Flower and Hart optimises email management with
inMailX for Microsoft Outlook.*

inMailX.

"inMailX saves us time and ensures emails are saved to Worldox. We can now do so much more with documents and emails in Outlook; rename, PDF, ZIP attachments on the fly, as well as send, file and print with one click.
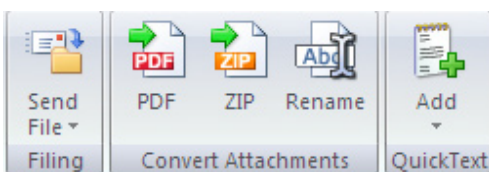*It just makes it simple and easy to manage emails the way we need them to be managed."*

Jacqueline Simpson
Flower and Hart Lawyers

Established in 1872 by Graham Lloyd Hart, Flower and Hart Lawyers has a proud tradition of training and mentoring young lawyers, and many prominent Queensland legal identities have received their training with the firm. Built on a solid foundation of strong ethical values and client service, Flower and Hart Lawyers is today one of Queensland's most respected and experienced law firms.

Flower and Hart is recognised for its dedication to high quality, timely and practical legal solutions, fostering a culture that promotes and encourages initiative and innovation while remaining soundly based in an understanding of business and the law.

Benefits Achieved

- *Saving of emails to the correct file*
- *Send, file and print in one action*
- *Rename, PDF, ZIP email attachments on the fly*
- *PDF documents and preserve tracked changes within Outlook*
- *Saving 20 minutes per day per support person*

inMailX becomes part of your Microsoft Outlook solution

Background

Working in a busy legal practice, such as Flower and Hart Lawyers, staff need to regularly create, prepare, review and exchange of many electronic and scanned hard copy documents. As a result, staff members are required to use multiple software applications, with the most frequently used being Microsoft Word, Microsoft Outlook and Worldox.

Emailing documents to clients and having the email saved into Worldox was a multi-step process, at the discretion of each staff member and often difficult to manage. This was time consuming with filing errors being difficult to trace and complex to rectify.

To convert documents into PDF for emailing to clients, staff members had to print them, scan to PDF, rename and attach them. Also, to combine and secure multiple electronic documents into a single PDF, legal staff required the services of a trained staff member capable of using the existing complex PDF conversion tools.

These complex and lengthy processes were time consuming and prone to errors, resulting in lost productivity.
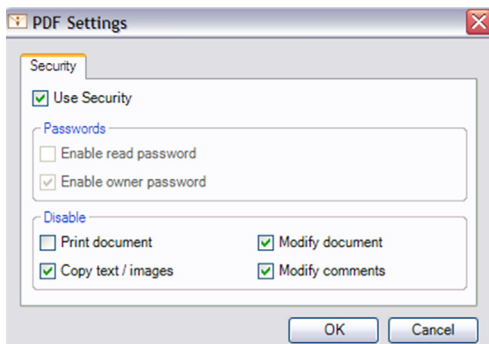
CASE STUDY

Digitus.

inMailX.

Solution

By implementing inMailX and its Worldox Connector, Flower and Hart has solved a number of inefficiencies in the management and filing of emails. With inMailX, saving emails in Worldox is intuitive and accessible for all staff, rather than just a select few.

The inMailX email filing window combines sending, filing and printing of emails into one simple process, making it easier and a lot more efficient for staff to send, print and file their emails into the correct file in Worldox, at a click of a button!

Set PDF passwords and content privileges

With inMailX, all users can easily rename attached documents, as well as sort, convert, secure and combine them into PDF on the fly, with or without preserving track changes. Within Outlook, users can also secure and password protect PDF documents, and compress all email attachments into ZIP.
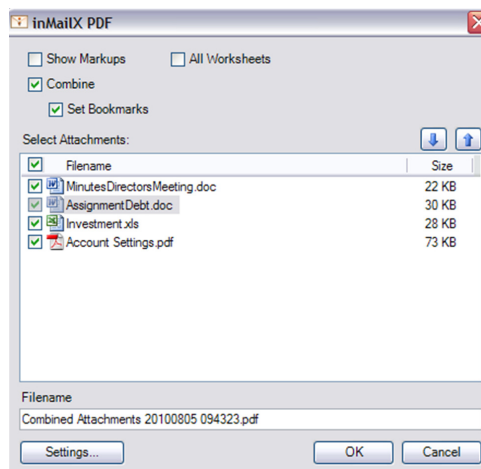
inMailX covers a range of functions, providing a rich set of email management and productivity tools to help users create, file and organise emails, tasks and appointments; convert to PDF and/or compress email attachments; manage corporate email signatures; deploy corporate email forms, and provides a time saving quick text functionality.

Outcome

Saving of sent and received emails into Worldox is now a streamlined process which is implemented by all staff. With inMailX prompting staff to file emails, the firm is now more compliant with company protocols for managing, filing and retaining emails into Worldox.

The single-click inMailX functions, like "Send, File & Print", are simple and intuitive, saving time. Its integrated functionality to rename, convert to PDF and compress (ZIP) attachments on the fly, while composing emails in Outlook, makes processes easier and keeps staff focused on the task at hand.

The response from the staff has been immediate with the majority now using the inMailX functionality. The feedback has been that inMailX was simple, effective and easy to use.

Combine attachments and set bookmarks with inMailX PDF conversion

In the short time that Flower and Hart have been using inMailX and its Worldox integration, they have estimated a saving of 20 minutes per day per support staff.

Delighted with the results, Flower and Hart expect to achieve further productivity gains, once they start using additional inMailX functionality.