

Mail Manager: Tool to archive your mail

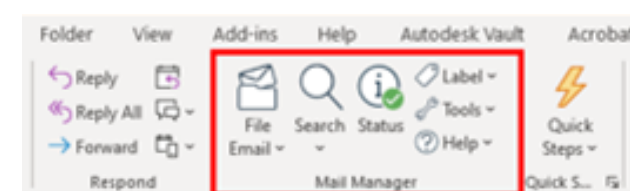
The benefits of using Mail Manager:

- Save mails in one place with all your team members;
- Find all project mails very fast with search filters;
- Mails are in the cloud, no storage space needed on your device;
- After 'project closure' all mails are archived with all the project documents;
- Searching in 'closed projects' works the same as in 'open projects'.

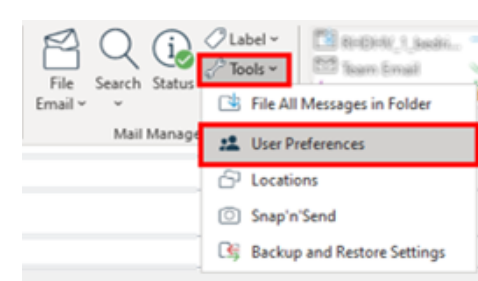
How does it work?

- Go to WeConnect and install '28Hands Mail Manager'.

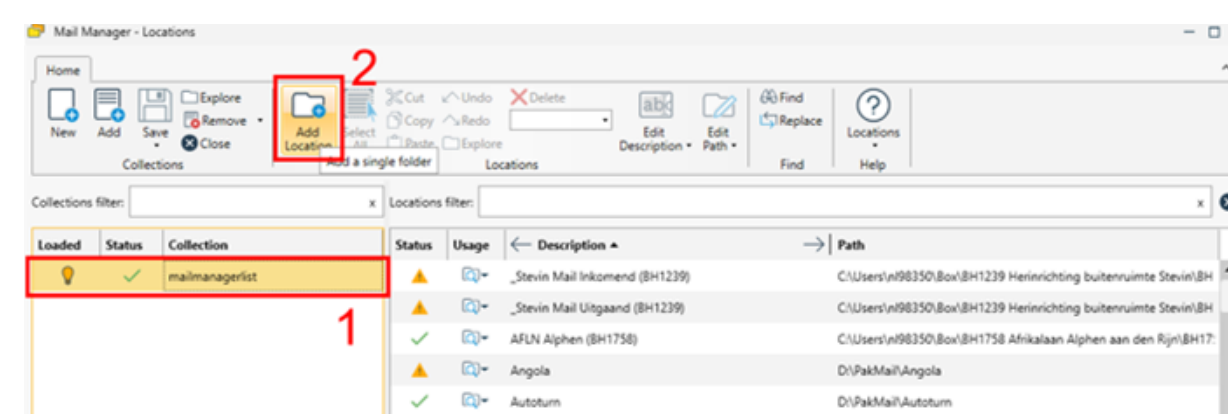
The Mail Manager Menu will appear on your Outlook banner.



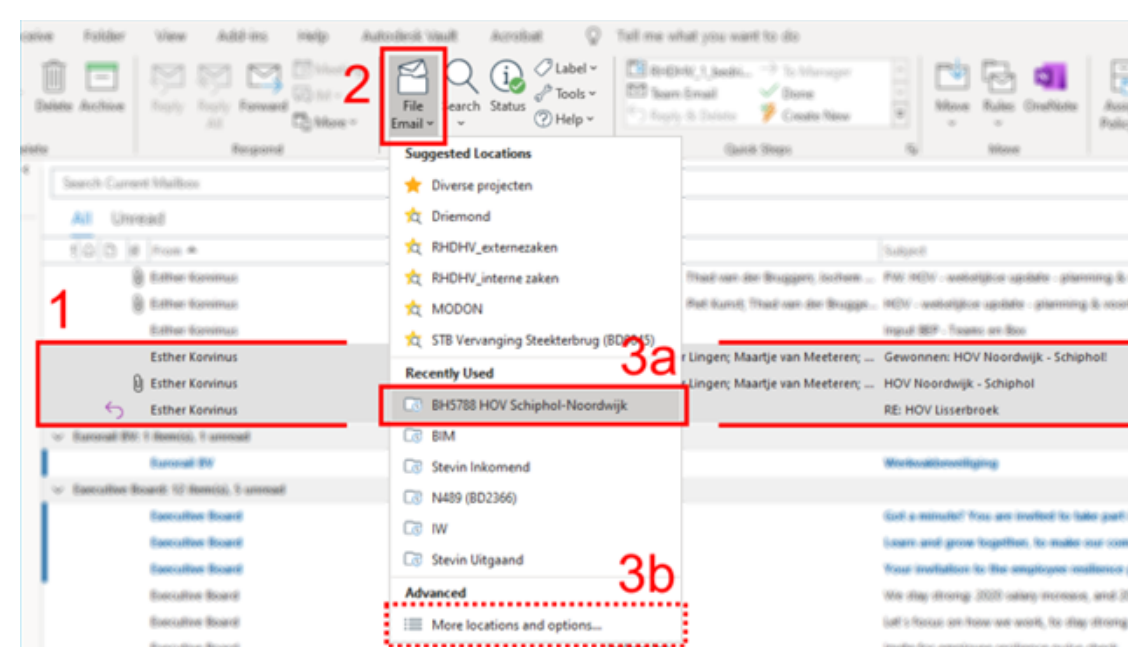
- Change your preferences settings like you wish.



- Add locations for your project mails and link them to the locations at Box or Sharepoint.



- Select the mail(s) you want to file, click at 'File Email' and choose the location you want to save your mail(s).



- You're finished! Enjoy using Mail Manager!

STEP 1

STEP 2

STEP 3

STEP 4