

Preemptive Mail

“E-mail messaging has increased at a compound annual growth rate of 40 per cent since 1981.”

(Gartner Group, Oct 2001).

How long do your staff take each day to process their email? Probably well over an hour!

And tomorrow, it's going to get worse.

Preemptive Consulting has developed a unique set of modifications to the Lotus Notes Mail template to help you regain control of your email.

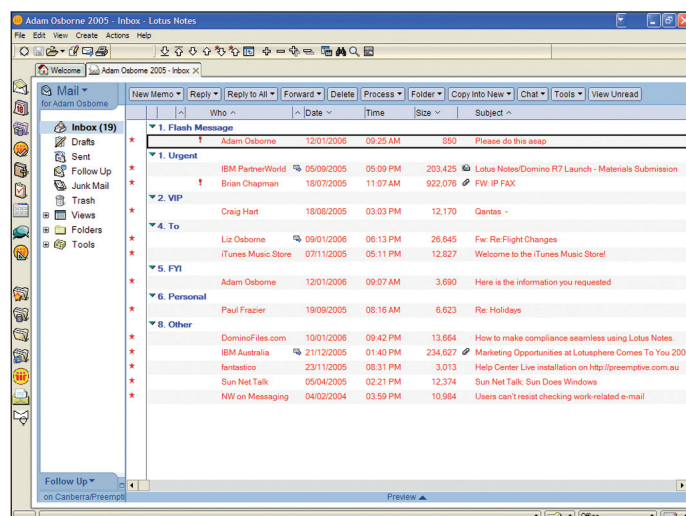
Instead of providing the necessary tools to help people manage email, many organisations simply create email policies and procedures documents. But policies and procedures without tools to enforce them, are like speed limits without a police presence.

Preemptive Mail can help make your corporate policies and procedures a reality.

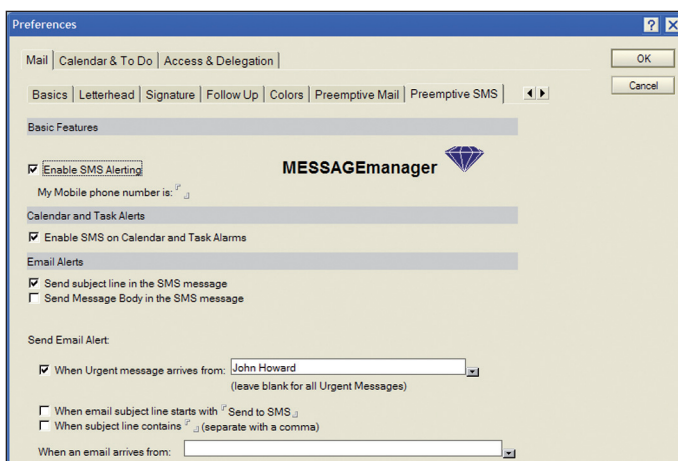
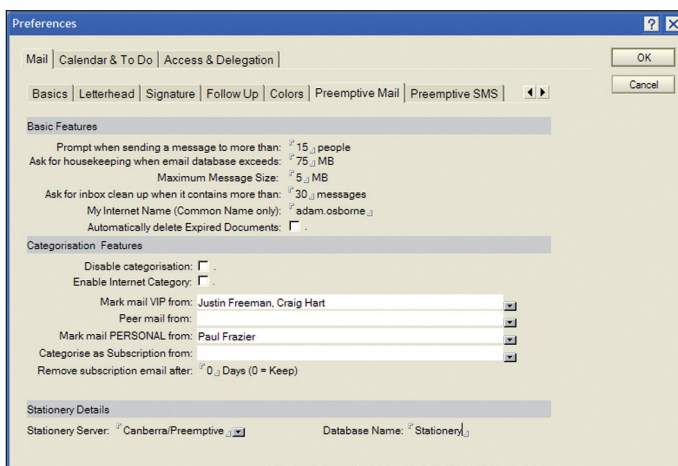
Key Features

Preemptive Mail introduces numerous subtle modifications that will pleasantly surprise you.

- ▶ **Inbox categorisation:** Automatically classifies your incoming email into manageable categories, with user-definable lists, such as: VIP, Subscriptions, Personal and Delete Mail.
- ▶ **ZIP compression of email attachments:** Dramatically reduces your email storage and bandwidth requirements, and ensures a rapid Return On Investment (ROI).
- ▶ **SMS alert:** Sends SMS messages when critical email arrives or you require appointment reminders (requires an existing SMS gateway).
- ▶ **Deletion of email by expiry date:** Set a date and Preemptive Mail takes care of the rest.
- ▶ **Referencing:** Add reference information to email to form dynamic categories.
- ▶ **Warning thresholds:** On inbox message count, mail file size, message size and recipient count.
- ▶ **Reply with history but without attachments (R5):** This feature reduces message size, saving storage, communication costs and time.



- ▶ **Remind facilities:** Holds email for a selected number of days, then returns it to the inbox as a reminder.
- ▶ **Email stationery synchronisation:** Making corporate email stationery distribution a reality.
- ▶ **Default folders:** Keeps email organised and well managed.
- ▶ **Deleted inbox folder (R5):** Encourages users to dispose of messages with no long-term or corporate value.
- ▶ **Corporate email:** Encourages records management compliance by providing corporate email identification facilities.
- ▶ **Long term storage folder:** Set an email review date, and Preemptive Mail workflows the email back to your inbox for review or deletion.
- ▶ **And much more...**



Email Management

Preemptive's email management consulting services, supported by Preemptive Mail, gives your staff the tools and the concepts they need to get the job done, while helping your organisation regain control of its email environment. A win-win situation.

If you want to take control of your Notes email environment and give your staff an effective business tool, give us a call.

“A third of email received is nonessential or redundant — can you identify important email quickly?”

Prerequisites

- ▶ Lotus Notes collaboration licence version 5.08 or higher.
- ▶ Lotus supported Windows Operating System.