

# Mail Manager gives property businesses control of how commercially sensitive correspondence is managed.

## Why Mail Manager?

Regain control of your inbox by seamlessly integrating Outlook with Mail Manager to quickly start filing, finding, storing and sharing emails, transforming the way you deliver projects.

### Reduce Risk

Never lose track of the critical correspondence again, reduce the risk of financial fines and get visibility of all critical communications on a project.

### Save Time

Eliminate time spent hunting for information contained in email by enabling staff to find any email on any project in seconds.

### Improve Project Deliverability

Empower project teams to make decisions with the correct information about scope changes, approvals, and key project information.

### Supports Collaboration

Provide project teams with visibility of everything on their project rather than just what's in their inbox.

## Problems We Solve

- Staff not filing correspondence consistently meaning commercially sensitive information is hidden in an inbox.
- Risks associated with being able to retrieve emails against a single project.
- Email being the key form of correspondence in the company but everyone managing it differently.
- Staff wasting time looking for information which they need access to, to do their job.
- Staff leaving a range of important project information in their inbox.

**“Mail Manager has dramatically improved the efficiency of the company. By filing all emails as they are responded to, the staff automatically begin to use their inbox as a rolling ‘to-do’ list, giving structure to their approach of their daily tasks”**

Jake Halstead, Partner, Ingleby Trice

We help property companies such as:



Daniel Watney



## Mail Manager Features

Mail Manager helps property firms manage the critical correspondence in their business email.

### Prompt & Predict

Mail Manager will prompt staff to file incoming and outgoing emails. Using our AI engine Mail Manager will also predict where the email should be filed, meaning staff file without thinking about it.

### Filing

File emails on mass to cleanse your inbox. Migrate your legacy emails over to Mail Manager.

### Email Search

Find any email on any project in seconds using Mail Manager. Search through 2 million emails in less than 2 seconds meaning everyone loves using our search compared to Outlook.

### Easy to Implement

Be using Mail Manager within 24 hours with minimal training. We integrate with your infrastructure whether that's a file server or a Document Management system such as SharePoint.

## Technical Specs

Mail Manager supports Microsoft Outlook 2016, 2013, 2010 (32 bit or 64 bit versions). You should have the latest Microsoft Outlook updates or be on the Microsoft Office 365 deferred or current update channels, Microsoft .NET Framework 4.5 or newer.

## Integrations:



## About Mail Manager

Created by Arup, 16,000 employees, 50,000 AEC users, 12 countries, 24/7 support team, 5 of the top 10 engineers, 15 of the top 100 architects, over 1000 companies.

## BOOK A DEMO

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[www.mailmanager.com](http://www.mailmanager.com)

