

## Automated Email Capture

Emails are a crucial part of communication and collaboration within and outside any organization. From daily operations to decision making, they play a vital role in business. If used smartly, they can prove to be valuable assets, however if not organized and used properly, they may lead to problems in communication, collaboration as well as compliance with regulations.

Docsvault's Automated Email Capture is a smart way to capture, organize and index email communications and attachments. It allows you to capture emails from your company email servers, email servers hosted with ISPs and even from services like Gmail, Hotmail & Yahoo and store them in neatly organized folders. It is smart enough to allow you to capture only desired emails and attachments, so that you get only your important emails in your repository without having to search through the clutter in your mailbox.

### Highlights

- ✓ **Capture** all important incoming and outgoing emails and attachments
- ✓ **Store** emails and attachments in specified folders in Docsvault for smooth organization
- ✓ **Capture Faxes, Orders, Applications, etc.** delivered by emails to proper folders in Docsvault
- ✓ **Set criteria rules** on To, From, CC, BCC, subject, body, etc.
- ✓ Each capture job can have **multiple rules** defined with **multiple storage destinations**
- ✓ Automatically assign **index values** to emails and attachments for quick retrieval later
- ✓ **Filter** attachments by name and type
- ✓ Save all emails in standard **.eml format** which can be opened in any standard email client
- ✓ Email contents are indexed automatically making their content **searchable** in Docsvault
- ✓ Fetch emails at desired **frequencies** to stay updated all the time
- ✓ **Archive email communications** by account, sender, year, etc

### Solutions

- **Quick E-discovery**  
Produce required electronic emails and attachments during legal actions.
- **Improved Collaboration**  
Automated email capture means you spend less time searching through emails and get important emails directly delivered to your repository.
- **Customer Service**  
Reduce customer response turnaround time and answer their queries effectively.

For More Details, visit:

[www.Docsvault.com](http://www.Docsvault.com)

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## What It Means For You?

**Automated email capturing** is one of the most helpful tools in **electronic document management system**. It speeds up communication by delivering your important emails straight to your repository and allowing you to make decisions faster. It also allows you to safeguard important emails and attachments for future reference, compliance and legal purposes. Courts also stress on the importance of email communication during legal actions, which makes it imperative to store your emails safely. Automatic Email capturing is very useful for importing faxes, orders, applications, etc. that are received as emails.

### Smart Capturing

You can configure Docsvault to capture only those emails that are important to you, while leaving the less important ones in your mailbox. It can automatically store certain incoming and outgoing emails on depending on criteria you set on variables like From Name, From Email, To, CC, BCC, etc.

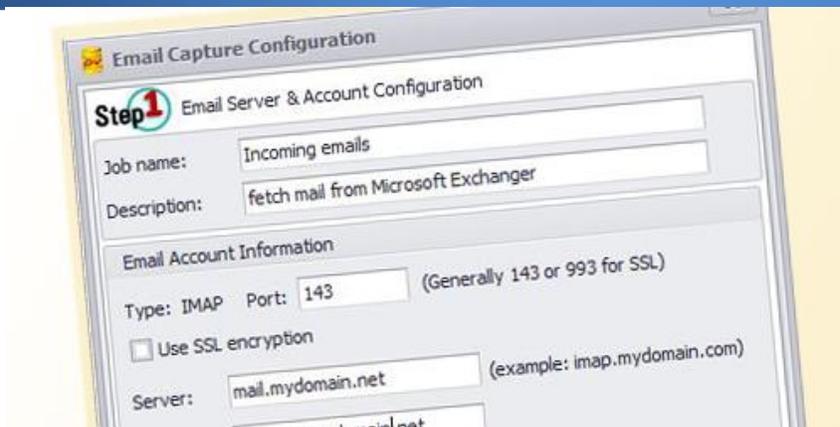
### Easy Capture Tools

- **MS Office Integration**  
Save, share, review and manage all Word, Excel and PowerPoint files as well as Outlook emails.
- **Integrated Scanning**  
Scan mountains of paper documents and convert them to searchable PDF documents.
- **Watch Folders**  
Import all your scanned files and documents derived from third party applications and save them to Docsvault automatically.

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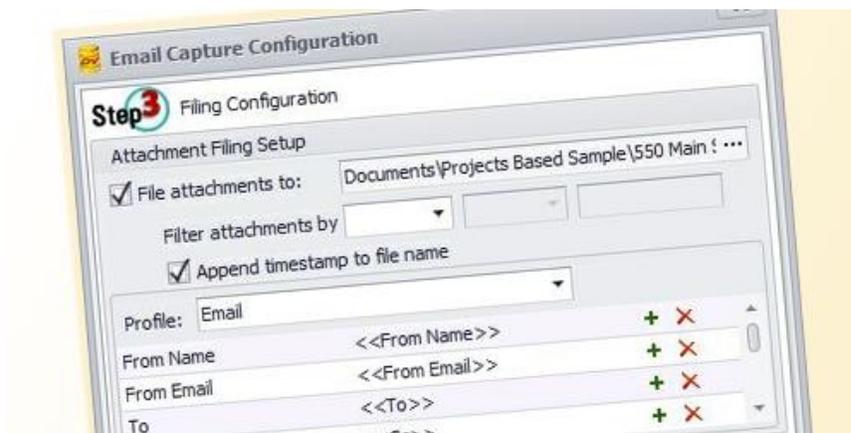
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## *Email Indexing*

All the emails captured can be indexed for quick retrieval in future. This is one of the most important time-saving features in terms of communication, decision making and e-discovery.



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### *Email Indexing*

Docsvault can automatically file captured emails into appropriate folders based on **captured dynamic values**. This allows you to file all your emails in relevant locations.

### *Fast Facts*

1. Capture emails and attachments automatically from any email server using IMAP or POP3 protocols (all email servers support these)
2. Assign index values from email metadata to organize all your emails neatly
3. Ideal for automatic segregation and filing of incoming emails to proper project, client or department folders

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