

EmailFiler

Email Management for SharePoint

EmailFiler is an email management application for the Microsoft Office SharePoint® Server (MOSS) platform. Email management has become a core issue for most organizations as written correspondences are increasingly being delivered in email form. 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.

Key Benefits

Drag and drop emails into SharePoint. 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 folders. The Outlook Move to Folder right-click command and Rules settings also accept SharePoint folder destinations.

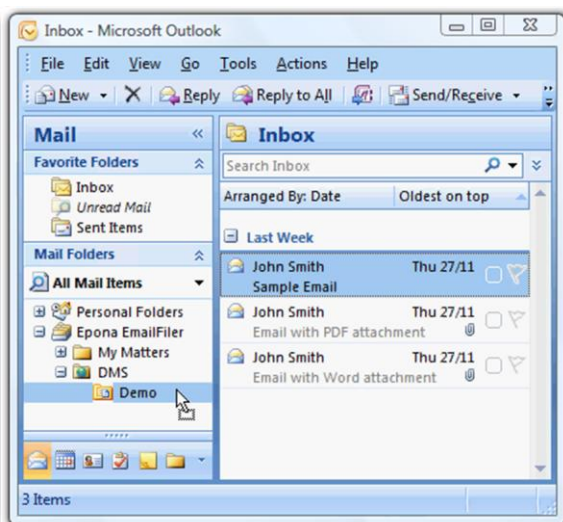


Figure 1 Epona EmailFiler branch with SharePoint folder 'Demo' in the Outlook tree-view.

Enhance sharing with a centralized repository. EmailFiler centrally manages emails on a SharePoint server. Authorized users can easily access emails, attachments and related documents in SharePoint from Outlook as needed.

Security. The SharePoint administrator can set access restrictions to SharePoint folders. Users are limited to only accessing those document libraries and folders to which they are given permission.

Compliance. Email management is especially crucial for compliance. Regulations specify all relevant sent items must also be accounted for alongside received emails. EmailFiler takes this into account and by default ask users if they want to file, just send or even cancel emails upon sending. See Figure 2.

Remove duplicates. EmailFiler's automatic de-duplication feature detects when duplicate emails are filed to a folder. The EmailFiler duplicate alert provides users with options as to what to do with the duplicate. The de-duplication of data saves storage space.

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 upon filing as required.

Favourites. The EmailFiler application includes a My Matters folder where users can store shortcuts to SharePoint folders for easy access. The My Matters folder, which can be renamed, also enables users to delete shortcuts without the risk of data loss.

Filter and search SharePoint folders. When the SharePoint folder count reaches the hundreds or thousands, 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.

Increase returns on the SharePoint investment. The impact of a consistent enterprise wide DMS can be appreciated by everyone. The efficiency in maintaining data allows savings in storage space, excess employee search times during data recovery, and productivity overall.

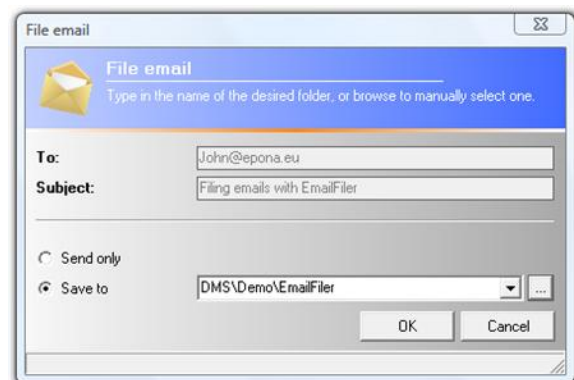


Figure 2 EmailFiler prompts users to file emails as they send them.



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 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.

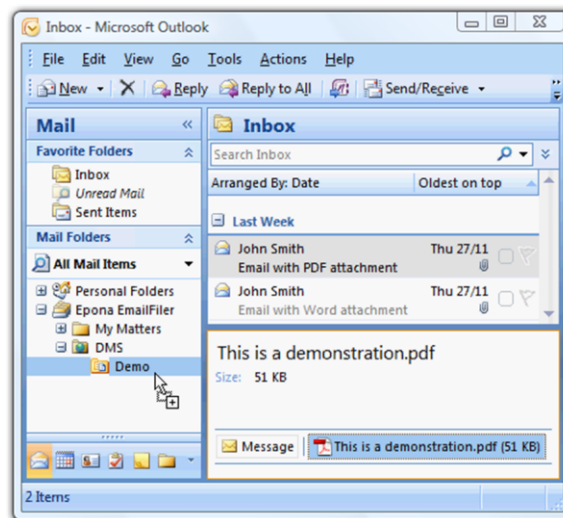


Figure 3 Store and preview emails and attachments in SharePoint from Outlook.

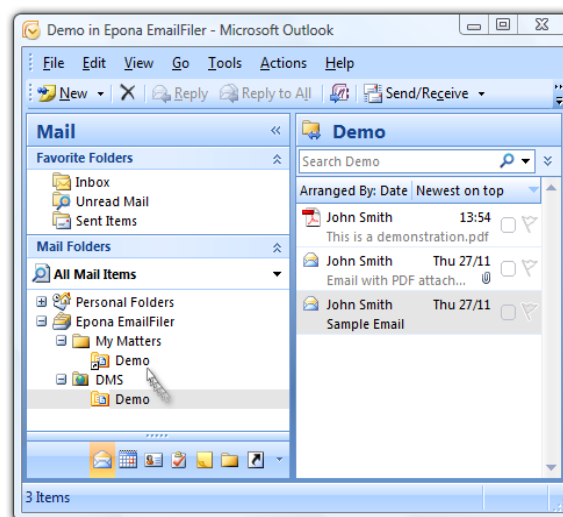


Figure 4 Drag and Drop SharePoint folders to My Matters to create shortcuts to frequently used folders.



ISV/Software Solutions
Networking Infrastructure Solutions

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