

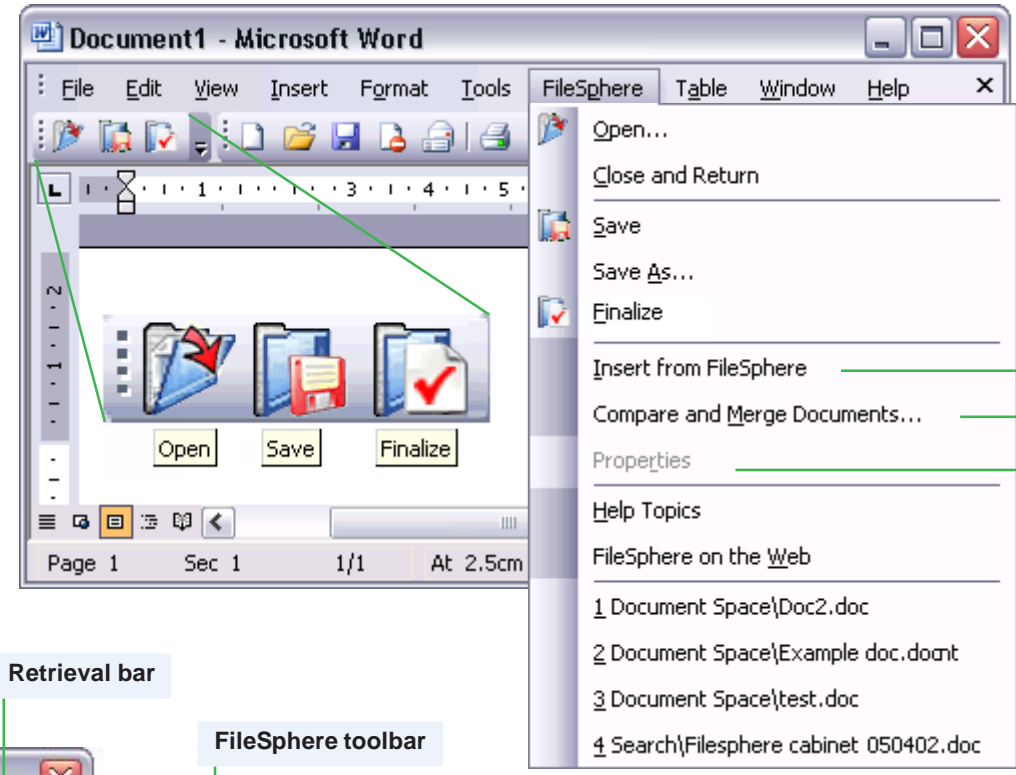
@ FileSphere Electronic Document Management

Take a look

FileSphere is built into Microsoft® Outlook® and Office...
there's no new interface to learn

Manage your Microsoft® Office documents directly as you create and edit them using the FileSphere options in Open, Save and Save As dialog boxes

Store all file types in a central location & share them with multiple users in a networked environment.



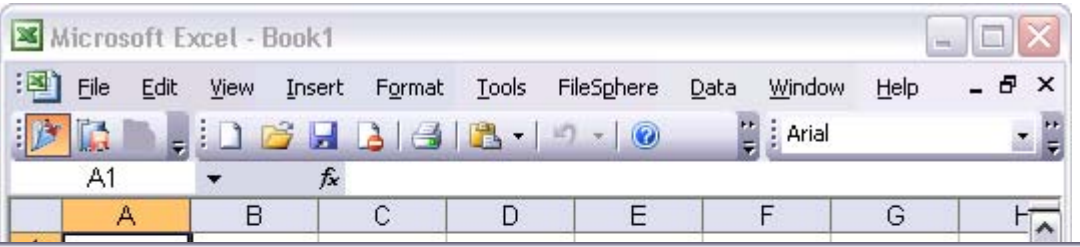
Insert images directly from FileSphere

Compare and Merge FileSphere documents

Instant access to property settings from within a document:

