

# inMailX® Attachment Manager

Attachments Compliance and Productivity Tools



## Prevent Data Breaches and Increase Compliance

Reducing the risk of sharing confidential information when sending documents via email is essential to protect sensitive information and prevent data breaches. inMailX Attachment Manager has been designed to assist companies enhance their regulatory compliance and mitigate risk through greater control over email delivery and attachments confidentiality.

Confidential emails and attachments can be accidentally sent to the wrong person or to the wrong company. inMailX 'Preview Attachments' and 'Send Guard' have been designed to prevent such data breaches by enabling users to check the attachments and confirm that confidential emails are sent to the correct recipients.

With inMailX Attachment Manager, users can also be prompted to Clean metadata from attachments or convert attachments to PDF when sending external emails.

For an added level of security, users have the ability to quickly password protect Word, Excel, PowerPoint and PDF attachments, and also Rename, Reorder and Compress attachments 'on the fly'.

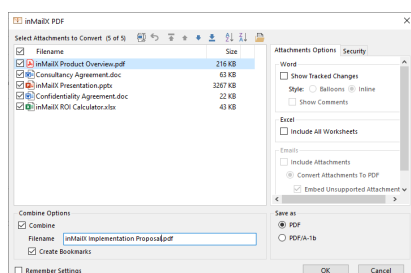


*Attachments management tools are easily accessible from the Outlook ribbon.*

## Empower Users and Improve Productivity

inMailX Attachment Manager enables users to quickly preview attachments and selectively convert attachments into PDF when composing emails. Attachments can also be easily renamed, reordered, cleaned of metadata, password protected or compressed into ZIP.

Attachments may be renamed, reordered, bookmarked and combined into a single PDF in one easy step. As part of the PDF conversion process, users can simply choose to show tracked changes and comments for Word attachments, or include all worksheets for Excel attachments. In addition, they can apply password protection for extra security.



*Rename, Reorder, Combine and PDF multiple attachments in one easy step.*

The Rename function enables users to rename attachments within an email, without affecting the filename of the original document.

Changing the order of email attachments is easy with drag and drop reordering. Users may also reorder attachments alphabetically, at the click of a button.

Simple and efficient Undo and Redo functions allow users to step backward or forward through actions taken, so they can easily rectify errors or omissions.

## inMailX AM Features

- Preview Attachments
- Recipients Checking
- Clean Metadata
- Password Protection
- PDF Conversion
- Rename & Reorder
- ZIP Compression
- Undo & Redo
- Reply All Warning
- Reply with Attachments
- Force Reply as HTML
- Restrict DMS Links
- Open All Attachments

# Streamline email attachments processing and enhance workflows



## Business Benefits



### Mitigate Risk

- ❑ Preview attachments when composing emails to ensure they are correct
- ❑ Recipients and attachments checking to prevent data breaches
- ❑ Password protect Word, Excel, PowerPoint and PDF attachments
- ❑ Prompt users to Clean or PDF attachments when sending external emails



### Reduce Costs

- ❑ All functionality is delivered via a single Outlook add-in
- ❑ Centralised configuration and settings management
- ❑ Intuitive interface means minimal training and support
- ❑ Reduce Outlook add-ins and administration overheads

## User Benefits



### Maximise Time

- ❑ Convert and combine multiple attachments to PDF 'on the fly'
- ❑ Rename and Reorder attachments within an Outlook email
- ❑ Remove metadata and apply password protection to attachments
- ❑ Compress multiple attachments to ZIP while composing emails



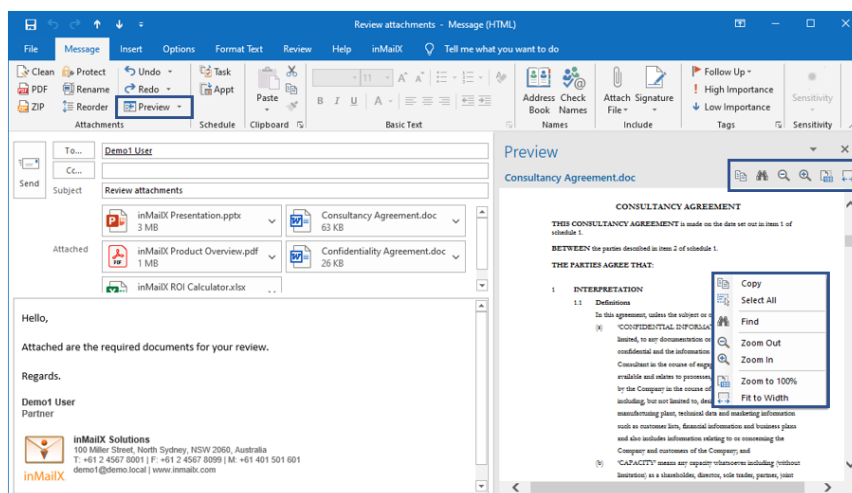
### Boost Productivity

- ❑ Preview attachments when reading and composing emails
- ❑ Rename, reorder, convert to PDF and combine attachments in one process
- ❑ Include tracked changes and comments when converting documents to PDF
- ❑ Convenient Undo and Redo functions to rectify processing errors

*"inMailX has been a game changer and one of the most beneficial and easiest tools that we have ever implemented."*

*"This product is great and easy to implement. I would put other projects on hold briefly for the quick gains inMailX achieves."*

*"inMailX has provided our users with a new way to work, it has significantly increased productivity, and helped IT deliver several key new initiatives."*



*Mitigate Risk with 'Preview Attachments' when composing emails, and with 'Recipients Checking' when sending emails.*

**inMailX Attachment Manager takes the complexity out of managing attachments, empowering users to easily Preview, Rename, Reorder, Clean, PDF and Protect attachments.**

**inMailX by Digitus**

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