

# Interwoven® E-mail Management for Lotus Notes

## Unify Critical Business Content and Communications — Leverage your familiar tools

Interwoven's E-mail Management for Lotus Notes is a full-featured e-mail management solution focused on enabling simple, yet powerful, e-mail management capabilities from within the Lotus Notes environment, extending the capabilities of the tools users are accustomed to today.

By enabling the easy capture of business critical communications within the context of a familiar business applications, the E-mail Management for Notes product facilitates quick user adoption, and provides a consistent metaphor to deal with the management of documents as well as e-mail — creating an information management solution that enables for effective records management and knowledge sharing without user disruption.

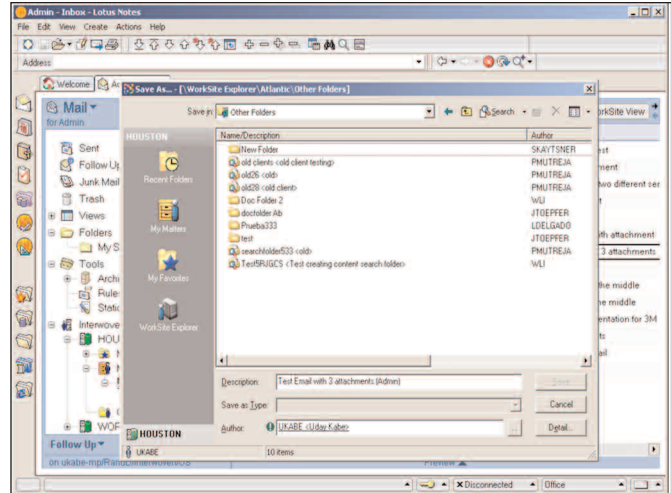
### Distributed, Unconnected Content: An Achilles heel

Email has far outpaced all other forms of business communication, including: telephone, mail, and fax. Though e-mail is one of the fastest communications mediums available, its ever increasing volume has created a burden to organizations that depend on it for critical business correspondence. More than just a nuisance, e-mail overload along with the emergence of new regulations and organizational concerns over records management has become a real risk and potentially costly issue. E-mail's Achilles heel; the ever increasing volume, and the distribution of key business content across multiple systems including inboxes, document management systems, archives and hard drives leads to lower productivity, potential legal liability, increased storage costs, and the very real possibility of lost information.

### Interwoven E-mail Management for Lotus Notes

#### Documents and e-mail correspondence, united

What organizations need is a single system that unifies all critical business content and e-mail correspondence into easily searchable engagement or client specific workspaces or folders, while still working within the familiar framework of already existing business applications.



E-mail Management for Lotus Notes

E-mail Management for Lotus Notes was designed to extend WorkSite's renowned document management capabilities to the Lotus Notes environment — enabling the entire document management repository to be exposed to users as a navigable set of engagement based folders. E-mails can be easily dragged and dropped directly into the repository alongside all other engagement related content — delivering a simple way to consolidate correspondence and documents within a single distributed system.

Working along with DeskSite, and the WorkSite Communications Server, the E-mail Management for Lotus Notes module enables a comprehensive approach to integrated e-mail and document management.

### Key Features:

- **Drag and Drop**  
Select and place e-mail correspondence and associated attachments directly into the WorkSite engagement folders they belong from within the Lotus Notes user interface.
- **Native Notes Format**  
E-mails are stored in native Lotus Notes format; they can be selected from within WorkSite, brought up in Lotus Notes and then be Replied or Forwarded.
- **Outbound & Inbound attachments**  
Select and attach documents from the repository directly to outgoing e-mails. Inbound attachments can be removed and stored separate or remain part of the e-mail message body.

- **Profile Inheritance**  
E-mails and documents automatically inherit profile/metadata of the engagement folder they are dropped into, decreasing future search times, eliminating the need for lengthy profile forms, and enabling a path to enforce compliance and records retention rules.
- **Security Inheritance**  
As E-mails are dragged & dropped they automatically inherit the security structure set in the WorkSite repository.
- **Duplicate Detection**  
Intelligent duplicate detection ensures that a single copy of the e-mail is filed and profiled, reducing storage requirements and confusion caused by multiple or outdated versions.
- **Addressable folders**  
Engagement folders can contain their own e-mail addresses (engagement1111@interwoven.com) allowing users and clients to file e-mails and documents by simply e-mailing them directly to the folder.

## **Built on a Robust Server Architecture**

### **Delivers Security, Performance and Low Cost of Ownership**

All WorkSite applications are powered by an open, secure, enterprise-class platform that scales to handle millions of documents and tens of thousands of geographically distributed users. Built on a highly flexible, distributed, multi-tier architecture, Worksite supports distributed repositories, built-in fault tolerance, load balancing and clustering. Comprehensive administration tools integrate with LDAP, NDS and ADS servers, making it easy to administer. WorkSite can be deployed out-of-the-box — or can be readily customized and extended with the WorkSite Software Development Kit. Quick to deploy and easy to maintain, WorkSite lowers total cost of ownership and generates a rapid return on investment.

## **System requirements**

### **Client Platforms**

Microsoft Windows® 2000 (SP1 and above)  
Microsoft Windows® XP

### **Lotus Client**

Lotus Notes v6.0 (and above)

### **Server Platforms**

WorkSite Server 8.0  
DeskSite 8.0  
WorkSite Communications Server 8.0

## **About Interwoven**

Interwoven, Inc. is the world's next-generation enterprise content management (ECM) company. Interwoven's patented, award-winning ECM platform integrates the six pillars of content management: collaboration, document management, Web content management, digital asset management, e-mail management, and records management. Allied with the leading enterprise application providers, the Interwoven ECM platform provides complete content lifecycle management for more than 3,300 organizations worldwide including Air France, Citibank, Ford, General Electric, Pfizer, Procter & Gamble, and Yamaha. In the legal industry, Interwoven (previously iManage) is the market leader with The Global 100 law firms, which includes premier firms such as Freshfields Bruckhaus Deringer, Holland & Knight, and Jones Day. For more information visit [www.interwoven.com](http://www.interwoven.com).

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