

# Mail Manager helps firms collaboratively manage their projects and communications and spend less time looking for lost emails!

## Why Mail Manager?

Mail Manager is an email management add-in for Outlook designed to help project-based businesses take control of their email. We work with companies where email management affects their ability to manage queries, project disputes, and the productivity of their staff.

Often, businesses we work with have been left frustrated with being unable to successfully retrieve an email past six months, resulting in them incurring high costs from suppliers and clients in disputes. We recognise how critical retrieving agreements and project information is. We can help you transform how your business works by addressing the tool your team uses every day, Outlook.

### Reduce risk

Never lose track of your business' critical correspondence again, reduce the risk of financial fines, and gain visibility over all critical communications on any project or client.

### Improve deliverability

Empower your project and client teams to make decisions with the correct information about scope changes, approvals, and any business-critical information which may affect their work.

### Save time

Eliminate time spent hunting for information contained in emails by enabling staff to find any email related to any project or client in seconds.

### Support collaboration

Provide your staff with complete visibility over everything related to their project or client, rather than just what's in their individual inbox.

### Cut costs

Retrieve legacy email agreements and proof within seconds and protect the business from unnecessary expenses when disputes arise with suppliers or clients.

## Problems we solve

- Little-to-no control over project or client information that is locked in staff's individual inboxes
- Risks associated with being able to retrieve emails against a single project or client
- Email is the key form of correspondence in the company, but everyone manages it differently
- Staff are wasting time looking for the information they need to effectively do their job
- Staff leaving the business, but a range of important project or client information is lost in their inbox

## Mail Manager Features

Mail Manager helps organisations to manage their business-critical correspondence.



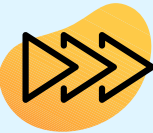
**1. Prompt and predict:** Never worry about your staff not filing again! Mail Manager's AI learns your email behaviours to help prompt and predict where emails should be filed, meaning emails are filed as and when you send and receive them. Plus, you can file multiple emails at once.



**2. Migration:** Implement Mail Manager on live projects or clients by being able to incorporate all of your legacy correspondence easily.



**3. Search:** Find any email on every project or client within three clicks, whether your team are online or offline. We know better than anyone the volume of emails. Mail Manager can search through two million emails in two seconds!



**4. Rapid deployment:** Be up and running with Mail Manager in 24-hours! You can install the Outlook add-in and roll it out across the company in five simple steps. We also offer training and implementation support.



**5. Complimentary to your infrastructure:** Mail Manager is designed to fit in with your existing IT setup! You retain and store your own data, and we slot in nicely with your existing Privilege Access Management and folder set up. We integrate with Outlook and you can file to where your business files, whether that be a server, file server, SharePoint, Viewpoint or other storage solutions.



**6. Social mapping:** Our interactive social mapping feature makes use of your email data to give you a visual way of identifying communication trends and gaps across your company.



**7. File on the go:** With the Mail Manager 365 Mobile App, you can file your important emails any time, any where straight from your smartphone! Our mobile application is designed to complement the Mail Manager desktop solution by connecting correspondence between office-based and field-based teams, with on-the-go email filing, filing reminders and file-upon-send capabilities.

## Companies we've helped



THE UNIVERSITY OF  
SYDNEY



adroit  
ACCOUNTANT LTD



vector foiltec

DUFF & PHELPS

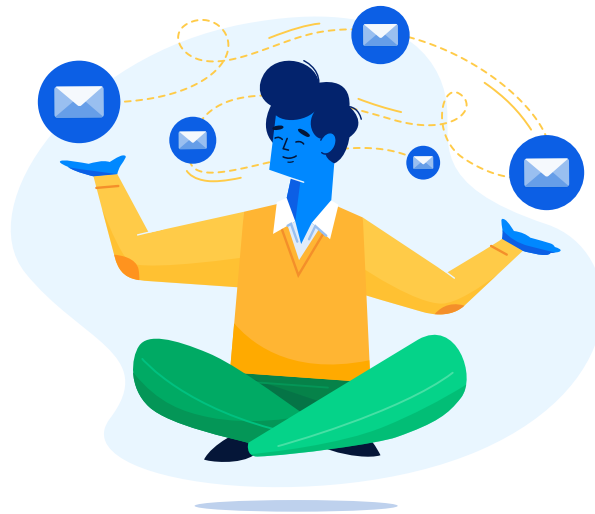
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The search function is very effective as it makes life a lot easier to look for old emails or those involving people in past projects and accessing historical emails. Without Mail Manager accessing important information from historic emails takes longer, we could only search our own inbox with a keyword, that would probably bring too many results as it is not an advanced searching feature.

*Dan Nixon, Head of Transaction Services, Corporate Finance - Azets*

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## Technical Specs

Mail Manager supports licensed Windows versions of Microsoft 365, Outlook 2019, 2016 or 2013 (32-bit or 64-bit versions). You should have the Windows 10 operating system, and be using the Microsoft Exchange Online or Microsoft Exchange Server 2016 on-premise email servers, and have Microsoft .NET Framework 4.6.1 or newer.

## Integrations



## BOOK A DEMO

+44(0) 203 966 5412 | [www.mailmanager.com](http://www.mailmanager.com)

