

# Mail Manager helps architects spend more time on the things they love doing and less on the things they don't - admin!

## Why Mail Manager?

We work with businesses who need to increase their productivity but feel as the volume of correspondence increases the control around email has gone. Architects we work with have been frustrated with the amount of time wasted looking for information in email and recognise how important retrieving information on projects is. Transform the way your business works by addressing the tool your staff use every day, Outlook.

### 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

- No control over project information locked in inboxes.
- Risks associated with being able to retrieve emails against a single project.
- Staff wasting time looking for information which they need access to, to do their job.
- Email being the key form of correspondence in the company but everyone managing it differently.
- Staff leaving but a range of important project information being left in the employee's inbox.

**"We calculated that by implementing Mail Manager, the weekly savings would be enormous compared to the cost of the software per person per day, making it a 'no brainer' decision to implement."**

Monica Parrot, Quality Manager, Gensler

We help architecture companies such as:

Snøhetta 

**LA**  
architects

Haskoll

Austin-Smith:Lord

**Gensler**

Ryder

## Mail Manager Features

Mail Manager helps architecture 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)

