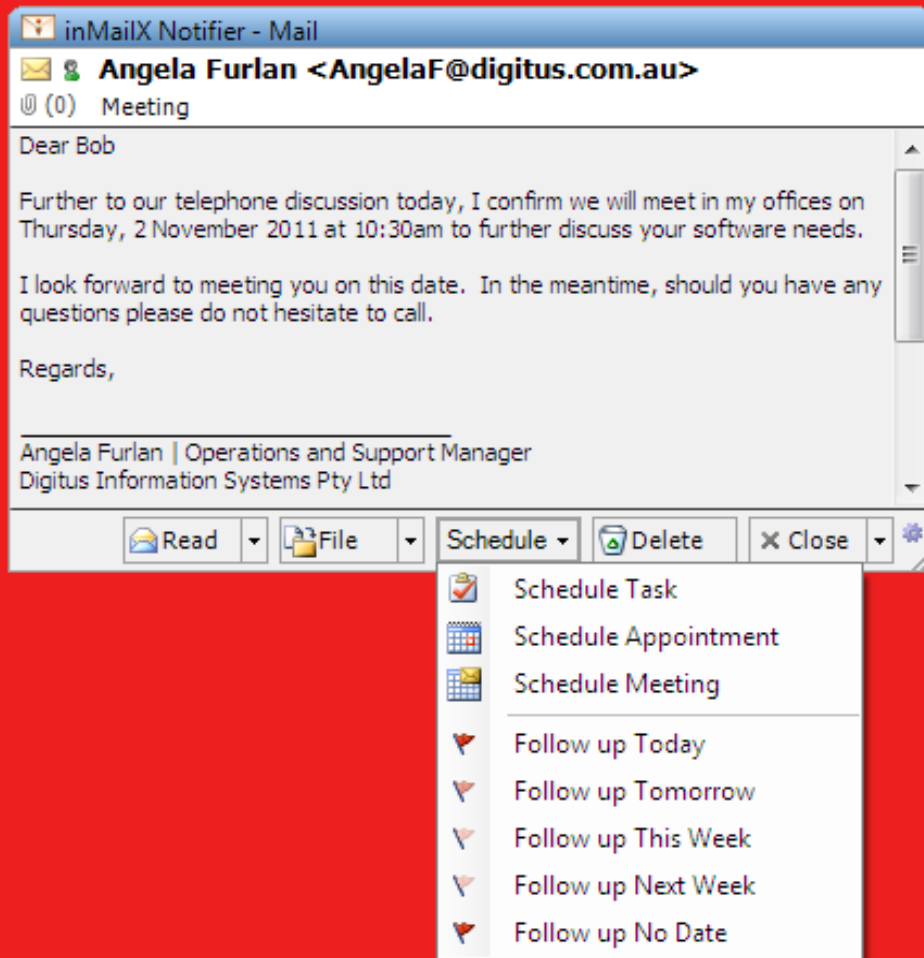# TIME MANAGER

Create follow up tasks and appointments as you send and receive emails.

Sending and receiving emails alone often isn't enough. Many emails require a follow up, whether that be attending to a task or scheduling a meeting. Wouldn't it be so much easier to update your schedule as you compose or receive your emails?

inMailX Time Manager allows you to do just that. Appointments or tasks can be scheduled from emails as you send and receive, removing the necessity to access your Calendar.

inMailX Time Manager will use the content of your email to create a task or appointment without leaving your Mailbox. inMailX Time Manager can help you:

- ✓ Schedule follow up activities from your open email
- ✓ Send & Schedule Task/Appointment/Meeting
- ✓ Read & Schedule Task/Appointment/Meeting
- ✓ File & Schedule Task/Appointment/Meeting
- ✓ Use your email subject
- ✓ Insert your email body, including attachments

Shift your schedule from your Mailbox to your Calendar and better manage your time using inMailX Time Manager.

inMailX Notifier - Mail

✉ 👤 **Angela Furlan <AngelaF@digitus.com.au>**

📎 (0)   Meeting

Dear Bob

Further to our telephone discussion today, I confirm we will meet in my offices on Thursday, 2 November 2011 at 10:30am to further discuss your software needs.

I look forward to meeting you on this date. In the meantime, should you have any questions please do not hesitate to call.

Regards,

Angela Furlan | Operations and Support Manager
Digitus Information Systems Pty Ltd

📩 Read ▾ | 📂 File ▾ | Schedule ▾ | 🗑 Delete | ✕ Close ▾ | ⚙

- 📋 Schedule Task
- 📅 Schedule Appointment
- 📅 Schedule Meeting
- 🚩 Follow up Today
- 🚩 Follow up Tomorrow
- 🚩 Follow up This Week
- 🚩 Follow up Next Week
- 🚩 Follow up No Date