



# inMailX®

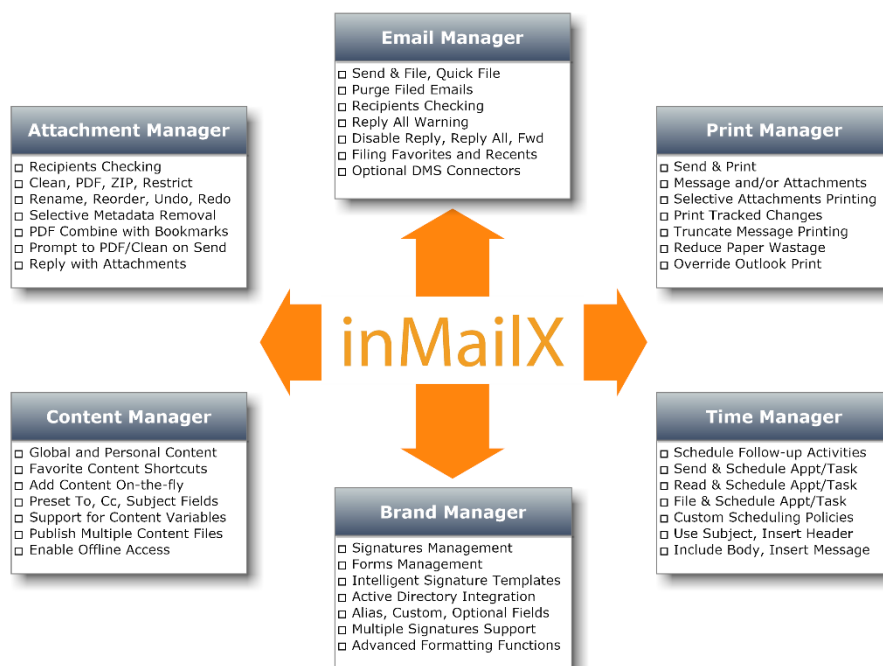
## Enterprise Email Management, Compliance and Productivity

### 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 Cloud and Network Stores, iManage Work/Worksite, Micro Focus/HPE Content Manager, NetDocuments, SharePoint, Worldox.

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, Protect, ZIP, Rename and Reorder tools, Global content, personalised email signatures, so that they can immediately become productive with inMailX.*

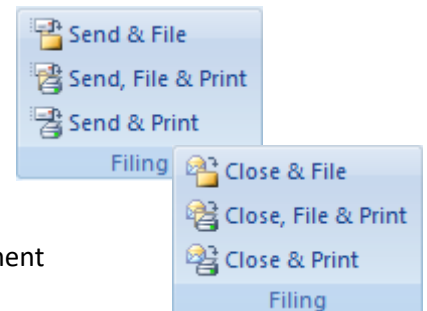


## Modular Features and Functionality

inMailX empowers users to become more productive and responsible when processing emails and attachments. In addition, inMailX assists organizations to enforce corporate policies, improve compliance and mitigate risk, and reduce administration overheads by incorporating all its modules into a single add-in.

### Email Manager Module

- Ability to 'Send & File', 'Quick File' and 'Auto File'\* Emails
- Forced Filing on Send, 'Purge Filed' Emails
- Recipients and Attachments Checking
- 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 Stores, Network Folders, and Document Management Systems via optional Connectors
  - FileSystem, SharePoint, NetDocuments, WebDAV
  - iManage Work/Worksite, MF/HPE Content Manager, Worldox



### Attachment Manager Module

- Remove metadata from Word, Excel, PowerPoint, PDF and Image attachments
- Password protect Word, Excel, PowerPoint and PDF attachments
- Active and passive conversion of email attachments into PDF
- 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
- 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 Module

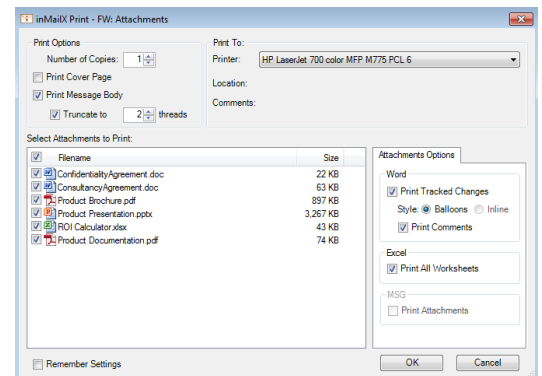
- Personal and Global content help standardise and streamline email communication
- Favourite content shortcuts enable quick access to commonly used content
- Easily add and update personal content on the fly
- Prepopulate To, Cc and Subject fields, and personalize content with ASK variables
- Create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





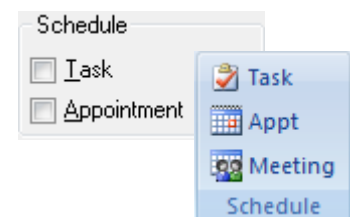
## Print Manager Module

- 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
- Cover page showing print summary
- Save paper by printing only the most recent email conversation threads



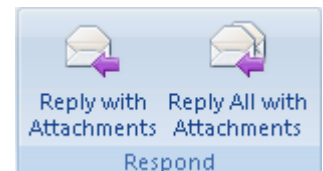
## Time Manager Module

- 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 Module

- Integrates Outlook signatures and forms with Exchange Global Address List (GAL)
- Integrated Phone Message custom form included
- Signature template scripts can be used to:
  - Display GAL fields only when they contain data
  - Hide specific GAL 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, Content Manager, and Print Manager Modules*
- **inMailX Professional Suite** includes: *Email Manager, Attachment Manager, Content Manager, Print Manager, Time Manager, and Brand Manager Modules*

\*Auto File works with iManage Work/Worksite, Micro Focus/HPE Content Manager, NetDocuments, and Worldox

\*\*Replace feature works with NRL, TR5, and WDL links, and requires optional AM DMS connector

\*\*Send & Print feature requires inMailX Email Manager 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

- Simple and intuitive email filing workflows
- Save attachments into single or multiple locations
- Active and passive conversion of email attachments into PDF
- Order, bookmark and combine multiple attachments into a single PDF
- Remove metadata from Word, Excel, PowerPoint, PDF and Image attachments
- Password protect Word, Excel, PowerPoint and PDF attachments
- Rename and Reorder email attachments on the fly
- Compress attachments into ZIP while composing emails
- Quickly Undo or Redo attachments formatting actions to rectify errors

### Increase Productivity and Reduce Costs

- Streamline emails and attachments management
- Easily file emails into multiple locations or folders
- Quickly save attachments separately to the email
- Efficient and intuitive Clean, PDF, Protect, ZIP, Rename, Reorder
- Flexible Undo, Redo to quickly rectify user errors
- Minimize typing recurrences with personal and global content
- Streamline emails printing and reduce paper wastage
- Minimize staff training requirements
- Reduce Outlook add-ins and administration overheads

### Enforce Corporate Policies and Mitigate Risk

- Activate Recipients and Attachments checking on send
- Force users to file emails on send
- Prompt users to clean attachments metadata when sent externally
- Prompt users to convert attachments to PDF and apply restrictions
- Password protect confidential attachments on the fly
- Set global PDF conversion and password complexity policies
- Standardize email communication with global content
- Manage email signatures using common signature templates

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