Mail Manager can help to mitigate the risks and ensure you never lose an email again.

Arup developed Mail Manager to enable businesses to regain control of their inbox by seamlessly integrating with Outlook to quickly start filing, finding, storing and sharing emails, transforming the way you operate.

Privacy
Mail Manager will file into where you, as a company, dictate. This means that with Mail Manager your emails will follow the same privacy and security procedures as the project documentation you are saving within your IT infrastructure. Mail Manager also only acts as a bridge between an inbox and your company infrastructure, so ourselves at Mail Manager, or Arup, have no access to this information. The data belongs to you, and you choose where to file it.

Collections and Locations
The way we organise information is to arrange them by 'Collections' and break these down into 'Locations'. Collections will mirror the filing structure of the different areas of your business, and can be on an internal network server, a cloud server,or an ERP. Locations would break Collections down to individual projects or topics within the business. Filing centrally will allow full visibility across the company and reduce the duplication as to where information is held. Mail Manager will follow the permissions of where you are filing to, meaning sensitive emails can be saved in an area with restricted access rights ensuring only specific people can view emails.

Search
The search function within Mail Manager was designed to allow staff to find any email they have access to within 2 seconds. Staff will be able to filter to see all emails on specific projects, search across projects, or filter by sender or content of the email. This helicopter view of all the emails on the project will be aided by individuals being prompted to file their emails into the system.

Control
You will have full control over accessibility, visibility and where emails are filed, within your existing IT setup. As staff use Mail Manager to file and search through emails, there will be an increase in the adoption of new technology within the business without staff having to log into a number of different system to access the information.

Five ways we can help
- Make sure sensitive emails are stored in a way that matches your protocols for other documents
- Restrict access for those who can view and read emails
- Ensure uniformity over process
- Deliver an overnight, cost-effective replacement for your existing system
- Find all correspondence associated with a person or project

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

+44(0) 191 479 1648
www.mailmanager.com