

# inMailX® Attachment Manager

## Attachments Compliance and Productivity Tools



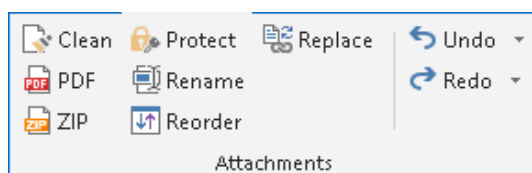
### Prevent Data Breaches and Increase Compliance

Reducing the risk of sharing confidential information when sending documents via email is essential to protect sensitive information and prevent data breaches. inMailX Attachment Manager has been designed to assist companies enhance their regulatory compliance and mitigate risk through greater control over email delivery and attachments confidentiality.

Confidential emails and attachments can be accidentally sent to the wrong person or to the wrong company. inMailX 'Send Guard' has been designed to prevent such data breaches by prompting users to check and confirm that confidential emails and attachments are sent to the correct recipients.

With inMailX Attachment Manager, users can also be prompted to Clean metadata from attachments or convert attachments to PDF when sending external emails.

For an added level of security, users have the ability to quickly password protect Word, Excel, PowerPoint and PDF attachments, and also Rename, Reorder and Compress attachments 'on the fly'.

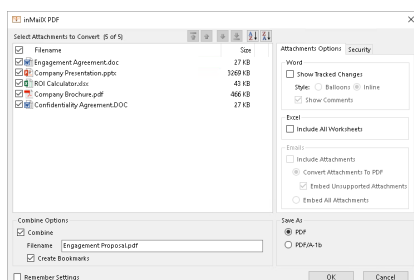


*Attachment management tools are easily accessible from the Outlook ribbon.*

### Empower Users and Improve Productivity

inMailX Attachment Manager enables users to selectively convert attachments into PDF, while composing emails. Email attachments can also be easily renamed, reordered, cleaned of metadata, password protected or compressed to ZIP at the push of a button.

Attachments may be renamed, reordered, bookmarked and combined into a single PDF in one easy step. As part of the PDF conversion process, users can simply choose to show tracked changes and comments for Word attachments, or include all worksheets for Excel attachments. In addition, they can apply password protection for extra security.



*Rename, Reorder, Combine and PDF multiple attachments in one easy step.*

The Rename function enables users to rename attachments within an email, without affecting the filename of the original document.

Changing the order of email attachments is easy with drag and drop reordering. Users may also reorder attachments alphabetically, at the click of a button.

Simple and efficient Undo and Redo functions allow users to step backward or forward through actions taken, so they can easily rectify errors or omissions.

### inMailX AM Features

- Recipients Checking
- Metadata Cleaning
- Password Protection
- PDF Conversion
- Rename & Reorder
- ZIP Compression
- Undo & Redo
- Restrict File Types
- Reply All Warning
- Disable Reply/Forward
- Replace DMS Links

# Streamline email attachments processing and enhance workflows



## Business Benefits

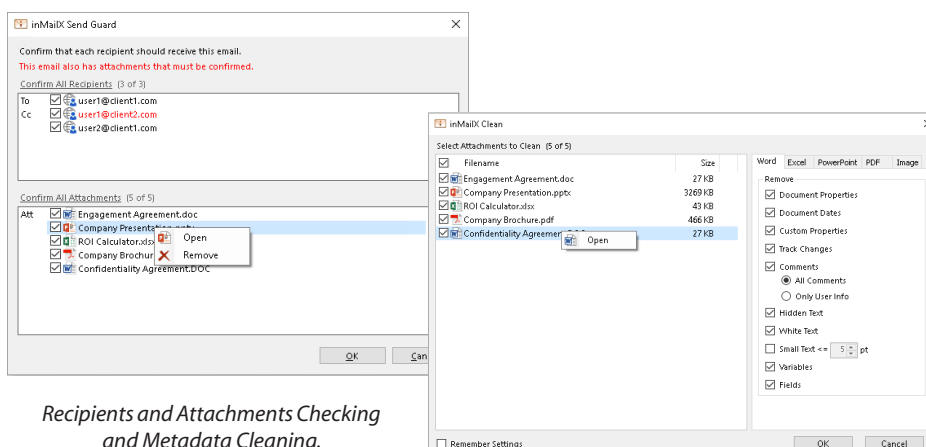
- Mitigate Risk
  - Recipients and attachments checking to prevent data breaches
  - Password protect Word, Excel, PowerPoint and PDF attachments
  - Set global metadata cleaning and PDF content restrictions policies
  - Prompt users to Clean or PDF attachments when sending external emails

- Reduce Costs
  - All functionality is delivered via a single Outlook add-in
  - Centralised configuration and settings management
  - Intuitive interface means minimal training and support
  - Reduce Outlook add-ins and administration overheads

## User Benefits

- Maximise Time
  - Convert and combine multiple attachments to PDF 'on the fly'
  - Rename and Reorder attachments within an Outlook email
  - Remove metadata and apply password protection to attachments
  - Compress multiple attachments to ZIP while composing emails

- Boost Productivity
  - Rename, reorder, convert to PDF and combine attachments in one process
  - Include tracked changes and comments when converting documents to PDF
  - Convenient Undo and Redo functions to rectify processing errors
  - Simple to use and easy to learn tools for processing email attachments



Recipients and Attachments Checking and Metadata Cleaning.

*"inMailX has been a game changer and one of the most beneficial and easiest tools that we have ever implemented."*

*"This product is great and easy to implement. I would put other projects on hold briefly for the quick gains inMailX achieves."*

*"inMailX has provided our users with a new way to work, it has significantly increased productivity, and helped IT deliver several key new initiatives."*

**inMailX Attachment Manager takes the complexity out of managing attachments, empowering users to easily Rename, Reorder, Clean, PDF, Protect and ZIP attachments.**

**inMailX by Digitus**

info@inmailx.com  
www.inmailx.com