

inMailX[®]



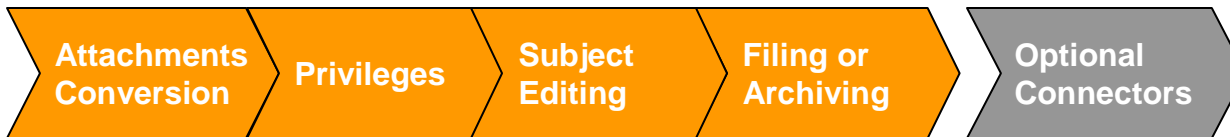
intelligent eMail eXtension

What is inMailX?



Email management and productivity tools for Microsoft Outlook

User Control



User Capabilities



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intelligent
eMail eXtension

System Customisation



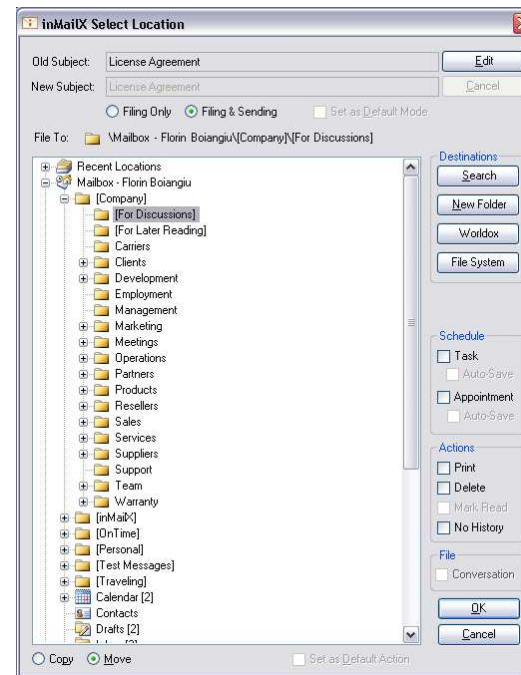
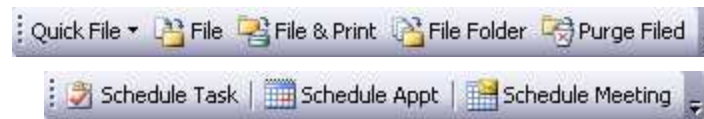
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Filing, Scheduling, Subject Editing



- 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



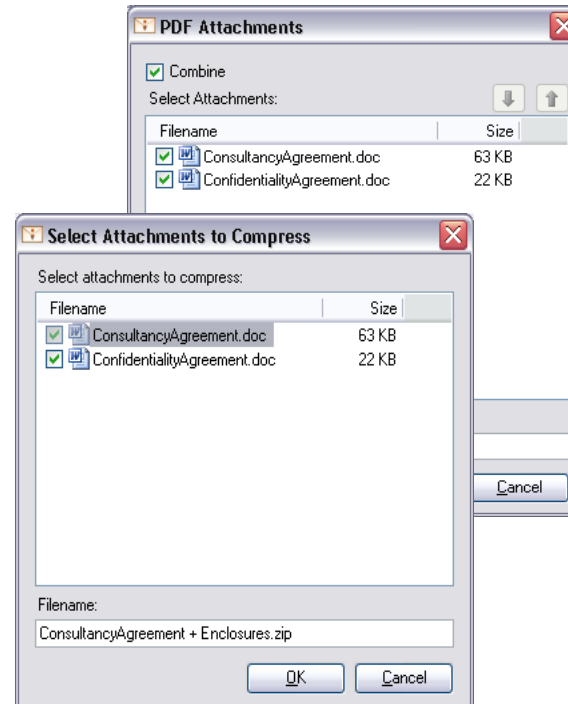
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Attachments Conversion



- ❑ 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



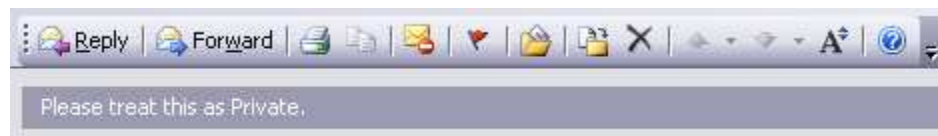
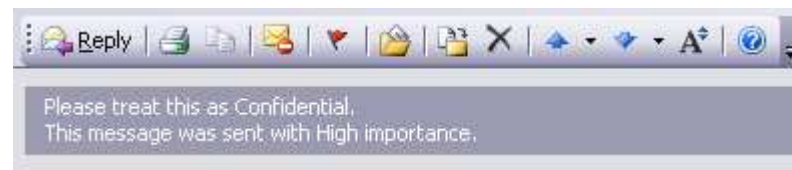
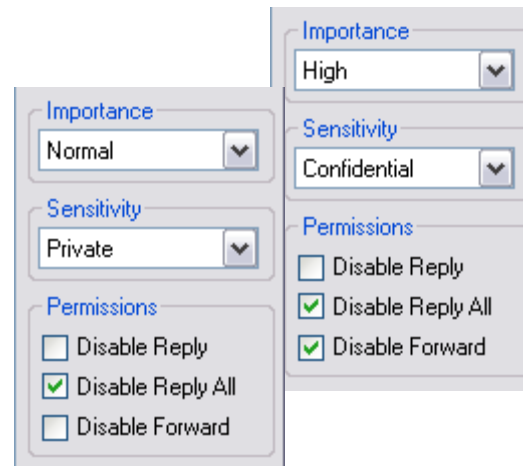
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Email Privileges Management



