

Classifying a Filing Folder/Classifying a sent item in place



Sophie
Imagineer

Outlook

Inbox

- Pluto Project
 - Contract
 - Designs
 - Work in Progress

Classify

- as Work in Progress
- GEN09 – Project
- GEN87 – Project Contract
- GEN90 – Design
- Pluto Project (GEN09 – Project)
- Contracts (GEN87 – Project Contract)
- Design Docs (GEN90 – Design)
- More...

Edit Attributes

Provide the attributes for the classification of GEN-101 Attraction Project.

Project ID *

Tags

Ex: Pluto, Attraction, Popcorn

OK Cancel

Outlook

Sent Items

- RE: Loading indication - Cindy Crawford
- FWD: Preshow Changes - Karen Lont
- RE: Advising on entertainment... - Michael Layton

Classify

- as Work in Progress
- GEN09 – Project
- GEN87 – Project Contract
- GEN90 – Design
- Pluto Project (GEN09 – Project)
- Contracts (GEN87 – Project Contract)
- Design Docs (GEN90 – Design)
- More...

Sending on File



**Sophie
Imagineer**

Leave Request... - Message (HTML)

Classification

Share classification with recipients

Metadata Options

Classified as GEN09 with Project ID 1098-12. Classification will not be shared with recipients.

To...
Cc...
Bcc...

Send

Subject:

Classify

- as Work in Progress
- GEN09 – Project
- GEN87 – Project Contract
- GEN90 – Design
- Pluto Project (GEN09 – Project)
- Contracts (GEN87 – Project Contract)
- Design Docs (GEN90 – Design)
- More...

Classification (max 5 items)

Folders (max 5 items)

Classify and File

Locations with Classifications
 Classification only

Where do you want to save your email?

- Mailbox - Amanda Holtstrom
- Archive Folders
- August 2008
- CoP (723)
- Deleted Items (166)
- Received (778)
- Sent (5)
- February 2008
- Public Folders

OK Cancel

Locations with Classifications
 Classification only

How do you want to classify this email?

Classification ...

Project ID * ...

Tags

Classification

Which classification do you want to apply?

Department Classifications Recently Used Favorites Search

Code	Name	Description
LGL98	Matter Memo	Memo sent with..
LGL100	Client Memo	Client memo for...
LGL93	Bill	Bill sent to client..
LGL78	Matter Correspondence	Relevant matter...

OK Cancel

Classifying Email on Receipt

The screenshot displays the Microsoft Exchange interface for an email titled "RE: small issue - Message (HTML)". The ribbon includes "Message" and "Adobe PDF" tabs. The "Classify" button is highlighted, showing a dropdown menu with the following options:

- as Work in Progress
- GEN09 – Project
- GEN87 – Project Contract
- GEN90 – Design
- Pluto Project (GEN09 – Project)
- Contracts (GEN87 – Project Contract)
- Design Docs (GEN90 – Design)
- More...

The email header shows "From: Dmitry Pekerman" and "Sent: Thu 11/27/2008 6:20 PM". The "Classification" tab is active, and the "Classify" button is shown again with the same dropdown menu. The email body includes "From: Amanda Holtstrom", "Sent: November-27-08 4:16 PM", and "To: Dmitry Pekerman". A yellow notification bar at the bottom states: "You've classified this message as GEN09 with Project ID 1098-12."

Classified Email as viewed by Recipient

The screenshot displays the Microsoft Exchange Outlook interface. The main window shows an email titled "RE: small issue - Message (HTML)". The ribbon includes "Message" and "Adobe PDF" tabs. The ribbon contains various action buttons such as "Reply", "Forward", "Delete", "Move to Folder", "Safe Lists", "Block Sender", "Not Junk", "Categorize", "Follow Up", "Mark as Unread", "Find", and "Send to OneNote".

A yellow highlighted banner at the top of the email body reads: "Dmitry classified this message as GEN09 with Project ID 1098-12." Below this, the email header shows:

From: Dmitry Pekerman
To: Amanda Holtstrom
Cc: Dan-Horia Trufasiu; Raja Hawa; Jacey Newton; Dawn Ecke; Jeff Saunders
Subject: RE: small issue
Sent: Thu 11/27/2008 6:20 PM

The email body contains a "Done" section followed by a reply from Amanda Holtstrom:

To: Dmitry Pekerman
Cc: Dan-Horia Trufasiu; Raja Hawa; Jacey Newton; Dawn Ecke; Jeff Saunders

The left sidebar shows the folder structure, including "JIRA (410)", "Product Design (26)", "Travel", "Junk E-mail", "Outbox", "RSS Feeds", "Sent Items", "Search Folders", "Archive Folders", "August 2008", "CoP (723)", "Deleted Items (166)", "Received (778)", "JIRA (887)", "SAP", and "Sent (5)".

The right sidebar shows the "Search Inbox" and a list of recent messages, including "am Lunch: Bring fork an...", "oop - November 28th, 2...", "report for \$364.72 - Car ...", "ER: Upcoming - Flu Clinic", "ANCE: Open Text Holid...", "ove expenses from Nov...", "w of Online Help for the...", "Dmitry Nekra... RE: We sent Hung and Nicholas ...", "Thomas Dem... RE: Presentation Summarizing Ex...", and "Dmitry Pekar... RE: small issue".

The bottom of the interface shows "304 Items" and "This folder was last updated on 11/28/2008. Disconnected".