

# INMAILX INTRODUCTION AND INTERMEDIATE



## Platform

Microsoft Outlook and Content Manager Web Client or Desktop/Context Client

## Course Duration

3 hours

## Delivery Mode

Remote training session via Microsoft Teams

Training is delivered within your environment to contextualise the training to your setup and build version

The training session will be recorded and provided upon conclusion of training for your reference

## Pre-requisites

Good understanding of Outlook functionality

Desirable but not essential - Content Manager Introduction

## Audience

Suitable for all staff with an inMailX license

## Overview

This training course provides attendees with the skills to use inMailX which is an enterprise e-mail management and productivity suite for Microsoft Outlook, that provides functionality to effectively manage emails and attachments.

Attendees will gain skills in using inMailX's functionality to capture and manage their emails, including how to set up Content Manager linked folders to seamlessly file emails for recordkeeping purposes.

## Topics

This training course will cover the following:

- ▶ Overview of inMailX
- ▶ Navigating and using InMailX Shortcuts
- ▶ Establishing and using inMailX Worklists
- ▶ Filing emails on send to Content Manager
- ▶ Sending and filing emails at the same time
- ▶ Inserting and managing attachments
- ▶ Viewing, editing and finalising documents through the inMailX alternative interface to Content Manager
- ▶ Using Global Content Templates

Please note that the provision of training materials or digital handouts are not included within training due to the development of generic training materials can not be achieved for a system that can be configured and used in multiple ways. Quotes for custom training materials can be provided upon request.

**TO BOOK NOW CLICK HERE OR CALL 1800 392 392**

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