

## Quick Email

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Wouldn't it be great if your document management software allowed the time saving convenience of emailing documents to your customers and colleagues when in a hurry? Docsvault's quick email feature allows you to email documents in a snap with simple right click simplicity.

### *Highlights*

- ✓ Attach documents from within Docsvault and send via Quick Email feature
- ✓ Add multiple documents to an email
- ✓ Simple right click functionality for ease of use
- ✓ You can turn off quick email feature all together or limit emailing rights of users if required

### *What It Means For You?*

Quick Email allows you to share documents from within Docsvault via email. This feature helps save time and bother of going to Outlook or any such email clients, composing a new mail, adding attachments and then sending out the email.

Administrators can enable or disable the 'Quick Email' feature at any time. In organizations where this feature needs to be allocated selectively, emailing of documents can be controlled by the export security right.

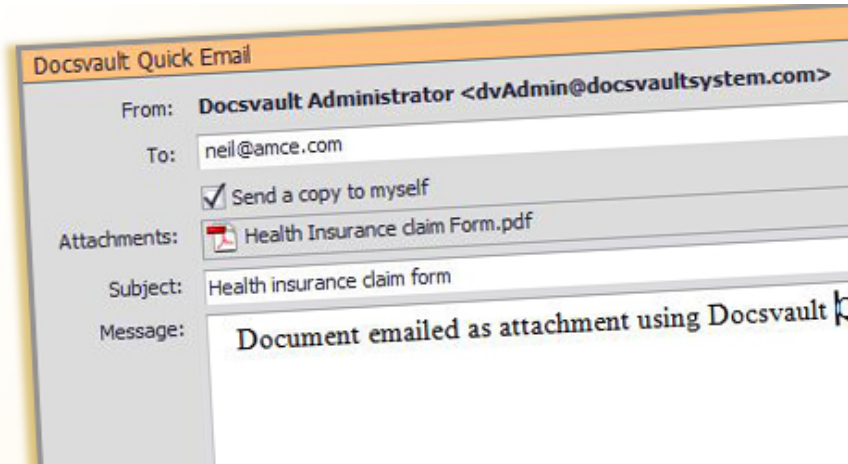
### *Solutions*

- *Greater Collaboration*  
Send documents for reference directly from the repository while still on the phone.
- *Regulatory Compliance*  
An average employee sends and receives more than 200 emails a week; Quick Email can be quite a time-saving tool for those who need to email regularly.

### *Sending Emails via Quick Email*

Simply select the document you want to email and send it via Quick Email.

You can also add more documents to the same email as there are no limitations to the number of documents you can send via Quick Email.



### *Fast Facts*

- Save time by emailing documents with Quick Email
- Email a copy to yourself for reference
- Control access to this feature using security rights

### *Other Collaboration Tools*

- *MS Outlook Integration*  
Add emails and attachments from MS Outlook and search them using full-text search.
- *Document Tasks*  
Simple document based task management functions to ensure smooth processes and improved productivity.