

Epona EmailFiler



Email Management for *SharePoint 2010*

EmailFiler is an email management application for the SharePoint 2010® platform. Email management has become a core issue for most organizations, as written correspondences are increasingly being replaced by e-mail. Organizations can use tools such as SharePoint to manage and share documents from a central location. However, the inability to conveniently place emails in SharePoint is an issue being faced by many users today.

With EmailFiler, SharePoint document libraries and sub-folders are placed directly in the Microsoft Office Outlook® tree-view so users can store and share emails, attachments and documents from Outlook. Coupling the everyday use of Outlook with a SharePoint platform, organizations can create a simple yet effective matter-centric document and email management system any employee can use.

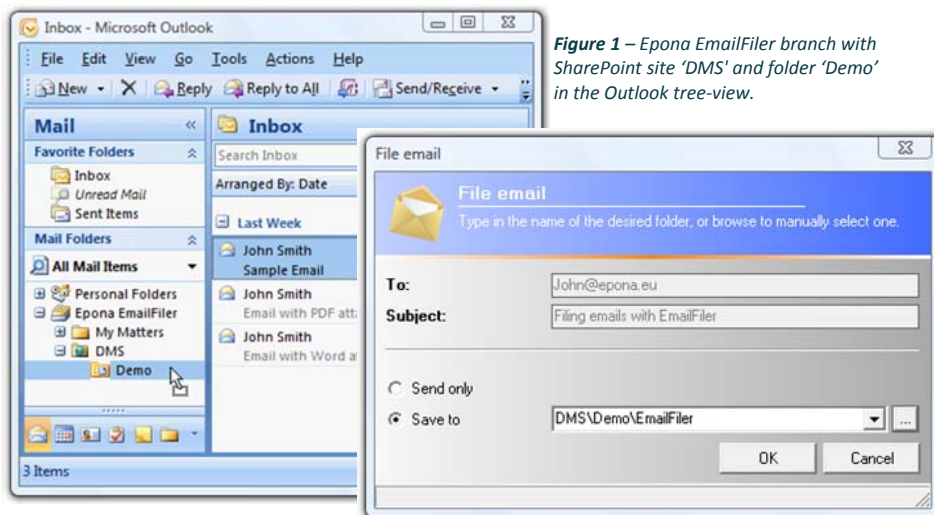


Figure 1 – Epona EmailFiler branch with SharePoint site 'DMS' and folder 'Demo' in the Outlook tree-view.

Figure 2 – EmailFiler prompts users to file emails as they send them.

Benefits

■ Centralized File Share

Centralized document and email management enhances efficiency and subsequently productivity. With EmailFiler, authorized users can easily access emails, attachments and related documents in SharePoint 2010 from Outlook.

■ Secure Data

Managing data without compromising security is a simple procedure. The SharePoint administrator can set access restrictions to SharePoint folders. Users are then limited to only accessing those document libraries and folders to which they are given permission.

■ Regulatory Compliance

Email management is especially crucial for compliance. Some regulations stipulate all relevant outgoing and received emails be accounted for in the DMS. EmailFiler takes this into account; a single setting can be enabled to prompt users to file all outgoing emails by default.

■ SharePoint ROI

Increase returns on the SharePoint investment through enhanced, value adding functionality. The ease of use reduces training costs, while improving processes. The impact of a consistent enterprise wide content can be appreciated by everyone in the organization.

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Recognize *High User Adoption* with EmailFiler

Well managed, centralized and matter-centric content allows users to store and retrieve emails and documents easily and efficiently. EmailFiler's seamless integration of SharePoint 2010 in the common Outlook interface virtually eliminates the need for SharePoint training in most organizations. In some cases users don't even realize they are using SharePoint. It is this ease of use and resulting efficiency that has shown itself in EmailFiler's high user adoption rate and translates into increased SharePoint adoption.

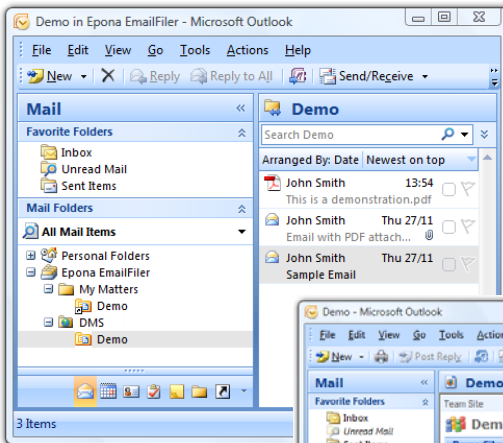


Figure 3 – Store and retrieve emails and attachments in SharePoint from Outlook.

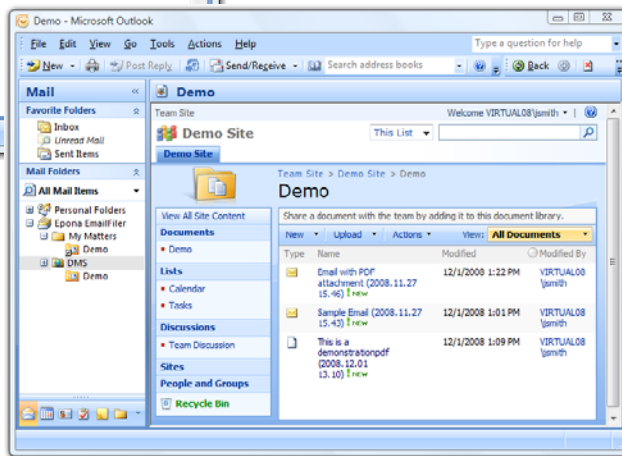


Figure 4 – Store, retrieve and work with documents in SharePoint from Outlook using the standard SharePoint view.

Features

■ Drag-and-drop

With the SharePoint folders in Outlook, EmailFiler allows users to use basic Outlook commands such as drag-and-drop to copy or move emails and attachments to the designated SharePoint 2010 folders. The Outlook Move to Folder right-click command and Rules settings also accept SharePoint folder destinations.

■ De-duplication

EmailFiler's automatic de-duplication feature detects when duplicate emails are filed to a folder. Duplicate alerts provide users with filing options for the duplicate.

■ Metadata

Outlook's email fields such as From, To, CC, BCC and times sent and received are also saved in SharePoint. The settings for this extra information, called Metadata, are usually implemented by the SharePoint administrator. EmailFiler also automatically prompts users to fill in custom metadata fields when filing emails.

■ Search and Filter

EmailFiler can be used to sort only relevant matter folders to display in Outlook. This can be done using the EmailFiler Preferences settings to filter, or the Find Folder feature to search for, the SharePoint folders.



ISV/Software Solutions
Networking Infrastructure Solutions

Epona® EmailFiler is a Microsoft certified product having passed the Microsoft Platform Tests for ISV (Independent Software Vendor) solutions.