inMailX®

intelligent eMail eXtension

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What is inMailX?

Email management and productivity tools for Microsoft Outlook

User Control

Attachments Conversion	Privileges	Subject Editing	Filing or Archiving	Optional Connectors

User Capabilities

Scheduling	Forwarding	Contacts Management	Notifier
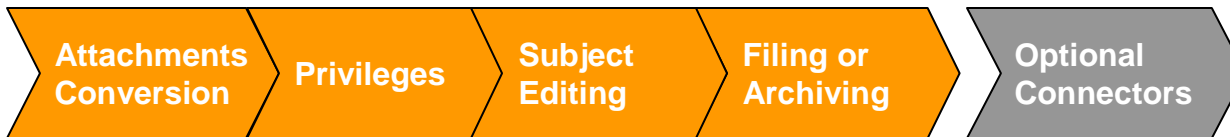
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System Customisation

| Signatures	Forms	Quick Text	Printing

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Filing, Scheduling, Subject Editing

- ❑ Enhanced Email Sending Form
  - ▪ Send, File & Print
  - ▪ File and Schedule Appt/Task
- ❑ Force Filing on Send
- ❑ Enhanced Email Reading Form
  - ▪ Close, File & Print
  - ▪ Schedule Appt/Task
- ❑ Recently Used Filing Locations
- ❑ Quick File to Recent Locations
- ❑ Subject Editing when Filing/Archiving
- ❑ Filing Window with integrated Privileges, Printing and Scheduling
- ❑ File Conversation
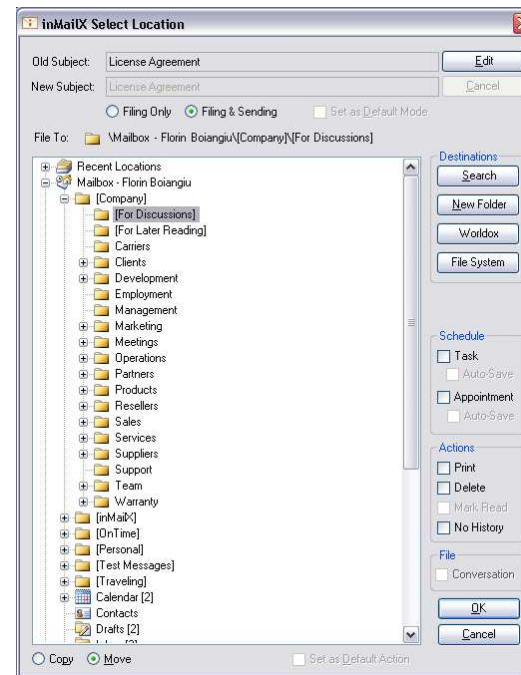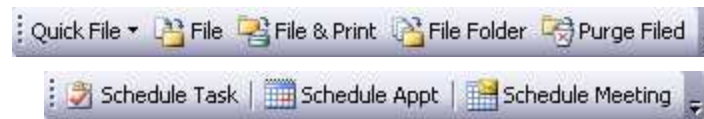
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Attachments Conversion

- ❑ Rename and/or convert single or multiple email attachments into PDF/ZIP

- ❑ Order, combine and bookmark multiple attachments into a single PDF document while composing email

- ❑ Protect and secure the converted PDF attachments by preventing copying, modifying or printing and/or by using read password security

- ❑ Maintain corporate ownership of secured PDF content through centrally managed owner password

