



## Mail Manager integration with



Supports the filing and searching of messages in Synergy by discovering the projects you have access to, avoiding the need to manually add locations. When enabled and validated, Synergy filing locations will appear under the collection called 'Synergy'. Mail Manager collections are like an address book for locations that you need to file, containing a list of folders with friendly names for those locations.

To enable the Synergy collection to file to those project locations, navigate to Tools > User Preferences on the Mail Manager Ribbon in Outlook. Select 'Synergy' and enable the 'discovery of filing locations', input the 'destination folder name', 'allow filing' and 'allow searching'. After a short while, you will have access to the files for filing and searching.

### Benefits

The synergy integration is suitable for users with email folders within the Synergy document management offering. Mail Manager fits into the document management process by prompting users to file messages to those Synergy locations. Using the Mail Manager Search to find past filed messages eliminates unnecessary time and effort using the traditional Outlook search, enabling users to be efficient and increase collaboration.

## BOOK A DEMO

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