

# inMailX<sup>®</sup> for Worldox

## Enterprise Email Management for Worldox



### Enhance Email Management and Compliance

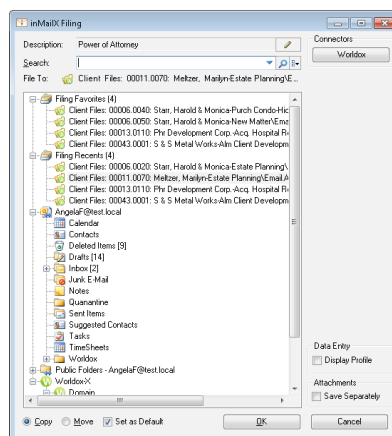
As organisations are required to capture and protect email records to meet legislative, corporate and government requirements, an effective email management solution is crucial to ensure emails are filed and stored in accordance with such requirements.

inMailX for Worldox is an enterprise email management solution for Microsoft Outlook and Worldox, designed to improve compliance by consolidating and simplifying the management of emails and attachments. inMailX for Worldox solution consists of inMailX Email Manager Module and inMailX Worldox Connector.

With inMailX for Worldox, users can file incoming and outgoing emails into Worldox workspaces in a very intuitive and simple process, reducing the complexity of managing and sharing email correspondence.

inMailX for Worldox exposes the Worldox structure in Outlook, and it can be configured to force users to file their emails into Worldox, mitigating risk and ensuring compliance with corporate policies.

inMailX for Worldox will enhance your work practices and improve email filing compliance!



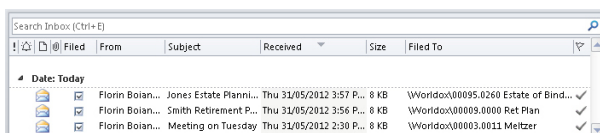
Users can easily file emails into single or multiple Worldox workspaces.

### Streamline Workflow and Improve Productivity

inMailX for Worldox enables users to quickly file emails and attachments into their favorite, recent or other Worldox workspaces. Emails may be filed into single or multiple workspaces in one process, saving time and increasing productivity.

Email attachments can be saved as separate documents, which are automatically related to the email, making it easy for users to identify and locate related emails and attachments in Worldox.

Users can clearly identify the location of emails filed to Worldox using the Doc ID and Filed To fields, ensuring filed emails can easily be located and accessed from Outlook.



New Filed and Filed To fields in Outlook enable users to quickly identify where emails have been filed in Worldox.

### Individual inMailX Modules

- Email Manager
- Attachment Manager
- Print Manager
- Content Manager
- Time Manager
- Brand Manager

### inMailX Standard Suite

- Attachment Manager
- Print Manager
- Content Manager

### inMailX Professional Suite

- Email Manager
- Attachment Manager
- Print Manager
- Content Manager
- Time Manager
- Brand Manager

### inMailX Connectors

- FileSystem Connector
- SharePoint Connector
- TRIM Connector
- WebDAV Connector
- Worksite Connector
- Worldox Connector

# Enhance compliance and productivity with inMailX for Worldox



## inMailX for Worldox Benefits

### Streamline Email Management

- ❑ "Send & File" or "Send & Quick File" outgoing emails
- ❑ "File" or "Quick File" incoming emails
- ❑ Force users to file emails on Send
- ❑ "Auto File" tagged emails into Worldox

### Improve Accessibility

- ❑ Search and navigate to Worldox workspaces from Outlook
- ❑ Display Worldox document ID in Outlook for filed emails
- ❑ Use Favorite and Recent workspaces for quick filing and navigation
- ❑ Display Worldox Profile form to enter additional metadata

### Enhance User Environment

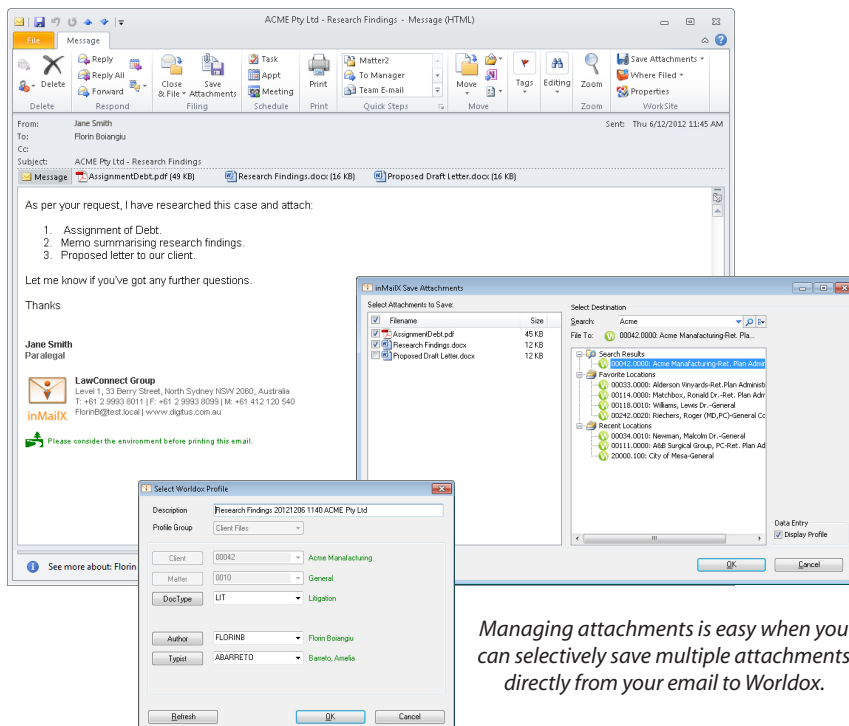
- ❑ File emails to single or multiple Worldox workspaces
- ❑ Save attachments separately to the email and relate them
- ❑ "Where Filed" displays document number, filed date and time
- ❑ Use description masks to apply uniform naming conventions

*"inMailX forces me to organise my emails. Every time I send an email, I am prompted to file it. In my profession, it is vitally important to be able to easily locate and retrieve emails."*

*"With inMailX, I save valuable time and can send, file and print emails (including attachments) with just one click."*

*"inMailX makes it simple and easy to manage emails the way we need them to be managed."*

*"inMailX saves us time and ensures emails are saved to Worldox."*



*Managing attachments is easy when you can selectively save multiple attachments directly from your email to Worldox.*

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**inMailX for Worldox enables users to easily file their emails and attachments into Worldox, saving them valuable time.**

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