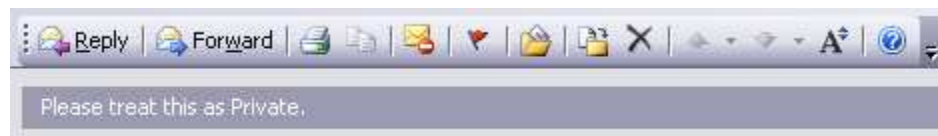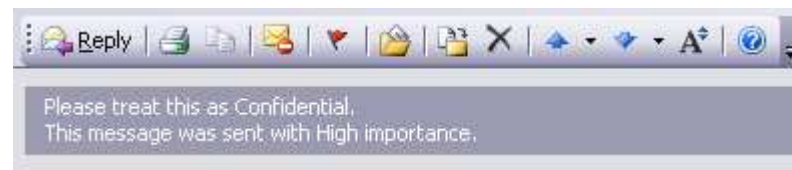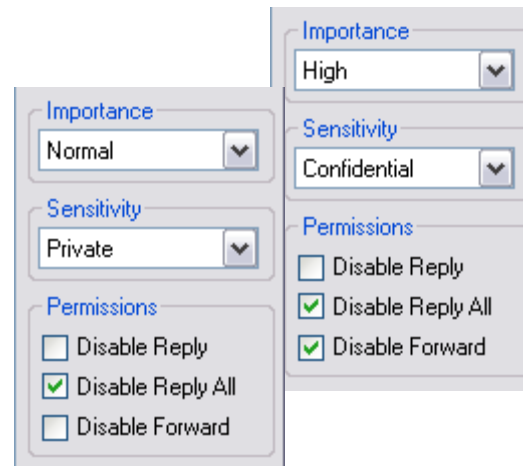- ❑ Combine, compress and secure attachments into ZIP while composing email
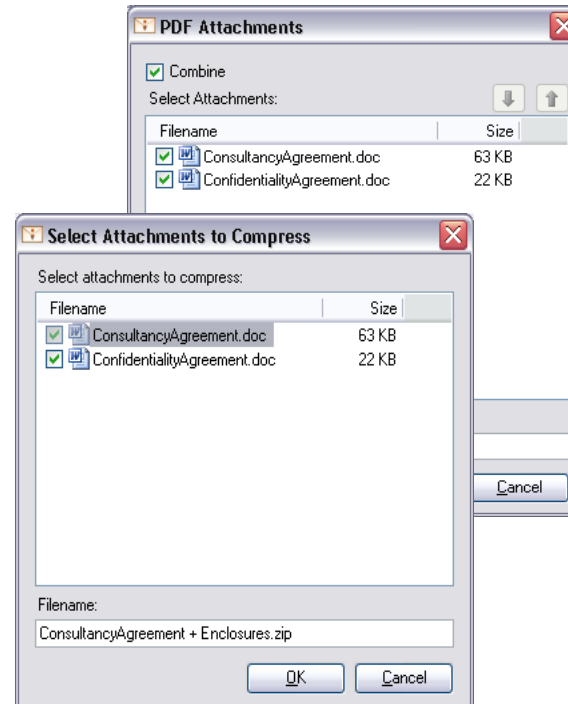
Email Privileges Management

- ❑ Force Importance, Sensitivity, and Permissions when Sending & Filing

- ❑ Set Sensitivity

    - Normal

    - Personal

    - Private

    - Confidential

- ❑ Control Permissions

    - Disable Reply

    - Disable Reply All

    - Disable Forward

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Outlook Signatures Management

- ❑ Integrates Outlook signatures with Microsoft Active Directory (AD)
    - ▪ Manage user signature details through AD
- ❑ Intelligent Outlook signature template support
    - ▪ Optional AD fields
    - ▪ Hide specific AD fields per user
    - ▪ Define custom signature fields in AD
    - ▪ Alias fields replacement
- ❑ Multiple Outlook email signatures support
- ❑ Define default Outlook signature per user
- ❑ Update signatures when Outlook starts
- ❑ Off-line Outlook email signature support

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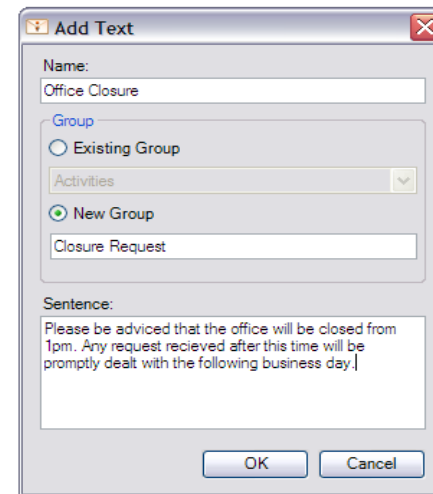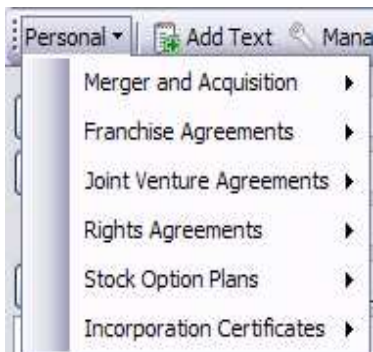
Quick Text Capabilities

