

SYNERGIZE Email Integration for Outlook

Fully utilize email content, streamline business-critical tasks, reduce cycle times, cut costs, and effectively manage all email correspondence

Microdea's Synergize Email Integration for Outlook enables organizations to quickly save emails and their attachments to Synergize. This facilitates the triggering of internal processes and workflows to reduce cycle times and advance business initiatives.

The explosive growth of corporate email use in recent years has caused email to evolve from a basic messaging tool to an integral business component. In order for business processes to progress at optimum rates, information embedded in emails must be easily accessible by multiple people internally, as well as with their customers, partners, and suppliers.

The plug-in is quickly deployed. A simple download installs plug-ins that automatically integrate with Outlook to add buttons to the tool bar.

Save Email and Attachments to Synergize from the Outlook Interface

Once configured, users of Outlook are able to quickly capture and save their email communications to Synergize by simply clicking a button.

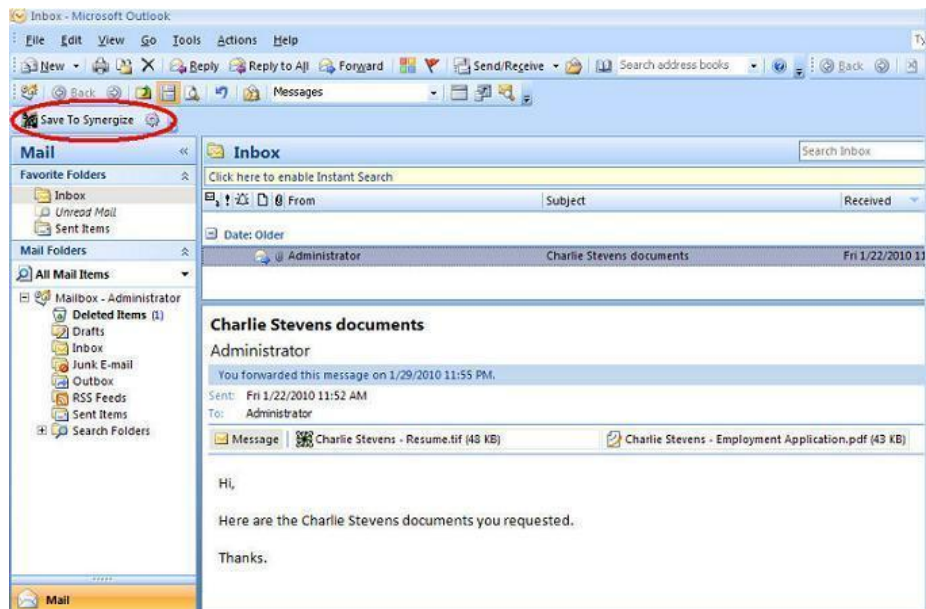
With Synergize Email Integration for Outlook, users can quickly save documents to Synergize, link these to workflows, create cross-references, as well as determine whether to keep email and attachments in native format or convert selected documents to image formats for long term preservation.

The saving options of received email and attachments can be configured with mandatory or recommended features. Under mandatory an administrator can determine how a certain document type will always be saved, while recommended gives the user the option to save in their format of choice.

Synergize offers advanced management capabilities enabling users to group, merge, and index attachments in Outlook, as well as establish default and specific configurations to manage attachments and automate this process. All email content is stored in a central and secure location, within a corporate repository, this eliminates the need for email data silos that inhibit document retrieval and frequently contain redundant and duplicate information.

SYNERGIZE EMAIL INTEGRATION PROVIDES:

- Easy storage and retrieval of email and attachments in their original formats to / from Synergize
- Workflow capabilities to automatically route documents and streamline processes
- Reduced cycle times, storage and e-discovery costs
- Seamless integration with Outlook to ensure high end-user adoption
- No need to print and scan email documents
- The ability to keep all attachments; as either a TIFF / PDF / Native / Ignore
- Enhanced compliance with regulatory requirements through the ability to quickly address litigation requests
- Ensured security and visibility of email content
- A quickly deployable solution



TRAINING

Microdea's professionally designed and presented courseware provides hands-on training to smoothly advance users from conceptual understanding to practical skill set, enabling you to more quickly realize the business benefits of your Synergize® investment.

TECHNICAL SUPPORT

Microdea's Support and Upgrade Assurance (SUA) contract provides access to our in-house technical resources and to the latest developments in imaging technology. Clients with SUA contracts are entitled to the latest version of Synergize® at no additional cost.

ABOUT MICRODEA

As developers of the innovative Synergize Document Automation Solution, Microdea provides clients with advanced document, workflow and process management technologies. This cost-effectively automates and streamlines their paper-intensive business processes.

For more information on any of our products or services please visit us on the Web at: www.microdea.com

Microdea Inc.

15 Wertheim Ct., Ste 301
Richmond Hill, ON L4B 3H7
Phn 905.881.6071
Fax 905.881.5943

Save Email in Native Format or Convert to TIFF



The ability to quickly retrieve information and perform database lookups enables organizations to maximize the value gained from business data buried in emails. A high adoption rate is ensured as users are able to instantly access any email document through the familiar Synergize interface.

Synergize's workflow capabilities support operations by connecting relevant emails with business processes. For instance, through workflow an email containing an invoice is specified and routed to accounts payable where the appropriate personnel can check for approvals and advance the process. Operational efficiencies are enhanced and customer, partner, and supplier relationships are consolidated.

Synergize Email Integration for Outlook optimizes the utility of email content and helps streamline business-critical tasks, enabling organizations to reduce cycle times, cut costs, and effectively manage email correspondence.

Preview, Index, and Set Document Properties

