



# inMailX®

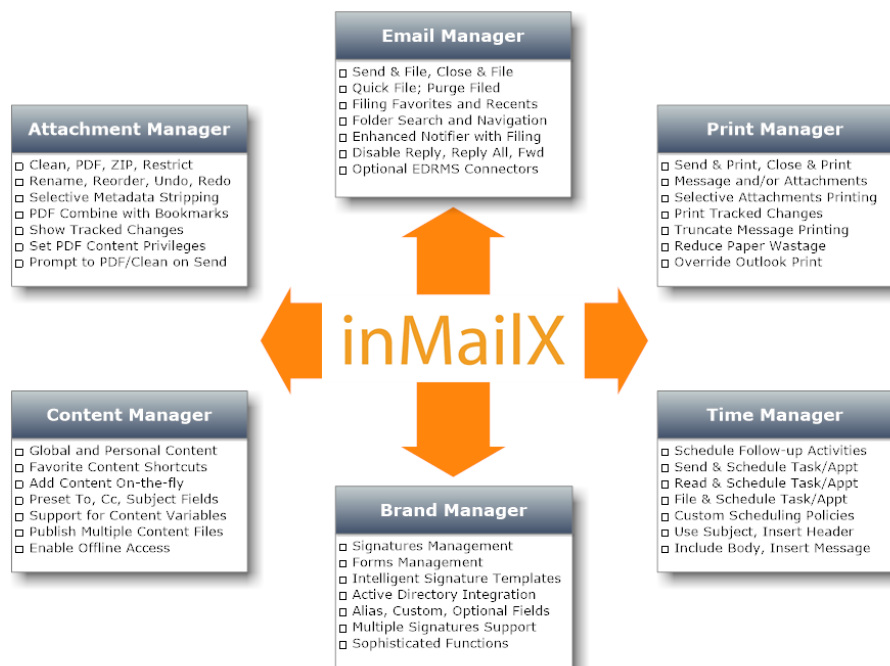
## Enterprise Email Management, Compliance and Productivity

### Introduction

inMailX is an integrated email management, compliance and productivity solution for Microsoft Outlook, which brings together features and functionality that enable users to effectively manage their emails and attachments, improve their email filing compliance, and enhance their productivity.

When used with its optional connectors, inMailX streamlines and enhances the user experience when filing emails and attachments into third party electronic documents and records management systems, such as HPE Records Manager, iManage/Worksite, NetDocuments, SharePoint, Worldox, Network or Cloud folders.

inMailX modular architecture enables organizations to easily deploy and gradually activate the modules that add immediate benefits to their users and business processes.



inMailX scales easily to meet the needs of virtually any organization.

*As new users are created, they automatically receive enhanced emails management functionality, efficient attachments Clean, PDF, ZIP, Rename and Reorder tools, Global content, personalised email signatures, so that they can immediately become productive with inMailX.*



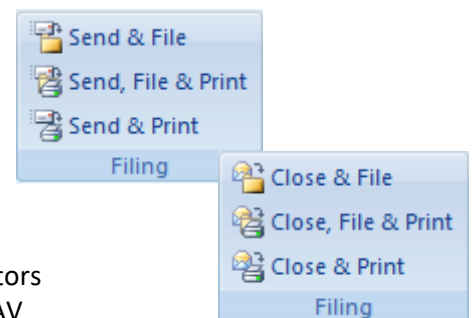
## Modular Features and Functionality

inMailX empowers users to become more productive and responsible when processing emails and attachments in Microsoft Outlook. In addition, inMailX will assist organisations with reducing administration overheads, and enforcing corporate policies to improve compliance.

The combined features and functionality of all inMailX modules include:

### Email Manager (EM)

- Ability to Send & File, Quick File, Close & File
- Forced Filing on Send, Purge Filed Emails
- Customisable Favorite and Recent Folders
- Quick File to Favorite and Recent Folders
- Universal Folder Search and Navigation
- Enhanced Email Notifier with Filing
- Reply All Warning and Disable Reply/Reply All/Forward
- Integration with Cloud and EDRMS via optional Connectors
  - FileSystem, SharePoint, NetDocuments, WebDAV
  - iManage/Worksite, TRIM/HPRM/HPECM, Worldox



### Attachment Manager (AM)

- Active and passive conversion of email attachments into PDF
- Order, combine and bookmark multiple attachments into a single PDF
- Secure and protect PDF content with read password
- Protect PDF content by disabling copy, modify, print
- Remove metadata from Word, Excel, PowerPoint or PDF
- Restrict and alert users when sending DMS links
- Replace\* DMS links with document copies on send
- Combine and compress attachments into ZIP
- Rename individual attachments while composing emails
- Reorder email attachments in any desired sequence
- Undo/Redo to quickly revert actions performed on attachments



