

Datasheet

Interwoven® E-mail Management for Outlook

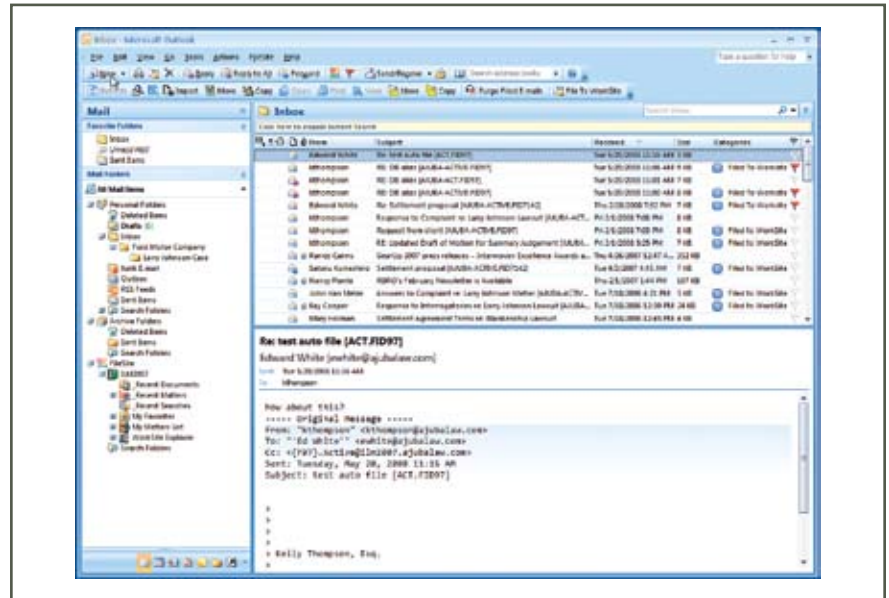
Organize, Search, and Manage E-mails and Related Documents Using Familiar Tools

Interwoven E-mail Management for Outlook enables simple yet powerful e-mail management capabilities from within the Microsoft Outlook environment, extending the capabilities of the same tools users already rely on.

By making it easy to capture, organize, and search business-critical communications from within the familiar Outlook environment, E-mail Management for Outlook facilitates quick user adoption and provides a consistent metaphor to deal with the management of documents as well as e-mail—creating an information management solution that enables effective records management and knowledge sharing without user disruption.

Unmanaged E-mail Content: The Challenges and Risks Facing Today's Firms

Every firm struggles with the volume of e-mail that flows through the organization on a daily basis. Managing correspondence related to business activities has become an increasing challenge. Professionals do not have the time or the luxury to file e-mails diligently—yet the failure to do so leaves the firm at risk of lost information, regulatory noncompliance, and e-discovery nightmares. To manage both e-mail and risk effectively, firms need a quick and easy way to capture communications when they occur. To ensure full user adoption, they must also meet their professionals' high expectations for a system intelligent enough to adapt and learn from their e-mail filing habits so they are not burdened with repeated operations.



E-mail Management for Outlook simplifies the filing of e-mails for professionals

Fundamentally, e-mail management comes down to handling two types of communications: inbound and outbound. The WorkSite E-mail Management for Outlook solution provides a comprehensive approach which enables professionals to intelligently deal with the large volumes of e-mail that flow in both directions through their mailboxes each day.

Interwoven E-mail Management for Outlook

Documents and e-mail correspondence, united

To manage information and risk while optimizing productivity, organizations need

a single system that unifies all critical business content and e-mail correspondence into easily searchable engagement or client specific workspaces or folders, while still working within the familiar framework of already existing business applications.

