



# **ELOxc for Microsoft EWS**

ELO e-mail management

# Capitalize on information. Optimize processes – save resources

with **ELOxc** for Microsoft EWS.

Today, e-mail management is an essential tool for every business, regardless of whether the systems used to store e-mails need to comply with recordkeeping requirements, speed up internal processes or simply ensure that information contained in the e-mail is available 24/7. An efficient e-mail management system properly routes information within your organization and helps to streamline your processes. **ELOxc for Microsoft EWS** delivers on all counts.

The solution package integrates seamlessly with your work processes and gives you the flexibility to adapt it to your company's requirements. Functionality is easily extended with a range of specialized **ELO** solutions, such as for invoice, contract, and visitor management.



## **ELO e-mail management accelerates your business processes.**

Implementing an e-mail management solution not only enables you to archive e-mails according to retention requirements, but also allows you to allocate e-mails to the correct business processes – file customer or project requests straight to the correct folder and trigger a corresponding workflow.

The software provides options for automatic, server-based archiving or manual archiving with the **ELOxc** Client for Microsoft Outlook, enabling employees to process transactions securely and efficiently.



## **ELO e-mail management is secure and compliant.**

Today, e-mail is the preferred method for business communication and oftentimes e-mails must be archived for specific periods. For example, organizations are required to comply with government regulations such as GDPR, and also need to retain correspondence for tax audits and other purposes. While these processes require a great deal of time and effort, **ELOxc** reduces the workload thanks to automated, rules-based and server-based e-mail archiving. Easily configurable action trees enable you to define automatic archiving processes for business e-mails.



## **ELO e-mail management increases your company's efficiency.**

The solution files e-mails based on transactions to the correct folder in the central ELO repository, reducing server storage costs and optimizing system performance.

The intelligent search function allows you to find information quickly and put it to better use.



## **ELO e-mail management is future proof.**

Cutting-edge technology renders ELO e-mail management a future-proof solution that adapts to your evolving needs. You decide whether you want to use the program in the cloud, on a local server, or a combination of both. ELO e-mail management can also be used with collaboration tools, such as the ELO feed.



## **ELO e-mail management provides a highly flexible structure.**

You can choose to use manual client-based archiving or automatic server-based archiving, or a combination of the two methods.

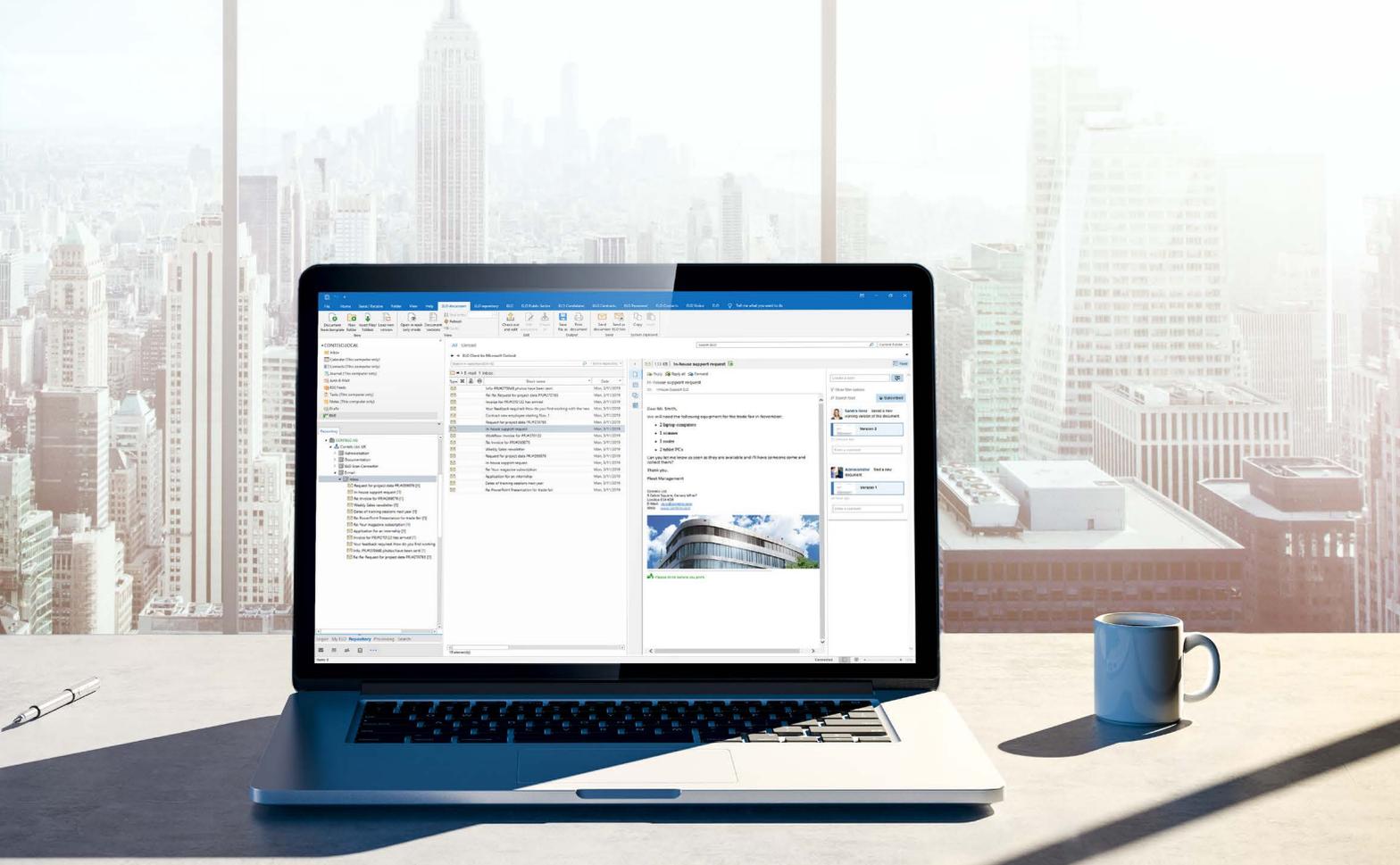
Manual archiving guarantees greater flexibility for your employees, but there is always a risk that e-mails can be overlooked. Server-based archiving largely automates this process and ensures that you manage e-mails in compliance with legal requirements. We will help you determine the ideal approach for your business.



