



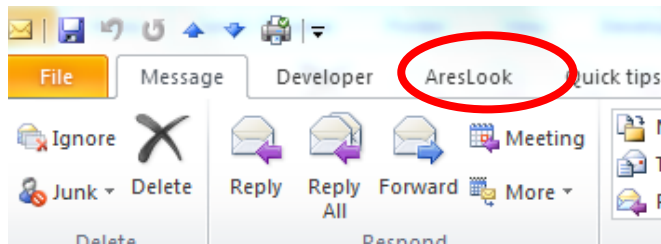
COMMISSION EUROPÉENNE SECRETARIAT-GENERAL

Direction B – Institutional and Administrative Policies
SG.B.1 - Corporate management, Budget et Administration

AresLook Guidelines

What is AresLook?

Areslook is an "add-in", a feature added to Outlook which offers the possibility of registering or saving emails in Ares from Outlook.



Why use it?

By using AresLook, **emails that contain important information concerning actions that engage the Commission or one or more of its services** can be easily captured in Ares. These emails must in fact be managed (i.e. registered, filed, preserved) just as all other documents that may constitute as proof or evidence of the activities of the Commission or its services, from an administrative, legal or historic point of view.

What types of emails to register?

All emails that contain important information **exchanged with the outside** (incoming or outgoing).

All **internal emails** that contain important information, **when it is within the text of the same email**.

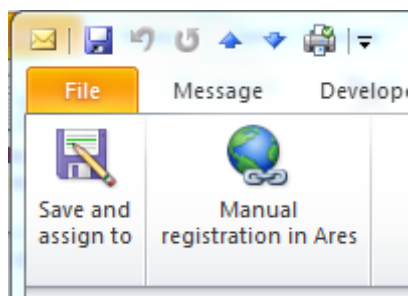
When should we not use AresLook?

AresLook should not be used to register an **internal email** (between Commission services, EEAS and Executive Agencies) **when the email is merely a means of communication**, i.e. when the important document to be registered is actually the one in annex. In this case, instead of being attached to an e-mail, the document should instead be **registered and transmitted directly via Ares**, thus avoiding duplications and adding unnecessary administrative work.

How to obtain and use AresLook?

Since AresLook is not a direct component of the Ares application it must be installed on your PC (where necessary, it can also be installed remotely on the PC which you use with a token for teleworking). The installation relates to the PC and not the user, which means that if you use another PC, even with your profile, where the add-in has not been installed, you cannot use AresLook.

All users, regardless of their Ares profile, can use AresLook to capture **incoming emails** in Ares. In this case, after having clicked on the button "AresLook", the user has two possibilities:



After having verified what the document management rules in the service permit (centralised or decentralised registration) and according to the profile in Ares ("Base" or "Advanced") the user selects respectively:

1. the first option "save and assign to" to capture the email in Ares and attribute the task of registering to another user (a user with the "Base" profile in Ares does not have the right to register documents);
2. the second option "Manual registration in Ares" to capture the email in Ares and then complete the registration himself.

On the other hand, the use of AresLook for **outgoing** mails requires the user has the **appropriate profile in Ares** which allows him to complete the registration operation (i.e. he cannot be a "Basic" user) to ensure the actions "send" and "registration" are simultaneousⁱ.



The attribution of the profile "Advanced" is linked to having followed a training course in Ares, which is available both through face-to-face attendance or as an eLearning course (for more information concerning the rules on the allocation of Ares profiles in your services, please contact your DMO).

For outgoing emails, **transmitted to external recipients**, users can also use **the function "external transmission"** in Ares which allows linking to a document its validation process as well as the proof of its transmission via email.

ⁱ Where necessary, a user with the "Base" profile (i.e. who is not authorised to register in Ares) can also, in the first instance, send an email without using AresLook and then, afterwards, retrieve it in the "Sent items" and capture it via AresLook by following the same procedures as that for incoming emails.