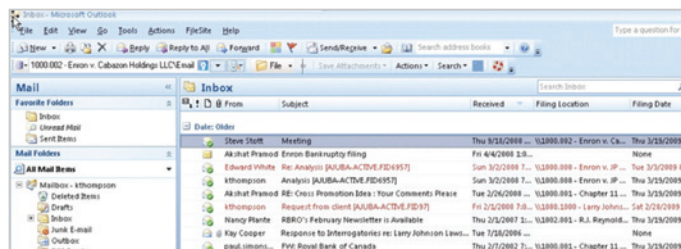


Autonomy iManage Email Management for Outlook

Organize, Search, and Manage Emails and Related Documents Using Familiar Tools

Autonomy iManage Email Management for Outlook provides simple yet powerful email management capabilities from within the messaging environment, extending the capabilities of native Exchange. By making it easy to capture, organize, and search business-critical communications from within the familiar Outlook environment, Email Management facilitates quick user adoption and provides a consistent metaphor to deal with the management of documents as well as email. The comprehensive information management solution enables organizations to effectively maintain their electronic business communications and share valuable knowledge amongst distributed project teams.



Email Management simplifies the filing of email for busy professionals.

Unmanaged Email Content: The Challenges and Risks Facing Today's Firms

Every firm struggles with the volume of email that flows through the organization on a daily basis. Managing correspondence related to business activities has become an increasing challenge. Professionals do not have the time or the luxury to file emails diligently, yet the failure to do so leaves the firm at risk of lost information, regulatory noncompliance, and e-discovery challenges. To manage both email and risk effectively, firms need a quick and easy way to capture communications when they occur. To ensure full user adoption by busy professionals, the system must be intelligent enough to adapt and learn from their email filing habits so they are not burdened with repeated operations.

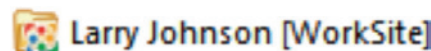
The WorkSite Email Management solution provides a comprehensive approach which enables professionals to intelligently deal with the large volumes of email that flow into and out of their mailboxes each day.

Why File Email in WorkSite

To manage information and risk while optimizing productivity, organizations need a single system that unifies all critical business content and email correspondence into easily searchable engagement or client specific workspaces or folders, while still working within the familiar framework of existing business applications. The WorkSite Email Management module complements WorkSite with a comprehensive set of tools to manage email communication through the Outlook interface, making it simple to capture all correspondence related to a particular engagement, project or matter. At the same time, the solution allows the entire document management repository to be exposed to users as a navigable set of engagement-based folders. Emails can be easily be tagged or dragged and dropped directly into the repository alongside all other related content—delivering a simple way to consolidate correspondence and documents within a single distributed system.

Convenience Copies Provide Flexibility to Work the Way Users Want

With Email Management for Outlook, business users maintain convenience copies of filed email messages in their mailbox, organized according to their personal preferences while also complying with the filing requirements of the business. Personal inbox folders can be synchronized with WorkSite, enabling users to maintain their current filing habits from within Outlook, the Outlook web client or their preferred mobile device. Filed email, clearly marked with a descriptive icon, can be sorted and grouped by filing location to easily display all emails filed to a particular project from a particular mailbox. IT Departments can safely publish email management policies and enact business rules to purge messages from Exchange, knowing that the relevant business content is safely filed in WorkSite.



Email Management keeps inbox and WorkSite folders in sync

Leverage the Advanced Search Technologies of IDOL

Filed emails are fully searchable, using the Intelligent Data Operating Layer (IDOL) engine within WorkSite. IDOL indexes the email message header, message body and all embedded attachments, regardless of native file formats. WorkSite provides ACL security, audit trail, versioning and records declaration features not available in native Outlook. IDOL's Meaning Based Computing uses advanced algorithms and statistical analysis to understand the content and the context of the electronic communications. Email Management for Outlook searches both active and archived repositories simultaneously, easing the burden on the user to find relevant content regardless of location.



Key Features

Filing Toolbar

The filing toolbar provides easy access to the entire WorkSite repository for filing email, managing attachments and applying security. The toolbar is powered by IDOL for fast access to workspaces using a combination of full text and metadata searches.

Suggested Filing

WorkSite offers suggested filing locations for unfiled email based on previous filing activity. Suggested locations simplify the filing process down to as little as a single click. The most recent filing locations are also referenced for quick access to previous filing locations.

Inbox Folder Synchronization

Emails filed within inbox folders are automatically filed into a corresponding WorkSite folder. Users continue to file to their preferred inbox folders from any Exchange client - OWA, Outlook, BlackBerry, iPhone, etc. - and a copy is automatically routed to the corresponding WorkSite folder for preservation in the official matter file.

Attachment Management

Select and attach documents from the repository directly to outgoing emails. Inbound attachments can be detached from the source message and filed separately into WorkSite to facilitate document editing and iterative versioning.

Automatic Filing

Emails and documents automatically inherit the security rules and metadata of the engagement folder they are filed into, eliminating the need for lengthy profile forms, and enabling a path to enforce compliance and records retention rules. Messages equipped with a WorkSite luggage tag are automatically filed with no user interaction.

Server based filing

The WorkSite Communications Server delivers fast email filing performance and keeps Outlook free to respond to the next task. Intuitive mail icons provide the user with the status of the filing activity.

Duplicate prevention

Intelligent duplicate detection ensures that a single copy of the email is filed and profiled, reducing storage requirements and confusion caused by multiple or outdated versions.

Marked as Filed

Icons for filed emails are clearly marked within the mailbox for all recipients.

Mobile and Offline Access

iManage WorkSite allows users to file email and access filed email from their mobile devices, from web mail interfaces, and while offline via OffSite

Native Message format

Emails are stored in native Outlook format; they can be selected from within WorkSite, brought up in Outlook and then Replied or Forwarded.

Powered by WorkSite Infrastructure

Used by more than 2,000 law firms, legal departments and professional services firms worldwide, Autonomy iManage WorkSite is the leading legal information management solution. WorkSite Email Management is built to leverage WorkSite and the WorkSite Communications Servers for Microsoft Exchange. These applications are powered by IDOL, providing pan-enterprise scalability, robust reliability and a highly flexible, distributed, multi-tier architecture. Comprehensive administration tools integrate with LDAP, NDS and ADS servers, making it easy to administer. WorkSite can be deployed out-of-the-box or readily customized and extended with the WorkSite Software Development Kit. Quick to deploy and easy to maintain, WorkSite lowers total cost of ownership and generates a rapid return on investment.

System Requirements

Software:

- Windows XP or Windows Vista or Windows 7
- Microsoft Outlook 2003 or 2007
- FileSite 8.5

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