## **ELO e-mail management integrates with Microsoft Outlook.**

Thanks to the full integration of the ELO repository with Microsoft Outlook, you can use the software in your normal workspace.

Drag-and-drop e-mails from your inbox to a designated folder, set e-mails as a reminder or search for e-mails that have been archived. The ELO client integrated with Outlook provides you with entirely new options for managing information efficiently.



**Incorporate e-mails into business processes**



**Safeguard against data loss**



**Archive e-mails according to legal requirements and maintain IT compliance**



**Simple search ensures information is available on demand**



**Convenient integration with Microsoft Outlook**



**Future-proof solution equally suited for on-premise, cloud, and hybrid models**



**Reduce load on Microsoft Exchange mailboxes and cut costs**

## Upgrade options:

ELO e-mail management can be adapted to suit your needs. The solution is part of a large family of ECM products featuring components for a company-wide information management system.

- **ELO DMS Desktop:** Upgrade to full-scale document management in Microsoft Office.
- **ELO ECM Suite:** The comprehensive solution for enterprise content management with advanced workflow automation for every workstation.
- **ELO for Mobile Devices:** Work on the go from a smartphone or tablet PC.

# Technical details

## Architecture and technology

- High-performance 64-bit Windows service.
- Uses web services to connect to Exchange and the ELO repository.
- Works in local, cloud or hybrid environments.

## High availability, scalability and performance

- The entire system is fully cluster-ready and failsafe.
- Grows with your needs; capable of running instances in parallel to ensure optimal throughput, even with large volumes of data.

## Better system performance

- **ELOxc for Microsoft EWS** reduces the load on mailbox databases, which improves e-mail system response times while ensuring shorter maintenance windows and lower overhead costs.

## Compliance

- Easily create a repository that securely stores e-mails and complies with e-mail retention regulations.
- **ELOxc** Exchange journaling ensures compliancy with filing processes.

## Security and privacy

- Data traffic between all services is encrypted with SSL.
- ELO permissions ensure that only authorized users can access information.

## Convenient Outlook integration

- Integration with Microsoft Outlook makes it easy to search for and retrieve information and correctly file e-mails.
- **ELOxc for Microsoft EWS** helps to organize your inbox thanks to centrally configurable rules, helping you free up time for other tasks.

## Configuration

- Processing logic configured on a web console including graphical visualization of processes.
- Easy-to-understand action trees to map even complex scenarios.

## Shared mailboxes and public folders

- **ELOxc for Microsoft EWS** integrates shared mailboxes into e-mail management processes without special configuration. Option to migrate public folders to the ELO repository during setup so that users have full access to them.

## Mobile access

- Optional ELO web application for accessing information and archived e-mails from any location.

## Standards

- E-mails are filed and processed in EML format, which is supported by all standard e-mail programs. Attachments remain in their original format and can be used directly from within the repository.
- E-mail conversions to long-term preservation formats (PDF/A or TIFF).

# ELOxc for Microsoft EWS

ELO e-mail management

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