

Take a look

Built into Microsoft® Outlook® ... automatically captures inbound & outbound electronic mail

Add emails automatically
Use Outlook® Rules to automatically capture and file emails as you send and receive them

Or use the **FileSphere toolbar and menu** options in Outlook® to add emails & attachments, yourself

Unify emails with other related documents by adding them to FileSphere

Send FileSphere documents by email directly from Outlook®

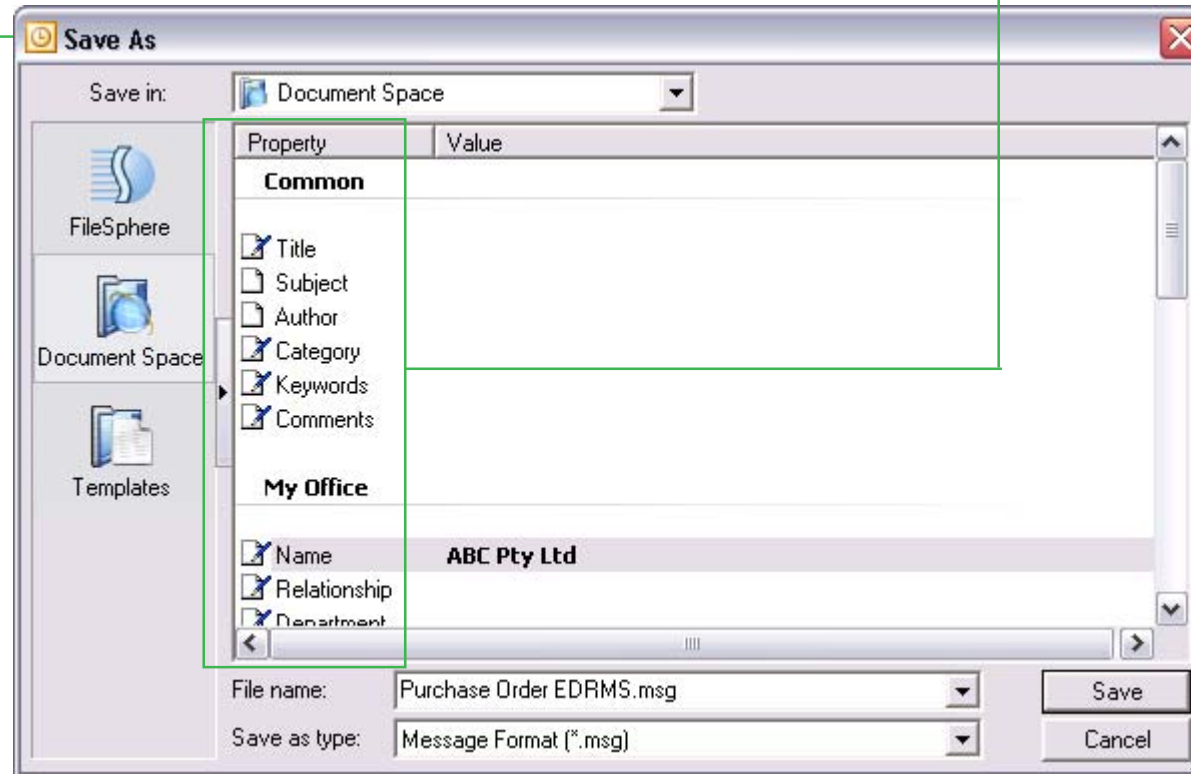
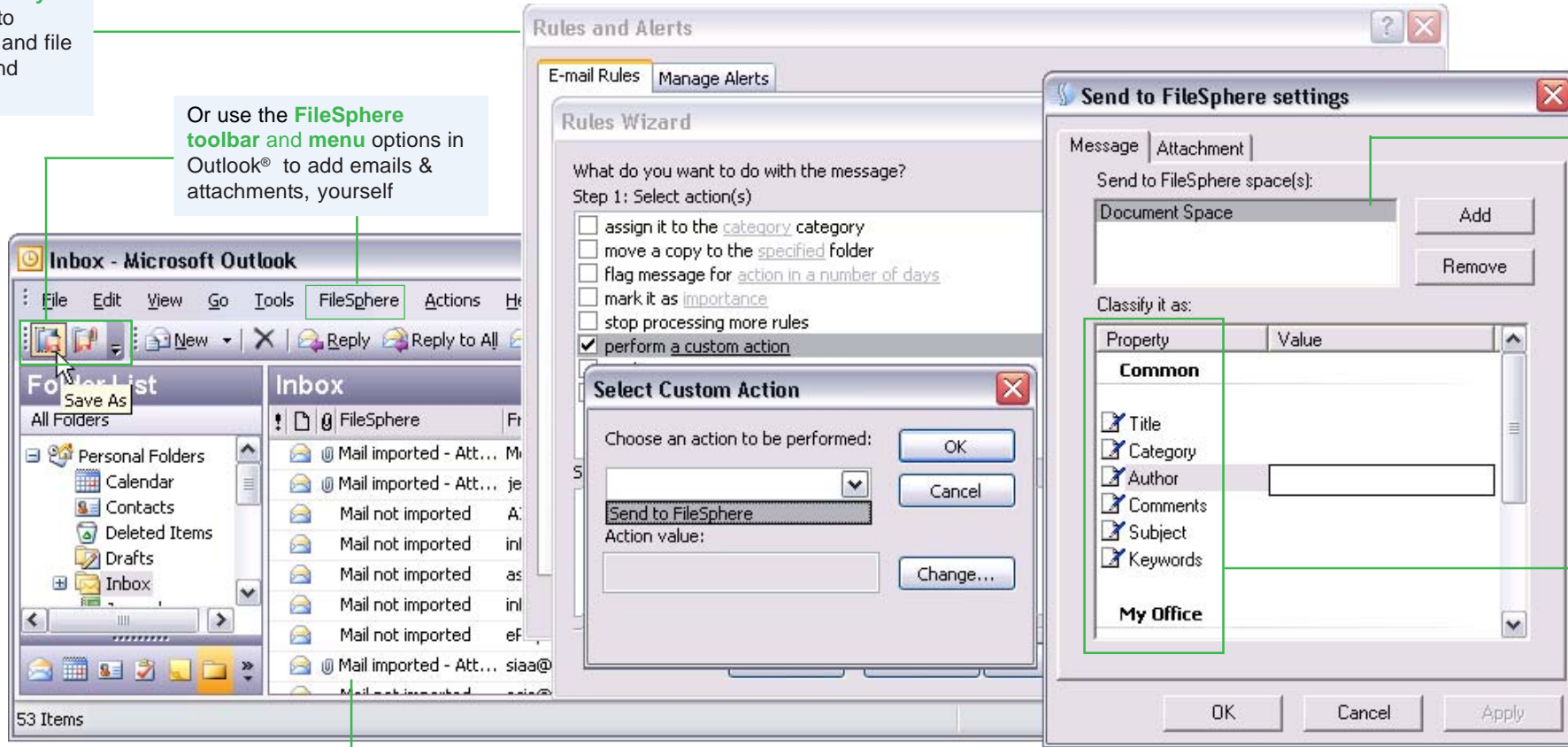
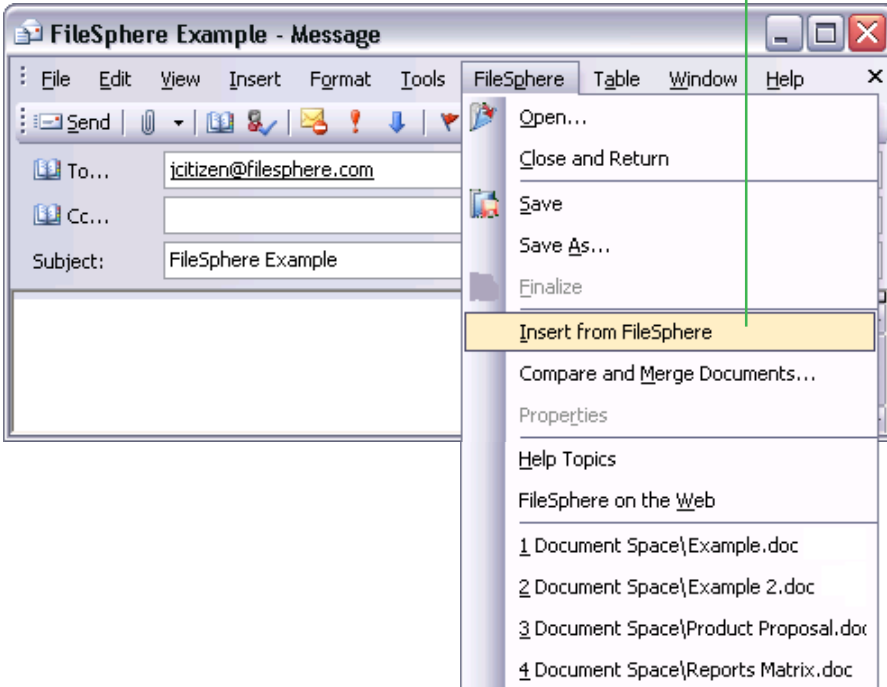
Notification that emails & attachments have been added to FileSphere

Classify emails and email attachments as you save them directly into FileSphere


Share emails across your organisation by adding them to a central Document Space


Automatically classify emails and attachments as they are added to FileSphere


Customisable classification with business properties to suit your organisation





 Embedded in Microsoft® Windows® & Office

 Emails, documents & files unified in one view

 Automated Classification

 Automated version management

 Easy document sharing & collaboration

 Comprehensive audit trail