### Content Manager (CM)

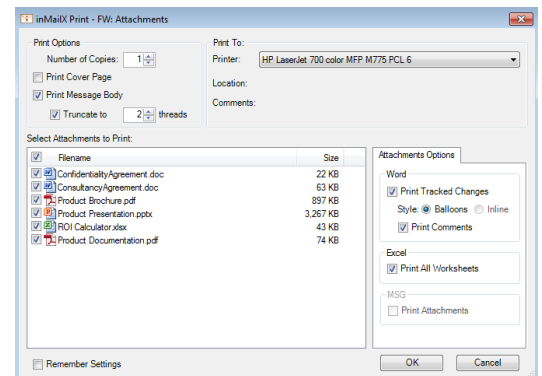
- Personal and Global content help standardise and streamline email communication
- Favourite content shortcuts enable quick access to commonly used content
- Easily add and update personal content on the fly
- Prepopulate To, Cc and Subject fields, and personalise content with Ask variables
- Create multiple global content files, and control how they are deployed to user groups using NTFS permissions





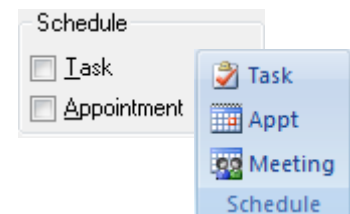
## Print Manager (PM)

- Ability to Send & Print\*\*, Close & Print
- Selective email message and attachments printing
- Truncate printing to specified number of threads
- Print tracked changes in Word attachments
- Print all worksheets in Excel attachments
- Print attached emails and their attachments
- Cover page showing print summary
- Save paper by printing only the most recent email conversation threads



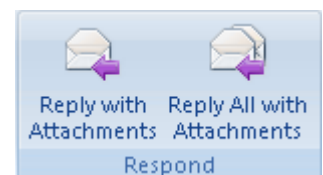
## Time Manager (TM)

- Schedule follow-up activities from emails
- Send & Schedule Task or Appointment
- Read & Schedule Task or Appointment
- File & Schedule Task or Appointment
- Configurable Scheduling Policies
  - Use Subject, Insert Header
  - Include Body, Insert Message



## Brand Manager (BM)

- Integrates Outlook signatures and forms with Active Directory (AD)
- Reply with Attachments and Reply All with Attachments functionality
- Integrated Phone Message custom form included
- Signature template scripts can be used to:
  - Display AD fields only when they contain data
  - Hide specific AD fields per user
  - Alias fields replacement
  - Maintain signature scripts per user
  - Create multiple signatures per user
- Supports multiple Outlook email signatures
- Generate multiple signatures using signature aliases
- Control signature templates deployment using NTFS/AD permissions
- Standardise and deploy corporate email forms



inMailX modules can be purchased separately or bundled in two cost effective suites:

- **inMailX Standard Suite** includes: Attachment Manager (AM), Content Manager (CM), Print Manager (PM)
- **inMailX Professional Suite** includes: Email Manager (EM), Attachment Manager (AM), Content Manager (CM), Print Manager (PM), Time Manager (TM), Brand Manager (BM)

\*Replace feature works with NRL, TR5, and WDL links, and requires the optional EDRMS connector

\*\*Send & Print feature requires inMailX Email Manager (EM) module.



## Solution Benefits

inMailX enables users to efficiently manage their emails and attachments; Clean, PDF, ZIP, Rename, Reorder attachments on the fly; Combine and secure multiple attachments into a single PDF; reduce paper wastage by truncating email printing to the most recent conversation threads.

Some of the immediate benefits that your users and organisation will get from implementing inMailX are:

### Empower Users and Save Time

- Flexible and intuitive email filing interface and functionality
- Active and passive conversion of email attachments into PDF
- Order, bookmark and combine multiple attachments into a single PDF
- Remove metadata in Word, Excel, PowerPoint and PDF attachments
- Rename and Reorder email attachments on the fly
- Compress attachments into ZIP while composing emails
- Undo, Redo attachment manager actions performed on attachments
- Reuse standard content and save time with personal and global content

### Increase Productivity and Reduce Costs

- Streamlined email management
- Easily file emails into multiple locations
- Efficient and intuitive Clean, PDF, ZIP, Rename, Reorder
- Flexible Undo, Redo to quickly rectify user errors
- Minimise typing recurrences with quick content
- Streamline emails printing and reduce paper wastage
- Minimal staff training required
- Reduce Outlook add-ins and administration overheads

### Enforce Corporate Policies and Minimise Risks

- Force users to file emails on send
- Prompt users to clean email attachments metadata on send
- Prompt users to convert email attachments into PDF on send
- Secure PDF documents with read passwords and content policies
- Set global PDF conversion and password complexity policies
- Standardise email content across the organisation
- Standardise email signatures and forms using Active Directory

**For additional information please contact Digitus Information Systems Pty Ltd**

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