

# inMailX® Attachment Manager

Attachments Compliance and Productivity Tools



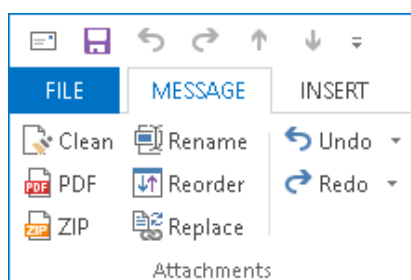
## Improve Compliance and Mitigate Risk

Reducing the risk of sharing confidential information when sending documents via email is essential to protect sensitive information and maintain corporate ownership. Cleaning metadata, converting to PDF, renaming and reordering attachments before emailing them tends to be very laborious and time consuming process.

inMailX Attachment Manager has been designed to assist organisations enhance their regulatory compliance and mitigate risk through greater control over email attachments format and content. It provides tools and functionality that enable users to work more efficiently and comply with corporate policies.

With inMailX Attachment Manager, users can be prompted to clean attachments metadata or convert attachments to PDF when sending external emails

Best of all, users will have the power to format attachments within Outlook as they compose emails, saving the many steps usually required to Rename, Reorder, Clean or PDF attachments.

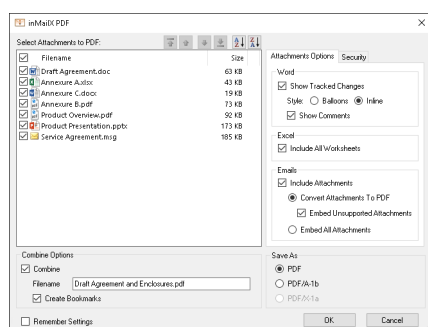


Attachment management tools are easily accessible from the Outlook ribbon.

## Empower Users and Improve Productivity

inMailX Attachment Manager enables users to selectively convert attachments into PDF, while composing emails. Email attachments can be easily renamed, reordered, cleaned of metadata, or compressed to ZIP at the push of a button.

Attachments may be renamed, reordered, bookmarked and combined into a single PDF in one easy step. As part of the PDF conversion process, users can simply choose to show tracked changes and comments for Word attachments, or include all worksheets for Excel attachments. In addition, they can apply password protection for extra security.



Rename, Reorder, Combine and PDF multiple attachments in one easy step.

The Rename function enables users to rename attachments within an email, without affecting the filename of the original document.

Changing the order of email attachments is easy with drag and drop reordering. Users may also reorder attachments alphabetically, at the click of a button.

Simple and efficient Undo and Redo functions allow users to step backward or forward through actions taken, so they can easily rectify errors or omissions.

## inMailX Modules

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

## inMailX Connectors

- FileSystem Connector
- HPE CM Connector
- NetDocuments Connector
- SharePoint Connector
- WebDAV Connector
- Worksite Connector
- Worldox Connector

# Streamline email attachments processing and enhance workflows



## User Benefits

- Maximise Time
  - Convert and combine multiple attachments to PDF 'on the fly'
  - Rename and Reorder attachments within an Outlook email
  - Apply PDF security and remove metadata from attachments
  - Compress multiple attachments to ZIP while composing emails

- Boost Productivity
  - Rename, reorder, convert to PDF and combine attachments in one process
  - Include track changes and comments when converting documents to PDF
  - Convenient Undo and Redo functions to rectify processing errors
  - Simple to use and intuitive tools for processing email attachments

## Corporate Benefits

- Mitigate Risk
  - Prompt users to PDF or Clean attachments on sending emails
  - Set global metadata cleaning and PDF content restrictions policies
  - Force read passwords and content restrictions when converting to PDF
  - Prevent users from sending internal DMS links to external recipients

- Reduce Costs
  - Centralised configuration and settings management
  - Deliver simple and flexible attachments management tools
  - Intuitive interface means minimal training and support
  - Reduce Outlook add-ins and administration overheads

*"inMailX has provided our users with a new way to work, it has significantly increased productivity, and helped IT deliver several key new initiatives."*

*"This product is great and easy to implement. I would put other projects on hold briefly for the quick gains inMailX achieves."*

*"Immediate time savings were realised with inMailX, by being able to easily Clean, PDF, Rename and Reorder attachments, without having to jump in and out of Outlook in order to use other utilities."*

**inMailX Clean**

Select Attachments to Clean:

| Filename  | Size   |
|---|--------|
| <input checked="" type="checkbox"/> Draft Agreement.doc       | 63 KB  |
| <input checked="" type="checkbox"/> Annexure A.xlsx           | 43 KB  |
| <input checked="" type="checkbox"/> Annexure C.docx           | 19 KB  |
| <input checked="" type="checkbox"/> Annexure B.pdf            | 73 KB  |
| <input checked="" type="checkbox"/> Product Overview.pdf      | 92 KB  |
| <input checked="" type="checkbox"/> Product Presentation.pptx | 173 KB |
| <input type="checkbox"/> Service Agreement.msg                | 185 KB |

Word Excel PowerPoint PDF

Remove

- Document Properties
- Document Dates
- Custom Properties
- Track Changes
- Comments
  - All Comments
  - Only User Info
- Hidden Text
- White Text
- Small Text <= 5 pt
- Variables

**inMailX Attachment Manager**

This email has attachments that have not been converted to PDF or have not been cleaned. Please select one of the following actions.

Advanced Options

PDF & Send PDF & Review Clean & Send Send Cancel

*Prompt users to PDF or Clean attachments on Send, and remove selected metadata from email attachments.*

**inMailX Attachment Manager takes the complexity out of managing attachments, empowering users to easily Rename, Reorder, Clean, PDF and ZIP attachments 'on the fly'.**

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