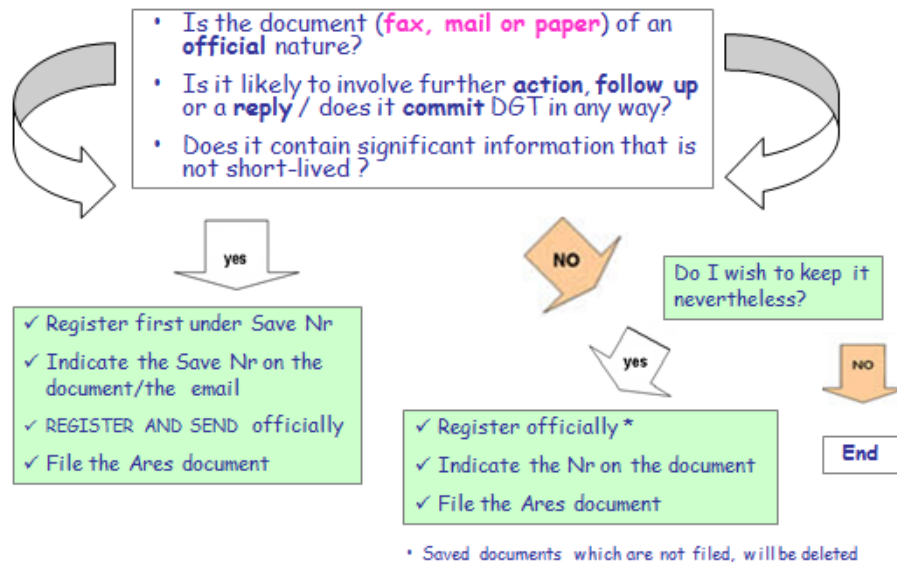


WHICH EMAILS MUST BE REGISTERED OFFICIALLY and HOW?

If the EMAIL is of an official nature and is likely to involve further action, it **MUST** be registered



If the email is personal but you wish to keep it nevertheless, please refer to DIGIT's document on [Outlook folders](#)

Exchanges with PMO, HR, OIB, OIL about your rights as an official, SHOULD NOT BE REGISTERED IN ARES: these DGs will register the exchange -> CONFIGURE [Notis](#) to know when you have new documents or tasks in Ares!

SECEM emails [should be decrypted](#) before registering in Ares / before using Areslook

How do I [register my old emails](#)?

REGISTER OUTGOING EMAILS USING AresLook

For more details, see [DIGIT'S video](#), or [DIGIT's dedicated Ares Newsletter](#) or [DIGIT's AresLook manual](#)

1. When your email is ready to be sent, click on **Register & Send**:

Image removed in accordance with Article 4.2 of Regulation (EC)
 No 1049/2001 to protect intellectual property of a third party (screen shot of an Outlook screen).

2. If you use Areslook for the 1st time, click on **Refresh Ares data** in order to import and update favourite files and virtual entities. Complete the Email title (if necessary), assign the filing task to a person or to your unit's virtual entity [\[if you work in A-B-C-D Directorates please assign the filing task to ve_dgt.cad\]](#) and click on **Register and Send**

Image removed in accordance with Article 4.2 of Regulation (EC)
 No 1049/2001 to protect intellectual property of a third party (screen shot of an Outlook screen).

REGISTER INCOMING EMAILS USING AresLook

you may either use a semi-automatic mode which sends an e-signatory task to another person ('save and assign to...' option) or a manual mode ('manual registration in Ares')

For more details, see [DIGIT'S video](#), or [DIGIT's dedicated Ares Newsletter](#) or [DIGIT's AresLook manual](#)

"Save and assign to..." option

1. Click on **Save** and choose **Save and assign to**

Image removed in accordance with Article 4.2 of Regulation (EC)
No 1049/2001 to protect intellectual property of a third party (screen
shot of an Outlook screen).

If you use Areslook for the 1st time, click on **Refresh Ares data** in order to import and update favourite files and virtual entities in a single click

Image removed in accordance with Article 4.2 of Regulation (EC)
No 1049/2001 to protect intellectual property of a third party (screen
shot of an Outlook screen).

2. Assign the registration and the filing tasks to a person or to your unit's virtual entity [\[if you work in A-B-C-D Directorates please assign the filing task to ve_dgt.cad\]](#) and click on **Save**

Image removed in accordance with Article 4.2 of Regulation (EC)
No 1049/2001 to protect intellectual property of a third party (screen
shot of an Outlook screen).

"Manual registration in Ares" option

Click on **Save** and choose '**Manual registration in Ares**'

Image removed in accordance with Article 4.2 of Regulation (EC) No 1049/2001 to protect intellectual property of a third party (screen shot of an Outlook screen).

You will be redirected to Ares.

Fill in the missing information and then **Register and send** your record.

Go to the Assignments tab and add the filing task (code CLASS) to a person or to your unit's virtual entity [\[if you work in A-B-C-D Directorates please assign the filing task to ve_dgt.cad\]](#).

Check also SG's brand new site [Managing emails](#)

