



# Tame email for enhanced productivity

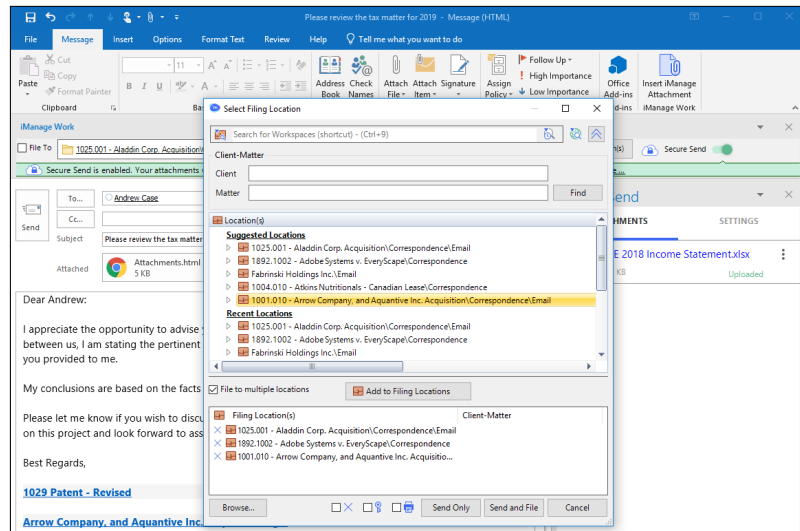
## KEY BENEFITS

- Reduce operating costs by moving emails out of Exchange
- Improve efficiency and maintain security by filing emails to preconfigured project folders
- Simplify the filing process with either a toolbar or drag and drop
- Increase productivity by automating or suggesting filing of inbound and outbound emails

With a steady crush of new emails that arrive in inboxes every day, organizations face a daunting challenge of keeping and finding the ones that are critical to projects. How do you logically organize emails based on projects, as well as enforce security on sensitive communications? How do you keep important emails without exploding the size of mailboxes and thus using a mail server as an expensive form of primary storage? How do users find the emails they need without wasting valuable time?

## iManage Email Management for Outlook and Exchange

iManage Email Management for Outlook and Exchange provides simple yet powerful email management capabilities from within Microsoft Outlook keeping you within a familiar productivity environment. The Email Management solution connects to Microsoft Exchange to provide sophisticated filing capabilities both online and offline. By making it easy to capture, organize, and search business-critical communications from within the familiar Outlook environment, iManage Work Email Management speeds user adoption and provides a consistent way to file and manage emails, email attachments—or both.



## IMANAGE INDUSTRY AWARDS



INNOVATIVE SOLUTION PROVIDER OF THE YEAR



IT SECURITY PROVIDER OF THE YEAR



SUPPLIER OF THE YEAR (TECHNOLOGY)



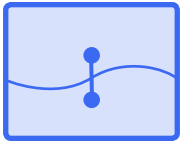
BEST USE OF TECHNOLOGY

*iManage Work with Email Management suggests filing locations and provides users with the ability to file with the least amount of clicks.*

## File multiple emails at once without bogging down Outlook

With server-side filing, you can file several emails in a single action and then work on other tasks in Outlook without suffering a performance hit. When filing is complete, your email is augmented with a visual cue to indicate that filing is complete. Moreover, other users who received the same emails are updated to indicate the email has been filed to a specific project removing the need for everyone in the organization to file the same email.

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



**iMANAGE WORK PRODUCT MANAGEMENT**

**Document + Email Management**

- **iManage Work:** Secure document and email management
- **iManage Share:** Secure, governed file sharing and collaboration



**RAVN Artificial Intelligence**

- **iManage Extract:** Automatic extraction of critical business information from large volumes of documents and unstructured data sets
- **iManage Insight:** Enterprise content search and analysis
- **iManage Classify:** Intelligent categorization of large volumes of business data

**Security + Information Governance**

- **iManage Security Policy Manager:** Need-to-know security policies at scale
- **iManage Threat Manager:** Data protection from internal and external threats
- **iManage Records Manager:** Electronic and physical records management without professional user burden

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**Save time with suggested email filing**

iManage Email Management for Outlook and Exchange learns user filing behavior and utilizes this behavior to suggest where an email should be filed. Filing suggestions are available off-line, ensuring that professionals stay productive in or out of the office.

**Leverage existing Outlook folders to file emails**

Filing Folders allow you to setup a relationship between Outlook folders and iManage Work folders. Once that connection is made, every email in the Outlook folder is automatically filed to the iManage folder you chose, allowing you to take advantage of their existing Outlook folder structure. Professionals do not need to change their working habits allowing them to organize their mailbox once while filing takes place automatically.

**Complete two tasks at the same time when sending emails**

The Send and File feature lets you choose to file emails to a project folder in iManage Work at the same time they are sending it to a recipient. The send and file feature is integrated with various third parties allowing firms to take other actions at the same time.

**Automate Email Filing**

The use of luggage tags on emails allows you to file emails into respective projects automatically. Once an email is sent and filed a luggage tag keeps track of the originating project. This allows all responses to that conversation thread to be filed automatically reducing the time spent by professionals on filing tasks.

**Deploy in the iManage Cloud or on-premises**

iManage Email Management for Outlook and Exchange is available in the iManage Cloud, the first and only cloud service to bring proven technology relied upon by Internet leaders such as Google, Facebook and Twitter to the professional community for document and email management.

Cloud users benefit with continuous upgrades, zero downtime for maintenance, extensive scalability and sustainable performance from anywhere, integrated analytics to intelligently monitor and protect all data from unauthorized or malicious access, and data encryption for data at rest and in motion using customer managed encryption keys.

**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. [ILTA's 2017 Innovative Solution Provider of the Year](#), 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 [imanage.com](https://imanage.com).