

Regain control of your inbox with iManage Work Email Management for Gmail

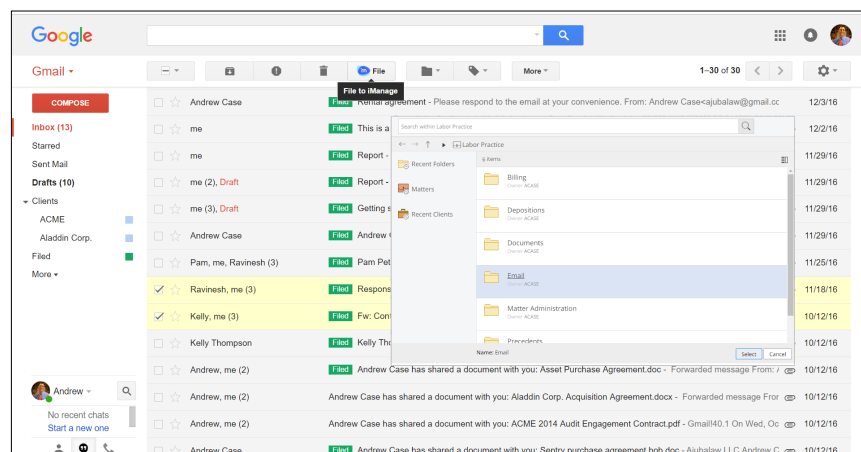
KEY BENEFITS

- Ensure regulatory compliance by capturing all email communications relating to engagement files
- Regain control of your inbox with powerful capabilities in a familiar user experience designed the way professionals work
- Improve efficiency and maintain security by filing emails to preconfigured project folders
- Quickly capture business critical information and work smarter with efficient document attachment management

Professional organizations are inundated with emails. Thousands of emails arrive in inboxes daily, making it difficult to manage, keep track of and respond to in a timely manner. How do you know which emails belong to what projects? How do you keep sensitive emails from being sent to the wrong person? How do you file and archive emails so they can be easily retrieved later? How do you cut through the clutter and find critical and relevant email conversations quickly?

iManage Work Email Management for Gmail

iManage Work Email Management for Gmail is the perfect solution for G-suite professionals to manage all email communications related to engagements, enforce security on sensitive content, and easily find and share relevant information between professionals and clients without wasting valuable time.



You can file emails directly from your familiar Gmail interface into iManage Work folders

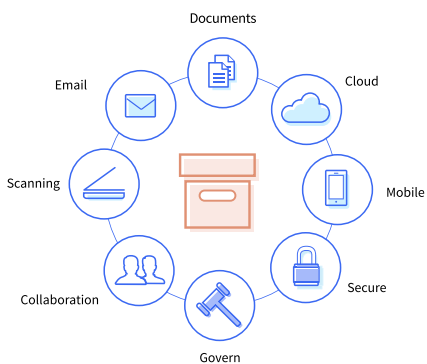
IMANAGE WORK PRODUCT MANAGEMENT

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure governed file sharing and collaboration
- **iManage Insight:** Enterprise content search and analysis
- **iManage Govern:** Archiving, Records, Threat detection and Security Policy Management

File multiple emails at once and organize communications with ease

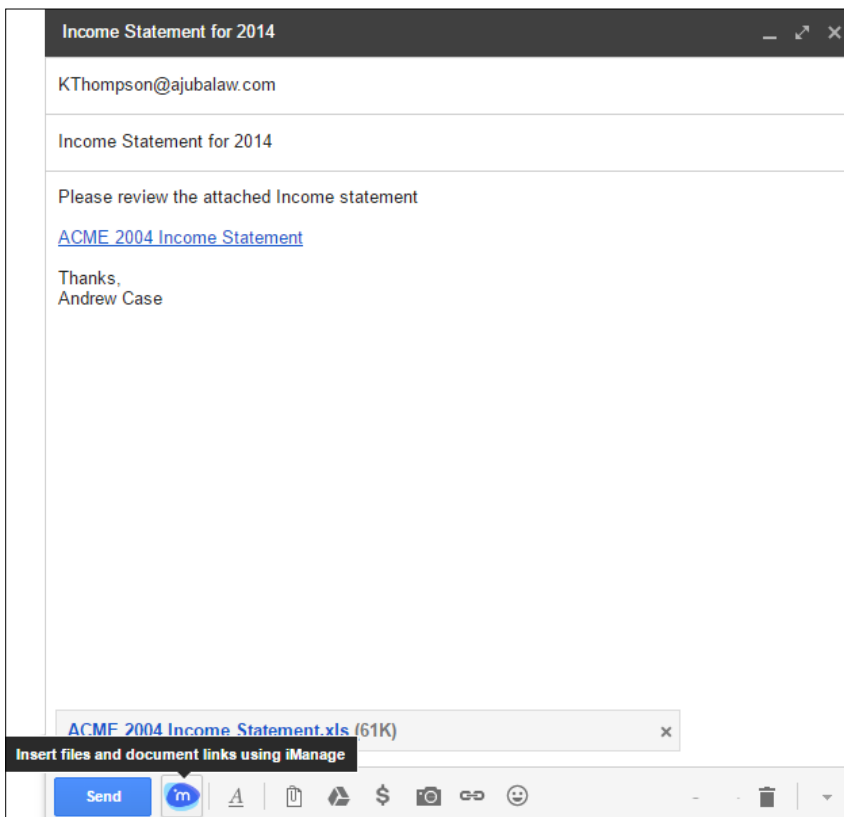
iManage Work Email Management for Gmail provides simple yet powerful capabilities within the Gmail environment already familiar to G-suite users. The Send and File feature lets users choose to file emails to an iManage Work project folder at the same time they are sending it to a recipient. With a single action, users can bulk file individual emails and conversations with their document attachments. A visual cue indicates that filing is complete.

**MANAGE ALL CLIENT WORK PRODUCT
IN SINGLE UNIFIED ELECTRONIC MATTER
FILES BY CLIENT AND ENGAGEMENT**



Work smarter with efficient document attachment management

Managing attachments is a breeze with iManage Work Gmail integration. Documents within the iManage Work project folder-, can be attached directly to outgoing emails as an HTTP link or an attachment copy. You can preview document attachments and be alerted if they are sending an outdated copy, eliminating any risks associated with sharing the wrong version. Inbound attachments can be detached from the source email and filed as new documents or new versions of existing documents within the respective project. You can file multiple emails with multiple attachments as a single operation using iManage Work Email Management for Gmail.



Documents within the iManage Work project folder can be attached directly to outgoing emails as an HTTP link or an attachment copy.

Email Management for Gmail is part of the iManage Work Product Management suite and can connect to iManage Work on premises or in the iManage Cloud.

<https://imanager.com>

[@imanagerinc](#)
www.linkedin.com/company/imanager

About iManage™

iManage is the leading provider of work product management solutions for legal, accounting and financial services firms and the corporate departments they serve worldwide. Every day, iManage helps professionals streamline the creation, sharing, governance and security of their work product. Over 3,000 organizations around the world—including more than 2,000 law firms—rely on iManage to help them deliver great client work. Headquartered in Chicago, IL, iManage is a management-owned company. For more information, please visit <https://imanager.com>.

