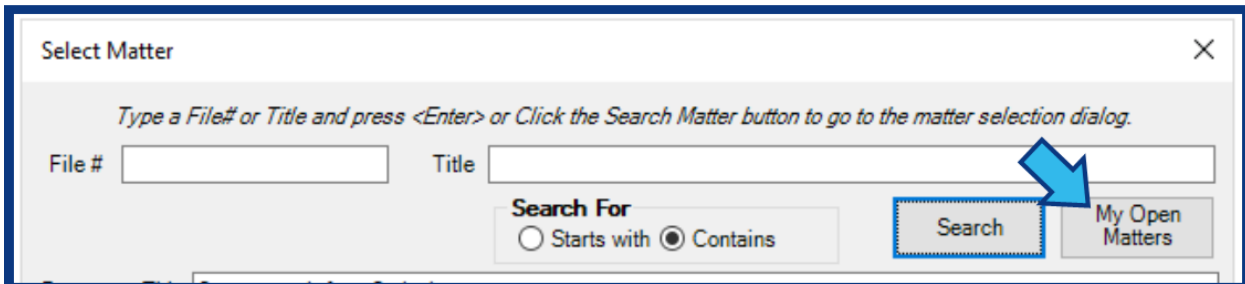
The screenshot shows the 'Select Matter' dialog box. At the top, it says 'Type a File# or Title and press <Enter> or Click the Search Matter button to go to the matter selection dialog.' Below this are two input fields: 'File #' and 'Title'. Under the 'Title' field, there is a 'Search For' section with two radio buttons: 'Starts with' and 'Contains', with 'Contains' selected. To the right of these fields are two buttons: 'Search' and 'My Open Matters'. A blue arrow points to the 'Search' button, and a dashed blue box highlights it.

Pressing **Search** will search through all matters to which you have access. You must enter a value in the **File #** or **Title** field to use the **Search** button. If you do not, an **Information** window will open telling you to do so.



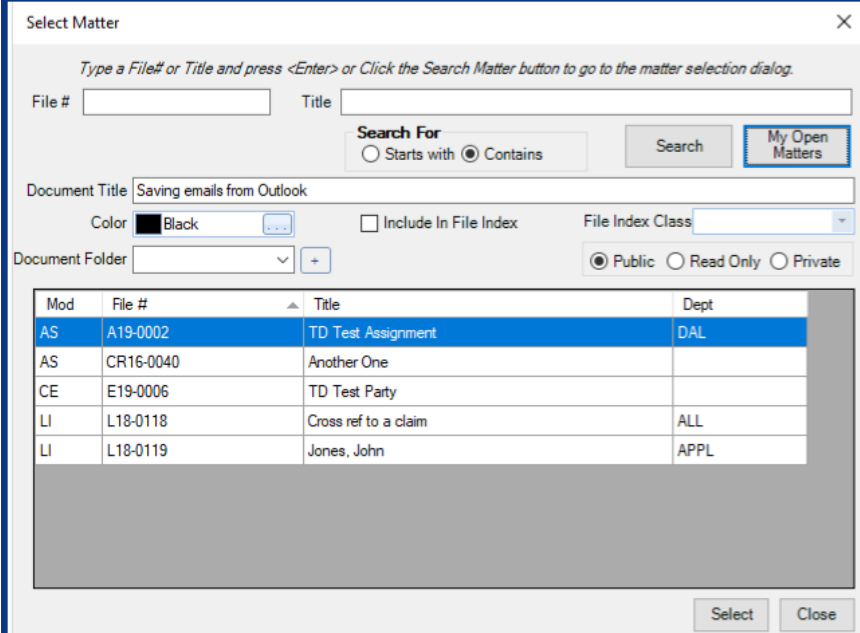
This screenshot is identical to the previous one, showing the 'Select Matter' dialog box. A blue arrow points to the 'Search' button, and a dashed blue box highlights it.

Pressing **My Open Matters** will search through your open matters. If you leave the **File #** and the **Title** field blank and press **My Open Matters**, you will see a listing of all your open matters.



This screenshot is identical to the previous ones, showing the 'Select Matter' dialog box. A blue arrow points to the 'My Open Matters' button, and a dashed blue box highlights it.

Once you have located the matter, left-click to select. A selected matter will be highlighted in blue.



Select Matter

Type a File# or Title and press <Enter> or Click the Search Matter button to go to the matter selection dialog.

