



10 QUESTIONS A DIRECTOR MIGHT ASK

What's the point of it?

For years, we've never really evaluated how emails are managed, and as things have evolved it's created challenges for the business as we're regularly having to retrieve emails for project conversations and risk mitigation purposes. Staff also spend a noticeable amount of time in Outlook either trying to stay on top of their inbox or being limited by only having access to their own emails rather than all project ones.



How will it pay for itself?

Every day project conversations around scope, fees, and terms will become easier as you'll immediately be able to access the right evidential information. You'll also be protected when it comes to litigation, even if employees have moved around. Mail Manager has been proven to save fee earners between 2-3 hours a day through having access to all of the relevant project information at the click of a button.

Will people use it?

Yes, it integrates closely with Outlook meaning just by replying to your emails you're doing your filing. Mail Manager uses a prompt & predict feature to enforce filing so you don't need to rely on staff remembering to file.



What if we want to get rid of it?

All of the emails are stored on your system/server, so you could remove it and the emails would be stored and accessible at all times.

When will we pay?

Once it's implemented.





What happens at the end of the first year?

You can review usage and who is using it, and then the costs would be the same for the following year, other than adjustments for inflation.

How long will it take to get up and running?

The install is between 2-4 hours, and end user training takes around 15 minutes.



How does it benefit me?

For Directors, you'll be able to go on to any project or client conversation and see what's happened, as well as secure leavers emails and have them stored by project. Mail Manager reduces risk, improves project productivity and gives Director's peace of mind.

Will it work with our current system?

Yes, Mail Manager integrates with your existing set up so you have documents and emails stored with everything against the job.



Do we need an IT Team to implement it?

No, beyond the 2-4 hours for installation, it's designed for project teams to use and administer.

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