

## Interwoven® WorkSite MP Integration for Microsoft Outlook®

### Capture, Store and Collaborate on Critical Business Content—All from Within Microsoft Outlook®

WorkSite MP Integration for Microsoft Outlook enables the capture, organization, storage and reuse of critical business content directly from Microsoft Outlook. Users can file and store e-mails alongside documents in the repository right from the menus and toolbars of their familiar Microsoft Outlook client. Providing a unified interface to e-mail and corporate repositories, improves productivity and drives rapid adoption of content management practices critical to an organization's compliance and records retention strategies.

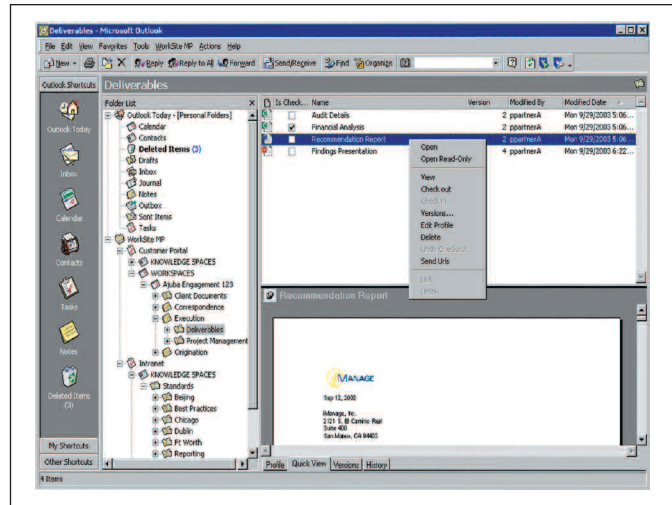
### E-mail Explosion Threatens Compliance and Productivity

Industry analysts forecast that by 2005 the average knowledge worker will spend over four hours in e-mail each day—inevitably hunting down the latest versions of attachments and critical, yet un-filed, content. While e-mails are typically an enterprise's fastest growing form of content, e-mail correspondence often remains in the e-mail system instead of being filed alongside the content it accompanies or describes.

In addition to causing compliance and records management nightmares, searching two systems to get the complete picture on any given matter can cripple productivity. And in collaborative projects, the inefficiencies multiply as employees reconcile often conflicting changes to multiple copies of the same document, or waste time editing a version that is out of date. The proliferation of duplicate e-mail attachments also clogs e-mail servers and drives up storage costs. To fully address these issues, e-mail must be captured seamlessly—in context—within the organization's document management environment as a natural part of its business processes for widespread adoption and consistent use.

### Interwoven WorkSite MP—Merging Collaborative Content Management with E-mail

WorkSite MP Integration for Microsoft Outlook delivers comprehensive e-mail and document management functionality directly from the Microsoft Outlook client. This seamless integration enables users to effortlessly drag and drop e-mails and attachments together, directly into scalable Interwoven repositories. Users can then search e-mails, documents and other business content simultaneously, view audit trails and perform many advanced collaborative content management functions—



**Full access to the content repository directly from Microsoft Outlook ensures rapid adoption of mandated content and e-mail management practices.**

without leaving the familiar Microsoft Outlook interface—for marked improvements to productivity and significant reduction in costs and risks of regulatory non-compliance.

### Key Features

- Single Unified Folder Structure**  
 Repository folders appear and behave inside Microsoft Outlook as fully-functional Exchange folders. Users can file e-mails, including attachments, into the appropriate repository folder by simply dragging and dropping. Once stored in WorkSite MP, the e-mails and attachments may be accessed from any Web browser or from within any Microsoft Office application. Unifying e-mails and attachments with all relevant content saves the time and effort of hunting across multiple disparate foldering systems.
- Powerful Security**  
 E-mails, attachments and documents can be shared with other team members in a secure manner. When business users create folders in the repository, they can apply security policies to limit who can see the contents and what actions they can take. Unique security policies can even be applied to the individual items within the folder.
- Comprehensive Profiling Capabilities**  
 Each e-mail, attachment or document can be tagged and classified with metadata fields tailored or customized to the organizations' specific requirements. Once it is profiled, this content (along with other related content) is easy to locate using WorkSite MP's powerful search engine.

- **Capture and Index Attachments**  
E-mail attachments can be stored in the Interwoven WorkSite MP repository either as part of the original e-mail message or as separate files, with their own profiles and metadata, for maximum flexibility.
- **Unified Search Across Documents, E-mails and Attachments**  
All content in the repository, including e-mails, attachments and a variety of document types, is available for full-text, metadata and context-sensitive searching directly from within Microsoft Outlook. The scalable search engine, designed for tens of millions of documents, provides fast access to e-mails and attachments regardless of repository size or e-mail age.
- **Document Management**  
With WorkSite MP Integration for Microsoft Outlook documents can be previewed, searched, checked out, checked in and versioned directly from within Microsoft Outlook. Users do not need to leave their e-mail client to get the full benefit of document management for increased efficiency and widespread adoption and use.
- **Insert Content**  
Users can insert documents from the repository into outgoing mail as they would any attachment—by simply browsing or searching and then inserting the content. This one-step option saves users considerable time and effort when forwarding content to other users.
- **Document Viewing**  
To handle the occasional hard-to-open attachment, WorkSite MP Integration for Microsoft Outlook can render over 200 different file formats for viewing.

## The Advantage—Interwoven WorkSite MP

WorkSite MP Integration for Microsoft Outlook brings CDM functionality to the user, in Microsoft Outlook, where they already spend a large portion of the working day. As an important component of the WorkSite MP suite, the Integration allows workers to capture, store, collaborate and reuse content—without creating extra work or interruptions—to ensure widespread adoption and consistent use throughout the organization. This nearly transparent integration is ideal for organizations wishing to improve compliance and efficiency without the need for training or behavioral changes.

## About Interwoven WorkSite MP

The WorkSite MP suite is the industry's only CDM platform developed from the ground up in 100% Java, offering customers the flexibility that open standards support. It is also J2EE compliant, enabling customers to leverage existing infrastructure investments by delivering consistent performance across Windows, Linux and Solaris-based systems. It offers an unsurpassed combination of comprehensive features, standards-based architecture, scalable performance and ease of customization and use. And the unique multi-tier architecture enables it to scale from supporting one department to meeting the needs of the most demanding multinational enterprise. The entire WorkSite MP suite delivers the fastest time to deployment, lowest total cost of ownership and highest customer satisfaction ratings in the industry.

**Interwoven, Inc.**  
803 11th Avenue  
Sunnyvale, CA 94089 USA  
(408) 774-2000

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