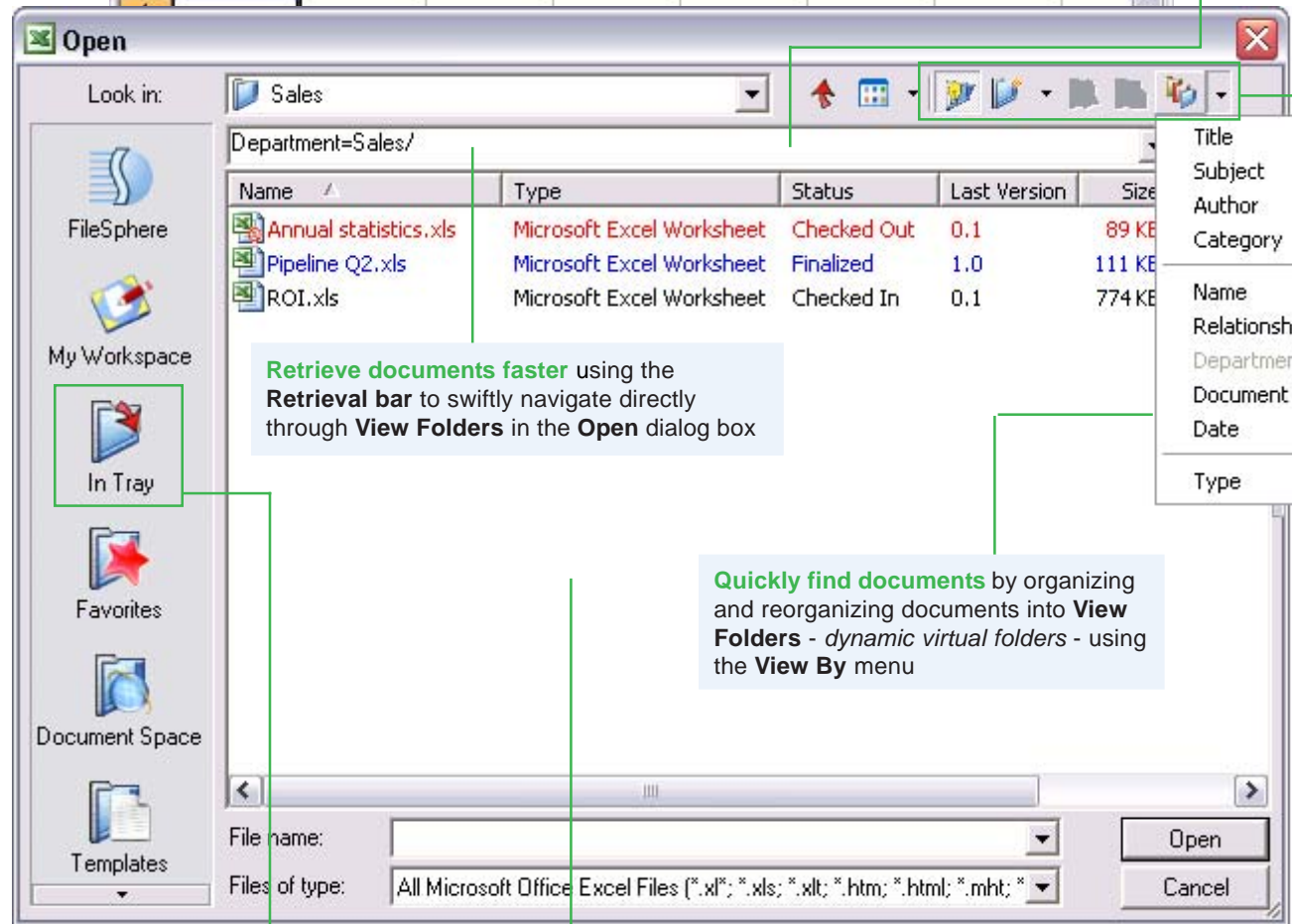
- ◆ Classification
- ◆ Previous Versions
- ◆ Complete History
- ◆ Security
- ◆ Auditing
- ◆ Expiry Date

Manage your emails and documents using the FileSphere toolbar and FileSphere menu options in Outlook®, Word, Excel & PowerPoint®



