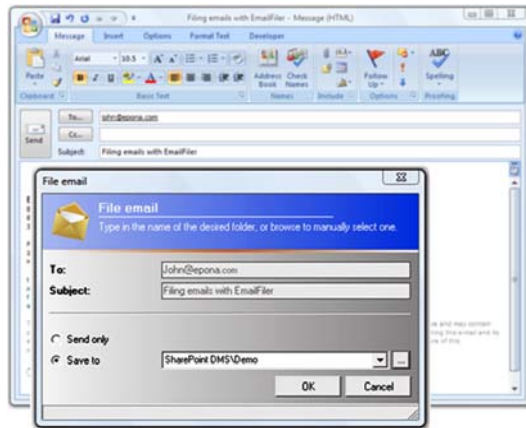


EMAILFILER FEATURES AND BENEFITS



EmailFiler allows users to work with those SharePoint 2010 folders to which they are authorized, while in Outlook, without logging into SharePoint via a web browser. Direct access allows users to drag-and-drop e-mails and attachments to and from the live SharePoint site(s). The application's ease of use, and resulting efficiency, is demonstrated by its practical functionality.

Filing and retrieving e-mails

Simplifying filing and retrieving e-mails between SharePoint 2010 and Outlook helps propel routine file sharing. Users can easily;

- Drag-and-drop, Cut, Copy and Paste, or the right-click context menu to move and/or copy e-mails from Outlook to SharePoint 2010.
- Enable the automated prompt for sent items as a reminder to file outgoing e-mails.
- Set Outlook auto-file rules to direct incoming e-mail to predefined SharePoint folder destinations.

Managing attachments from Outlook

Attachments contain a large share of business critical data; these files exchanged via e-mail can also be stored in SharePoint independent of the e-mail. This is also simple;

- Drag-and-drop attachments from the e-mail body to the SharePoint destination folder.
- Preview attachments embedded in e-mails when browsing SharePoint folders using Outlook 2007 or 2010.
- Securely maintains standards as attachments cannot be entirely removed from the e-mail body (that is detrimental to compliance).

De-duplicating files stored in SharePoint

Automatic de-duplication is a built-in feature of EmailFiler; duplicates cause not only confusion but clog storage space. Users may;

- Enable automated prompts to alert when duplicates are filed.
- File duplicates with a follow-up number as an option.
- Intercept storing the file before it reaches the SharePoint folder by selecting the option in the duplicate prompt.



Retaining metadata (and custom metadata)

Metadata, the extra information related to a document, i.e. the sender, recipient, time and date information in a standard e-mail, and custom (SharePoint) metadata fields, improve searchability. EmailFiler respects Outlook and SharePoint metadata.

- E-mail metadata is retained in SharePoint 2010 by default, and custom (SharePoint) metadata is requested of the user when files are stored in locations that require metadata.
- Mandatory custom (SharePoint) metadata is denoted with a red asterisk, and required before users can proceed. The same metadata can be assigned to all files during large migrations.
- Custom (SharePoint) metadata can optionally be enabled in Outlook email lists.

Switching interface views

Within Outlook, SharePoint and Outlook style interface options adapt to user [interface] preferences. The views include;

- The standard Outlook interface e-mail lists.
- The standard SharePoint (web browser view) lists.
- A custom (default) EmailFiler 'email view' in SharePoint enables Outlook style e-mail lists in SharePoint (web browser) view.

Searching and filtering SharePoint 2010 folders

For large SharePoint sites, users can limit the SharePoint folders which are visible in Outlook, or search for SharePoint folders, and in SharePoint folders through filed items (including e-mail subject lines and body text).

- Filter visible SharePoint folders with the EmailFiler black (or white) list filter options in Outlook.
- Search for a SharePoint folder using the EmailFiler 'Find Folder' right-click context menu option.
- Search through filed items using the standard Outlook search bar similar to the usual Inbox search, but while in the respective SharePoint folder.

Manipulating SharePoint Folders (and sub-folders)

Where user permissions allow, secured flexibility with the level of SharePoint folder modifications from Outlook is useful for efficiency and user productivity.

- Create, delete, and copy SharePoint folders between sites, and other SharePoint locations, freely.
- Create and delete shortcuts to SharePoint folders in EmailFiler's favorite's category 'My Matters'.
- Disable 'delete' SharePoint folders function to prevent accidental deletion.

Technical Specifications

The EmailFiler application works with Outlook client versions 2003 and 2007 on Windows, and is currently available in English, Dutch and German. It is compatible with all current versions of SharePoint, Windows SharePoint Services, and Windows Server 2003 and 2008. The software can also be applied to the dedicated version of Microsoft's Business Productivity Online Suite (BPOS). Testing with upcoming Microsoft releases is currently underway.

EmailFiler is also available in a hosted SharePoint environment through partners Intermax Managed Hosting.

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