



Mail Manager

User Benefits

- Emails are stored in standard windows folder e.g. client or project
- Accessible via your BlackBerry
- Reduce inbox size
- All team members can have access to emails from a windows folder
- Find & view emails when offline
- If an employee leaves the company emails can be found easily
- All project emails can be stored in a central location

Mail Manager is the low cost, easy to use software layer which sits on top of Microsoft Outlook that enables users to file, find and share emails easily.

Mail Manager provides some clever automated tasks and prompts to help each user as emails come in or are sent out. A key advantage being that emails can be stored in Windows standard folders, bringing related data together - for example by project or client.

Mail Manager does not rigidly force you to stay in control of your documents, it just provides the tools, should you so wish to do so to help you manage yourself.

Because Mail Manager is based on Outlook, users take to it easily. It lets you treat emails as if they were electronic documents, storing them by a click of your mouse or letting the user drag and drop - automating their archival.

It prompts users as they work through their mails to store them and this then makes all emails about a project instantly available to all those with rights to access that directory. Mail Manager has over 27,000 users worldwide.

"Mail Manager is a simple and effective method for centrally managing the ever increasing levels of email traffic."

"It has significantly reduced the time spent in manually creating image files of emails within the correct job folders and ensures that all correspondence is held and backed-up centrally. It has quickly become integrated into our business and has been welcomed by all staff without exception." **Warwick Meadows—Director—Simpson Kotzman Consulting Engineers**

"After much research and an extensive trial, Husband Architects installed Mail Manager to manage the ever increasing volume of project emails. The programmes flexibility made it perfectly adaptable to Husband Architects systems and it has simplified what was once a nightmare task."

"Mail Manager has more than paid for itself in a very short period with the increased efficiency of filing and retrieving e-mails. Mail Manager is simple to use and Consulcad's product support is excellent." **Bo Husband—Director—Husband Architects**

Some Australian & NZ Companies using Mail Manager

Rothe Lowman Architects	Godward Guthrie Architects	CPG Global	Lahz Nimmo Architects
Lovell Chen Architects	Brian Meyerson Architects	Born Blue Architects	Forward Brianese & Partners
Scott Carver Architects	Husband Architects	Demaine Architects	Interspan Group
Born Blue Architects	MDG Landscape Architecture	Simpson Design Associates Eng	Pride Projects
Northerly Aspect Architects	Scott Penn Hall Architects	Exact Project Consultants	Siemens Rail Engineers
M3 Architecture	EJE Architects	Cocciardi	VDM Group Engineers
Hayball Leonard Stent Architects	Terras Landscape Architecture	RSA Engineers	Simpson Kotzman Engineers
MorrisBray Architects	Cooper Oxley Construction	Clendon Burns & Park	Mustang Engineering
Morton Dunn Architects	Pascale Constructions	MGF Consulting Engineers	Arup Engineers
K20 Architects	Broad Construction	Norton White Lawyers	Rawfire Engineers

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