- 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

Florin Boiangiu Properties

Member Of: Dial-in Message Queuing User Certificate

Environment Sessions Remote control

Terminal Services Profile COM+ UNIX Attributes

General Address Account Profile Telephones Organization

Telephone numbers

Home: Other...

Pager: +61 2 9993 8000 Other...

Mobile: +61 412 146 549 Other...

Fax: +61 2 9993 8099 Other...

IP phone: Other...

Notes:

```
<inMail>
REPLACE(COMPANY_NAME, "{0}")
REPLACE(BUSINESS_TELEPHONE_NUMBER, GET(MarketP,
BUSINESS_TELEPHONE_NUMBER))
HIDE(MOBILE)
SET(DEFAULT_SIGNATURE, "Digitus")
</inMail>
```

OK Cancel Apply

Digitus.txt - Notepad

```
File Edit Format View Help

[[OPTIONAL(FIRST_NAME, "{0}")] [[OPTIONAL(LAST_NAME, "{0}")]
[[OPTIONAL(TITLE, "{0}")]
[[OPTIONAL(COMPANY_NAME, "{0}")]

[[OPTIONAL(BUSINESS_TELEPHONE_NUMBER, "direct: {0}")]
[[OPTIONAL(PAGER, "Phone: {0}")]
[[OPTIONAL(FAX_NUMBER, "Fax: {0}")]
[[OPTIONAL(MOBILE, "Mobile: {0}")]

[[OPTIONAL(EMAIL, "Email: {0}")]
Internet: www.digitus.com.au
```

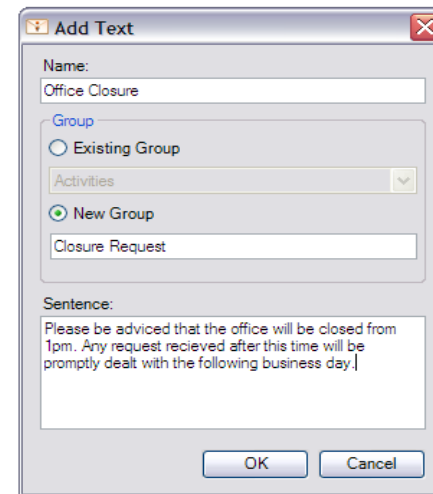
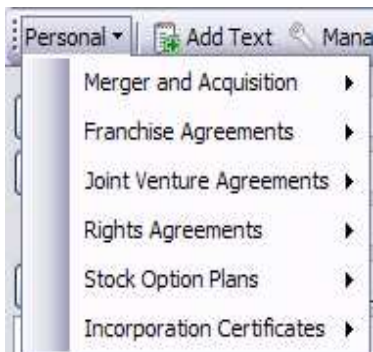
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Quick Text Capabilities



- ❑ 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



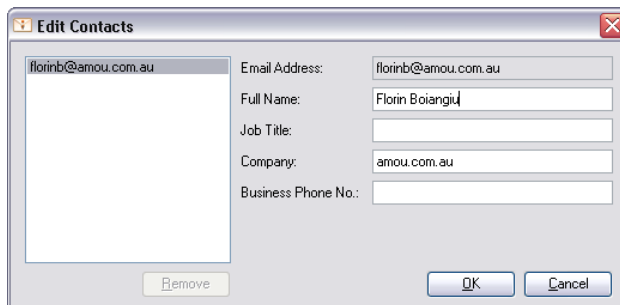
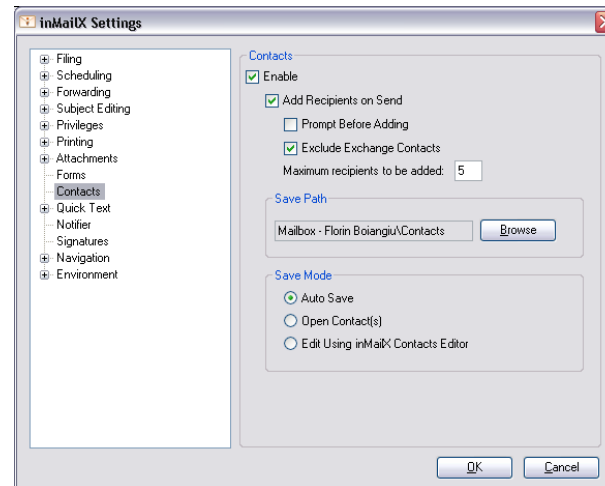
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New Contacts Management



- ❑ 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



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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

Call from Andrew Smith (Smart Legal) 9876 1234 - RE: Consultancy Agreement - Phone M...

