

# E-Mail Plug-In 8™

## Distribute Information Quickly and Efficiently

- Send Documents to Clients and Colleagues via E-Mail
- Reduce Photocopying, Faxing and Postage Costs
- Use Passwords to Secure E-Mailed Documents

E-mail has become a standard business communication tool and is often the fastest, most cost-effective way to deliver information to clients, business partners and remote staff. With the Laserfiche® E-mail Plug-in™, you can select any document in your digital repository and, in a few easy steps, send it either across the office or around the world.

### Meet Different Users' and Departments' Needs

We've designed the E-mail Plug-in to meet a variety of business requirements. For example, if you need to send several documents to a single recipient, you can either create multiple messages or attach all the documents to the same message. No matter which option you choose, you can easily compress your attachments into a ZIP file, which minimizes file size and enables you to password protect and encrypt your information.

The E-mail Plug-in also gives you numerous options when you send scanned documents or other image files. For example, when you attach these files to a message, you can specify whether you want to include annotations, such as highlights and stamps, and redactions. You can also indicate whether you want to send the entire document or just particular pages. Perhaps most importantly, you can easily convert image files from one format to another, which proves particularly useful when you need to store scanned documents in TIFF format, but you want to send them to clients as searchable, password-protected PDFs.

### Maximize the Value of your Current E-Mail Program

The E-mail Plug-in is compatible with any 32-bit, MAPI-compliant e-mail client, including:

- Microsoft Outlook® and Outlook Express® (XP and higher)
- Lotus® Notes® (R5 and higher)
- Novell® GroupWise® (5.5 and higher)

When you create a message from within the Laserfiche repository, you can access your address book and your e-mail program's familiar editing tools; you can add your standard e-mail signature to your message as well.

Because e-mail servers typically impose size limits on both incoming and outgoing messages, you can configure the E-mail Plug-in to generate a warning when users attempt to send e-mails with attachments that surpass your specified size limit.

## E-Mail Plug-In Highlights

- Easily create messages from within the Laserfiche Client™ or Laserfiche Web Access 8™.
- Send scanned documents and other image files in your preferred format: TIFF, PDF, JPEG, BMP, PNG, PCX or TIFF LZW.
- Quickly compress attachments using industry-standard ZIP format, and add password protection to ZIP files as well.
- Preserve annotations, such as stamps and highlights, and redactions in scanned documents and other image files. If you're sending image files in PDF format, you can also include sticky note annotations.
- Send documents through any 32-bit, MAPI-compliant e-mail program.

**The Next Step:** Please call (800) 985-8533 or e-mail [info@laserfiche.com](mailto:info@laserfiche.com) for more information.

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