File # Title

Search For
 Starts with Contains

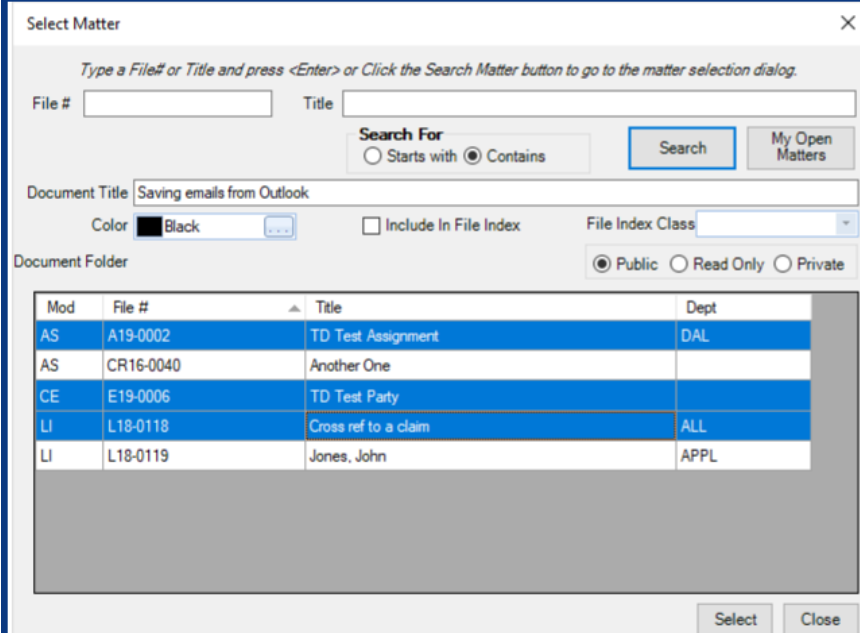
Document Title: Saving emails from Outlook

Color: Include In File Index File Index Class:

Document Folder: Public Read Only Private

Mod	File #	Title	Dept
AS	A19-0002	TD Test Assignment	DAL
AS	CR16-0040	Another One	
CE	E19-0006	TD Test Party	
LI	L18-0118	Cross ref to a claim	ALL
LI	L18-0119	Jones, John	APPL

If you want to save the email(s) to multiple matters, hold down the **Control (CTRL)** button while left-clicking the relevant matters. Once all the relevant matters have been selected, release the **Control (CTRL)** button.



Select Matter

Type a File# or Title and press <Enter> or Click the Search Matter button to go to the matter selection dialog.

File # Title

Search For
 Starts with Contains

Document Title: Saving emails from Outlook

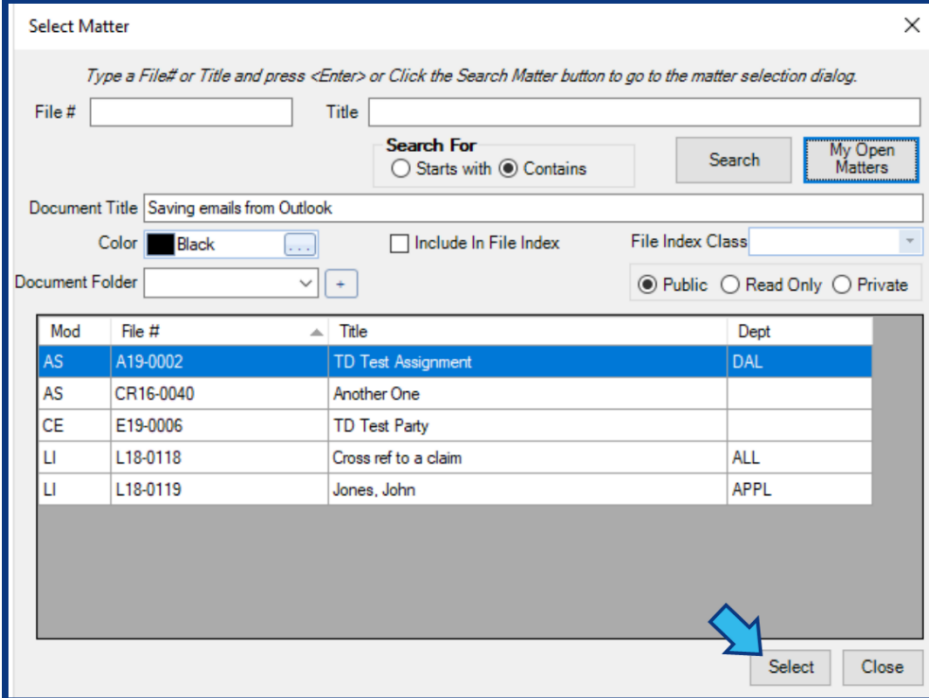
Color: Include In File Index File Index Class:

Document Folder: Public Read Only Private

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CE	E19-0006	TD Test Party	
LI	L18-0118	Cross ref to a claim	ALL
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Step 4. Press Select.

The **Select** button is located in the bottom right corner of the **Select Matter** window.



Select Matter

Type a File# or Title and press <Enter> or Click the Search Matter button to go to the matter selection dialog.

File # Title

Search For
 Starts with Contains

Search

Document Title

Color

Include In File Index

File Index Class

Document Folder

Public Read Only Private

Mod	File #	Title	Dept
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