The WorkSite E-mail Management module complements Interwoven FileSite with a comprehensive set of tools to manage e-mail communication through Microsoft's Outlook interface, making it simple to capture all correspondence related to a particular engagement or matter. At the same time, the solution allows the entire document management repository to be exposed to users as a navigable set of

About Interwoven

Interwoven, Inc. (NASDAQ: IWOV) is a global leader in content management solutions. Interwoven's software and services enable organizations to maximize online business performance and organize, find, and govern business content. Interwoven solutions unlock the value of content by delivering the right content to the right person in the right context at the right time. Many of the world's leading companies, professional services firms, and governments have chosen Interwoven, including adidas, Airbus, Amnesty International USA, Avaya, BT, Cisco, Citi, Delta Air Lines, DLA Piper, FedEx, Grant Thornton, Hilton Hotels, HKMP LLP, Hong Kong Trade and Development Council, HSBC, LexisNexis, MasterCard, Microsoft, Samsung, Shell, Sky Italia, Qantas Airways, Tesco, Virgin Mobile, and White & Case. A community of over 20,000 developers and over 300 partners enrich and extend Interwoven's offerings. To learn more about Interwoven, please visit www.interwoven.com.

engagement-based folders. E-mails can be easily dragged and dropped directly into the repository alongside all other related content—delivering a simple way to consolidate correspondence and documents within a single distributed system. Working along with FileSite and the WorkSite Communications Server, the E-mail Management for Outlook module enables a comprehensive approach to integrated e-mail and document management.

Leverage WorkSite Infrastructure

WorkSite E-mail Management for Outlook is built to leverage Interwoven FileSite and the WorkSite Communications Server for Microsoft Exchange. These applications provide enterprise-class platforms that scale to handle large volumes of information in a geographically distributed environment.

Built on a Robust Server Architecture

Delivers security, performance and low cost of ownership

All WorkSite applications are powered by an open, secure, enterprise-class platform that scales to handle millions of documents and tens of thousands of geographically distributed users. Built on a highly flexible, distributed, multi-tier architecture, WorkSite supports distributed repositories, built-in fault tolerance, load balancing and clustering. Comprehensive administration tools integrate with LDAP, NDS and ADS servers, making it easy to administer. WorkSite can be deployed out-of-the-box or readily customized and extended with the WorkSite Software Development Kit. Quick to deploy and easy to maintain, WorkSite lowers total cost of ownership and generates a rapid return on investment.

Interwoven, Inc.
160 East Tasman Drive
San Jose, CA 95134 USA
(408) 774-2000

Key Features

Native Outlook format	<i>E-mails are stored in native Outlook format; they can be selected from within WorkSite, brought up in Outlook and then Replied or Forwarded.</i>
Outbound and inbound attachments	<i>Select and attach documents from the repository directly to outgoing e-mails. Inbound attachments can be removed and stored separate or remain part of the e-mail message body.</i>
Profile and security inheritance	<i>E-mails and documents automatically inherit the security rules and metadata of the engagement folder they are dropped into, decreasing future search times, eliminating the need for lengthy profile forms, and enabling a path to enforce compliance and records retention rules.</i>
Send and file	<i>Users can file e-mails automatically as they are composed and sent to recipients.</i>
Automated categorization and tagging	<i>E-mails filed to the WorkSite repository are flagged and categorized in order to provide better visibility to filed content. Correspondence that has been previously filed to WorkSite is tagged with intelligent information to enable advanced features like auto-filing.</i>
Predictive filing	<i>Intelligent tags also provide users with a predictive filing mechanism which prompts them with a filing location based on the filing history of the e-mail.</i>
Duplicate prevention	<i>Intelligent duplicate detection ensures that a single copy of the e-mail is filed and profiled, reducing storage requirements and confusion caused by multiple or outdated versions.</i>
Quick filing	<i>Quick filing allows users to file to WorkSite by simply providing the client and matter with no folder selection. The E-mail management module intelligently files correspondence to the appropriate folder within a matter or engagement file. Additional quick filing features like a historical list of filing locations is available as part of the Send and File interface.</i>
Purge filed e-mail	<i>For users who like to retain emails for a period of time in their inbox, e-mails that have been filed to WorkSite with the E-mail Management module provides a simple way for users to quickly delete filed e-mails from their mailbox in a single step.</i>

System Requirements

Software:

- Windows 2000 SP4, Windows XP SP2 or Windows Vista (32-bit)
- Outlook XP, 2003 or 2007

Minimum Hardware:

- Intel or x86 processor (1Ghz or higher)
- 256MB of RAM (512MB is recommended)
- 100MB of available hard disk space