



ecm4u Email for Share

Store and manage emails in Alfresco

Is the email server of your company getting fuller and fuller? Do you not only want to read and manage your invoices, business letters and project documentation in Alfresco, but also the corresponding e-mails and attachments? In brief: you need a central storage with comprehensive search functions for a large data pool that lets you access easily all relevant information in one place?

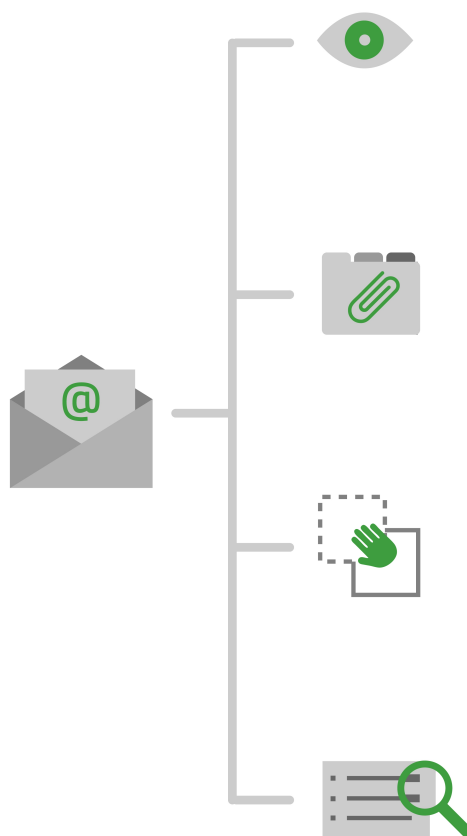
Then Alfresco in combination with the extension [ecm4u Email for Share](#) is the solution you are looking for.

As one of the leading Open source ECM-systems, Alfresco forms an excellent basis to administer not only business documents but also emails. However, the content of emails and attachments is not accessible in Alfresco Share without downloading and opening the files with external software.

Email for Share brings an end to this cumbersome procedure. One click on an email in Alfresco Share will do to access all information. The messages can be viewed with the help of a specially developed previewer in the HTML-format as well as in the text-format. The previewer offers the essential features that you are used to from your email client: embedded pictures are shown by default, the reload of external pictures is conducted only with user confirmation and the header information (sender, recipient, subject, send date) is displayed. It is safe to open HTML emails with this module, because dynamic content is being filtered and therefore not executed.

The handling of attachments is getting simpler on two counts: attachments are displayed in the previewer as tabs and can be viewed immediately. Irrespective of whether the file is in the PDF, Word or Excel format. And it is just as easy to download an attachment to a folder of your choice or open it directly with your standard software: the download area for attachments is a part of the previewer and enables you to store an attachment with a click.

The transfer of e-mails from your email client to Alfresco could not be simpler and does not require any expert knowledge: just drag and drop a message from your client to the designated site in Alfresco Share (only with Mozilla Thunderbird) or to the Alfresco network drive CIFS (also with Microsoft Outlook) – and your message will be stored in Alfresco.



Another essential feature of ecm4u Email for Share is the substantial search functionality that it brings to Alfresco.

It provides full control of large data pools in particular. A precondition for this functionality is the full text indexation that the module executes for emails as well as attachments. Email for Share provides search screens with special attributes for both kinds of content. In this way, emails can be found on the basis of the most important properties, such as send date, recipient or subject. Accordingly, attachments can be searched for with special input fields, such as format or document title.

ecm4u Email for Share module allows you to store emails and attachments and also manage them with the aid of comprehensive and useful functions. ecm4u Email for Share does not require additional programming and is ready for immediate use.

- manage emails and attachments efficiently with preview and download functions
- archive your emails in the context of your (project-) documentation
- store your emails in Alfresco using the Alfresco network drive (CIFS), webdav, ftp or Alfresco Share
- selective search for attachments and emails
- extendible filter functions according to your safety regulations
- ease of use
- ready-to-use right after installation, does not require additional programming
- can sensibly be used with process management