



## **Architects choose Mail Manager**

As email use has grown over the last few years to become the dominant form of business to business communication, accounting for more than 85% of data transfer, businesses have become aware of the pressing need to encourage staff to file emails and their attachments methodically.

Leaving emails in Outlook is equivalent to leaving letters piled up on desks. For any enterprise to run smoothly it is essential that staff treat emails with the same discipline as they treat paper documents.

In no sector is this need greater than the construction industry, where dozens of companies participate in projects which can last for several years. At global consulting engineers Arup, this need became so great that in 2002 they commissioned in-house software company Oasys to come up with a simple, low cost and effective tool to help staff to stay on top of their filing responsibilities. The solution they came up with, Mail Manager, is a plug-in toolbar for Outlook that simplifies and speeds up the process of filing emails and their attachments as soon as they are sent or received.

Available now in Version 4.1, Mail Manager is proving to be very popular with people who need a practical and simple solution to widely encountered problems associated with email use.

By making Mail Manager an enhancement for Outlook, Oasys solved the problem of user adoption, whilst the ease of filing and retrieval ensures that staff actually enjoy using it. Mail Manager has a familiar look and feel for people used to Outlook and so no time is wasted training, a 15 minute presentation usually suffices.

Mail Manager saves time by automatically naming messages in a consistent manner by providing powerful search capabilities, and by learning where you like to file things and hence suggest the most appropriate places.

As Howard Absolon of architects Vincent and Gorbing says "Now that we have Mail Manager I don't have to badger people to file their emails because they just do it as a matter of course. This means that mailbox size limits are no longer being reached, but it also saves users a lot of time because they know emails are in project folders, so they know where to search for them. Mail Manager is so easy to use it actually cuts workload and the fact that emails are filed promptly means tasks get actioned immediately, with no delay or waiting."

Users take to Mail Manager because of its simplicity and ease of use. IT managers like it because it cuts down on maintenance and storage overheads, QA managers find that Mail Manager use improves compliance, with project related emails being archived on the fly, and Project Managers are impressed by the benefits gained in communication and decision making.

Visit [www.oasys-software.com/mailmanager](http://www.oasys-software.com/mailmanager) to download a free 30 day trial.

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### **Notes to editors: Oasys**

1. Oasys Limited, founded in 1976, is the software house of Arup, a global organisation of consulting engineers, planners and project managers working in all areas of the built environment, infrastructure, transportation, water, vehicle engineering etc.
2. Vincent and Gorbing is a company of chartered architects and town planners, founded in 1962 and based in Stevenage, Hertfordshire, providing architecture, interior design, town planning and urban design services to private and public sector clients throughout the UK