Retrieval bar

FileSphere toolbar



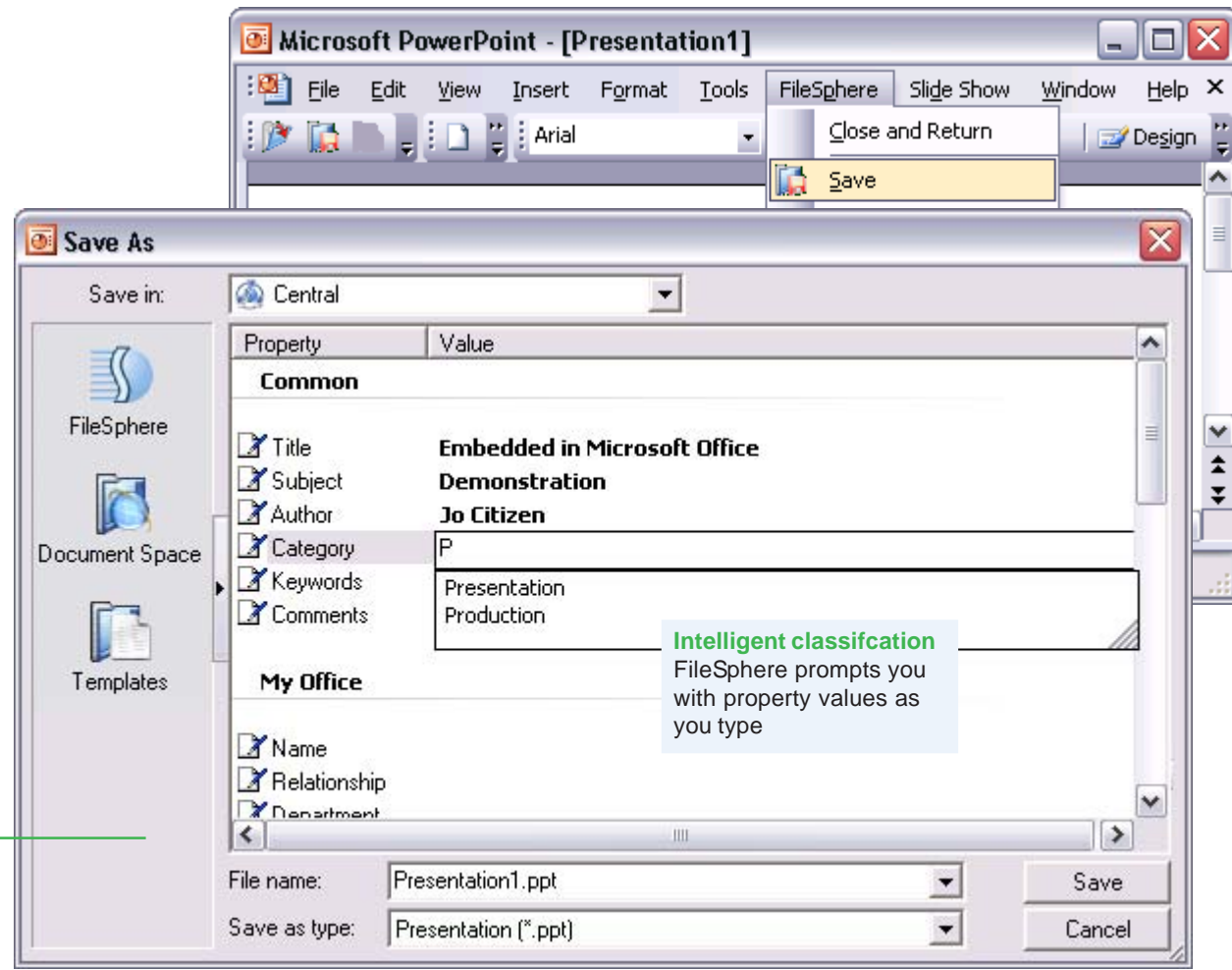
Retrieve documents faster using the Retrieval bar to swiftly navigate directly through View Folders in the Open dialog box

Quickly find documents by organizing and reorganizing documents into View Folders - dynamic virtual folders - using the View By menu

In Tray holds documents sent to you by other FileSphere users

Instant access to documents in any FileSphere space

Classify documents as you save them directly into FileSphere



Intelligent classification FileSphere prompts you with property values as you type

Embedded in Microsoft® Windows® & Office

Emails, documents & files unified in one view

Automated Classification

Automated version management

Easy document sharing & collaboration

Comprehensive audit trail