File Edit View Insert Format Tools Actions Help

Send Send & File Send, File & Print Send & Print Send, Print & Delete Send & Delete

Personal Add Text Manage Refresh Attach Compress PDF

Phone Message

To...

Cc...

Subject: Call from Andrew Smith (Smart Legal) 9876 1234 - RE: Consultancy Agreement

Caller Name: Andrew Smith **Company:** Smart Legal

Phone Number: 9876 1234 **Reason:** Consultancy Agreement

Telephoned Will call again Please call

Returned call Will return Please see me

Was in Left Package Urgent

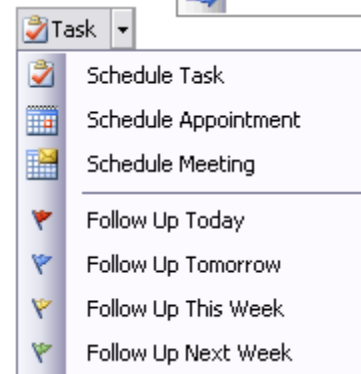
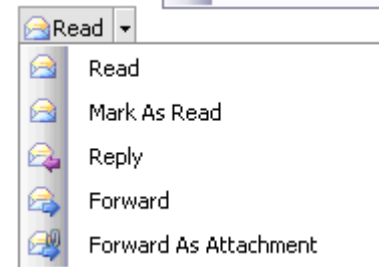
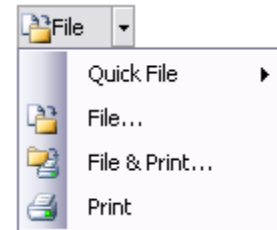
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Enhanced Outlook Notification



- 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

The screenshot displays three overlapping windows from the inMailX application:

- New Filter:** A dialog box for creating a filter rule. It includes fields for 'Sender(s)', 'Recipient(s)', and 'Subject', each with a dropdown menu set to 'Any'. Below these are checkboxes for 'Case Sensitive', 'Print Message' (checked), and 'Print Attachments'. The 'Print To:' field is set to 'Brother-HPLJ4000 PCL LAN'. 'OK' and 'Cancel' buttons are at the bottom.
- Select Attachments to Print:** A dialog box titled 'Select Attachments to Print'. It contains a list of attachments with checkboxes: 'ConfidentialityAgreement.doc' (checked) and 'ConsultancyAgreement.doc' (checked). At the bottom, there are checkboxes for 'Print: Cover' (unchecked) and 'Message' (checked), along with 'OK' and 'Cancel' buttons.
- Printed Message Preview:** A preview of a printed page titled 'inMailX Cover Page'. It shows 'Print Details' (Printed By: Florie Buisaglia, Printed On: Wednesday, 18 February 2009 11:22, Message Body: Yes, Attachments: Yes, Printed Attachments List: 1. ConsultancyAgreement.pdf) and 'Details' (Message Type: Mail, Sender (From): Gary@digitus.com.au, Sent: Wednesday, 18 February 2009 11:21, To: Florie@digitus.com.au, Subject: Consultancy and confidentiality Agreements, Message Attachments List: 1. ConfidentialityAgreement.pdf, 2. ConfidentialityAgreement.pdf).

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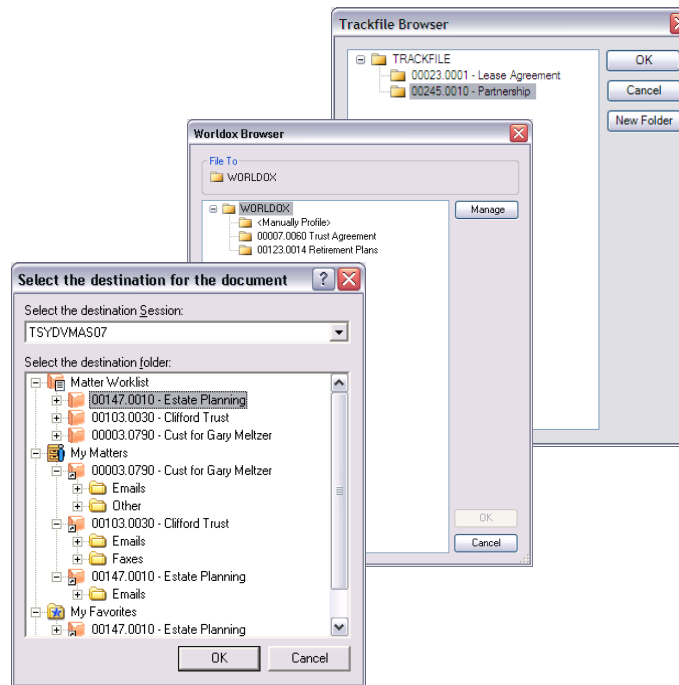
Optional inMailX Connectors



- 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

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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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