

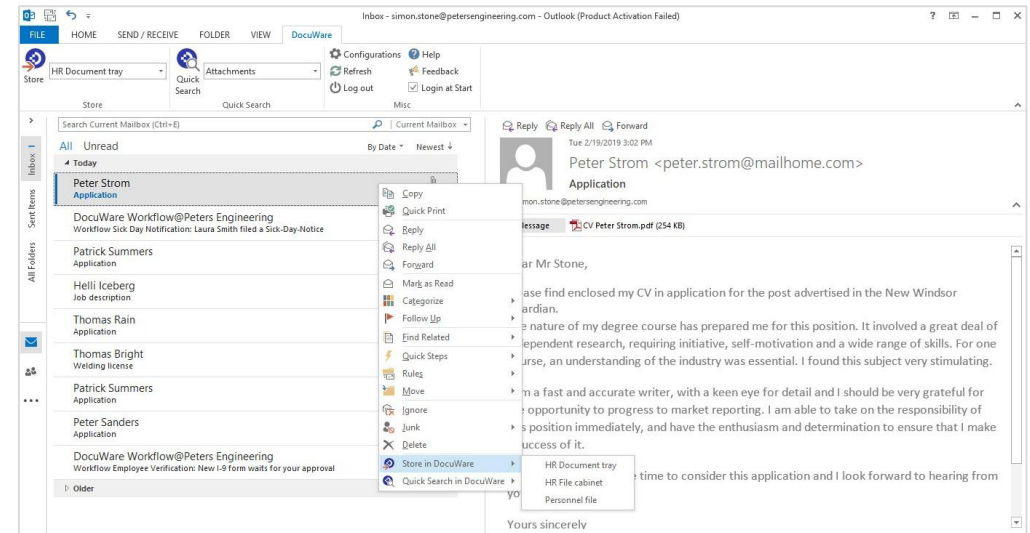
## Connect to Outlook

Integrate Microsoft Outlook into your office productivity. Securely archive incoming and outgoing email while automatically triggering new workflow tasks. Key search views are embedded directly in the Outlook for single-screen productivity.

### Add archiving features to Outlook

You don't have to leave your email client to store email messages and search the file cabinet. The functions are available directly in Outlook:

- Store messages with a mouse click in or have email archived automatically in DocuWare
- Email that you want to keep in Outlook can be marked as filed
- Be selective: duplicates and meaningless standard messages will be automatically discarded, if required
- Start a search in DocuWare directly from Outlook – results are displayed right in the email client.



*DocuWare integrates seamlessly into Outlook. You can store or search for email in the DocuWare ribbon or via context menus.*

### Index emails automatically for further processes

DocuWare enriches email messages with all necessary index data so messages can be easily found and used to start digital workflow.

Personal and company names can be added when indexing from external sources such as address books or CRM.

## Integrate emails into business processes

Do more with your email messages from Microsoft Outlook by integrating them into your business processes. Two quick examples:

- **Release invoices.** An invoice received by email in Outlook is stored in DocuWare and immediately triggers the release workflow so you can pay comfortably within the discount period.
- **Informationen at your fingertips.** Colleagues respond quickly to a customer inquiry, even if the responsible employee is unavailable, as they have an overview of all correspondence with the customer in the file cabinet.

Archived email from Microsoft Outlook can be managed together with other document types. This improves the organization of related content, such as documentation, customer correspondence or transactional data.

## How to start using Connect to Outlook

### Cloud

Connect to Outlook is part of the DocuWare Cloud license. Also included are Workflow Manager and other key modules.



**Centralized documents.** Email can be retrieved from the file cabinet together with other business-relevant documents.



**Support compliance.** Treat email as business-relevant documents with regard to legal requirements.



**Seamlessly integrated.** All DocuWare functions can be accessed directly in Outlook.



**Optimum availability.** Once archived, email messages are available to colleagues with sufficient authorization.

### On-Premises

If you are using DocuWare as an on-premises system, Connect to Outlook is available as an add-on module.

## About DocuWare

DocuWare is one of the world's leading document management-software companies. Its products are available in 90 countries and 16 languages. The solutions are deployed by 12,000 customers worldwide. The company, founded in 1988, operates from Germering near Munich, Germany and New Windsor, New York, with subsidiaries in the U.K., Spain and France.

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