



Alfresco Outlook Client

Dealing with the flood of mails is increasingly taking up valuable working hours and, thereby, creating costs. Simultaneously, the emails contain a growing portion of the entire knowledge of a company. The structured and automated saving of emails as well as a method for fast determination are key demands of modern IT management.

The Alfresco Outlook Client, developed by it-novum and provided as OEM directly by Alfresco is an efficient and easy-to-use instrument to secure the centralized and structured saving and filling of mails within the company.



Access Alfresco content directly within Microsoft Outlook

- ▶ Drag and drop emails and/or attachments into Alfresco
- ▶ Classify, capture, and archive emails in context
- ▶ Custom metadata
- ▶ Dynamic search and discovery
- ▶ De-duplication

Key Benefits of the Alfresco Outlook Client

- ▶ Provide central repository to store content, streamlining access and business processes
- ▶ Reduces business process cycle times
- ▶ Improves service with access to critical content directly from Outlook
- ▶ Gain additional control over content
- ▶ Increased user productivity

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Regain Inbox Control



Better User Adoption

- ▶ Increased productivity
- ▶ Streamlined business processes
- ▶ Simplified search
- ▶ Improved collaboration



More Control

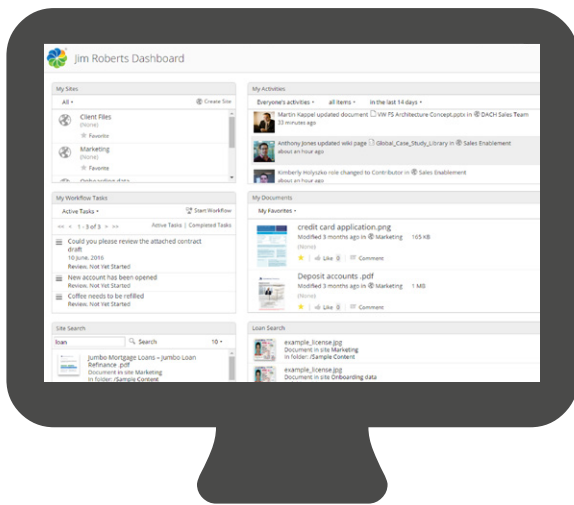
- ▶ Increased content under control
- ▶ Minimized regulatory risk
- ▶ Centralized management & security



Minimize IT Burden

- ▶ Reduced email storage requirements
- ▶ Minimized user training
- ▶ Integrated with business processes

What's New in Outlook Version?



Custom Metadata Model Support

- ▶ Browse for messages and content by aspect
- ▶ Insert custom properties into messages and attachments
- ▶ Bulk associate properties to multiple messages/attachments
- ▶ Simplified search
- ▶ Improved collaboration
- ▶ Versioning Support

Enhanced Search

- ▶ Search for email attachments and other content in Alfresco within Outlook
- ▶ Drag and drop content from Alfresco into emails to add new attachments

Usability and scaling

- ▶ Support for very large site and folder repositories
- ▶ Sorting | Paging
- ▶ Declare email/attachments as records



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