- Save common sentences/paragraphs as Personal Quick Text

- Centrally maintain and deploy Global Quick Text across the firm

- Favourites feature allows individual users to create and maintain their own list of Personal and/or Global Quick Text links

- Minimise typing recurrences

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New Contacts Management

- ❑ Add new recipients to Contacts when sending email

- ❑ Define Contacts Folder for saving new recipients

- ❑ Multiple Save Modes

  - ▪ Auto Save

  - ▪ Edit with Outlook

  - ▪ Edit with inMailX
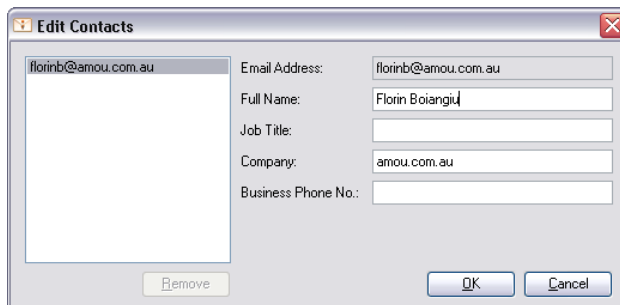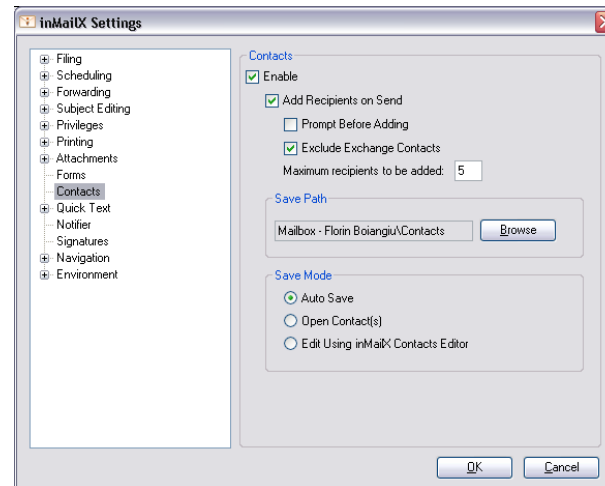
Corporate Forms Deployment

- ❑ Standardise and deploy corporate email forms

- ❑ Out of the box Phone Message form

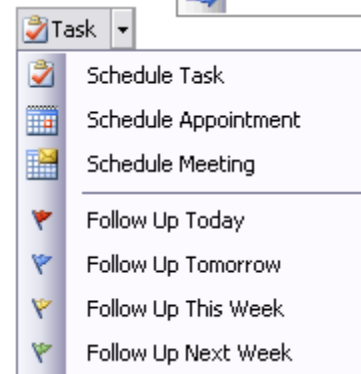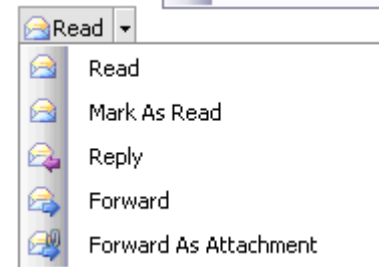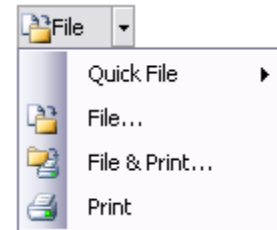- ❑ Update email forms each time Outlook starts

- ❑ Off-line forms support

Enhanced Outlook Notification

❑ Read, Reply or Forward

- ▪ Read, Mark as Read

- ▪ Reply, Reply to All, Forward

❑ Ability to Quick File, File, File & Print, Print

❑ Schedule Task/Appt/Meeting, Flag or Delete Message

❑ Open individual attachments directly from the Notifier

❑ Scroll and read the message without opening

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Advanced Message Printing

- ☐ Print cover page, message and/or attachments in one action

- ☐ Auto-print incoming emails and/or attachments

- ☐ Works based upon user defined rules

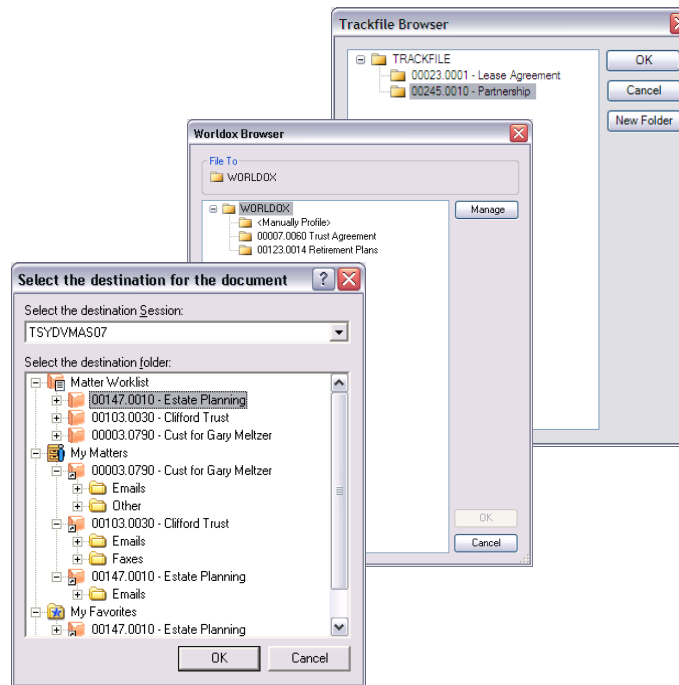# Optional inMailX Connectors

- ❑ Enhance Outlook capabilities of filing emails, tasks and appointments into third party DMS and other repositories

- ❑ Available Connectors for:

  - ❑ Worksite

  - ❑ Worldox

  - ❑ Trackfile

  - ❑ File System

    - ❑ LawMaster

    - ❑ Locus Affinity

    - ❑ MYOB AE (Viztopia)

    - ❑ MYOB Insolvency

    - ❑ SharePoint

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inMailX Benefits for Employees

❑ Saves Time

    ❑ Efficient filing of emails, and scheduling of appointments and tasks

    ❑ Minimised typing recurrences and streamlined printing

    ❑ Enhanced document management and file system integration

❑ Increased Productivity

    ❑ Send, File & Print or Close, File & Print in one simple process

    ❑ Efficient attachments PDF/ZIP Conversion and/or Rename

    ❑ File messages with meaningful subject for easy retrieval

❑ Improved Time Management

    ❑ Easily schedule follow-up appointments and/or tasks

    ❑ Ability to file messages into existing tasks or appointments

inMailX Benefits for the Company

- ❑ **Enforce Corporate Email Policies and Reduce Costs**
  - ❑ Force message sensitivity, permissions and filing of sent emails
  - ❑ Standardise corporate email signatures using Active Directory*
  - ❑ Set global PDF conversion policies, and deploy corporate email forms

- ❑ **Empower Users and Increase Productivity**
  - ❑ Schedule Task/Appt when reading or filing emails
  - ❑ Rename, convert, combine and secure email attachments into PDF
  - ❑ Set PDF passwords, disallow content copying, modifying and/or printing

- ❑ **Control User Functionality**
  - ❑ Control user access to individual product features
  - ❑ Prevent individual users from changing specific settings

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Customer Testimonials

"Each day I spend around 50 minutes managing emails. With inMailX, I save valuable time and can send, file and print emails (including attachments) with just one click."

"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."

"Just a quick note to let you know that I am really enjoying the use of the task creator you have added to inMailX. It makes it easier to keep track of pending matters."

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