

WorkSite Communication Server

Conquer E-mail Overload with a comprehensive E-mail Management Solution

E-mail Overload

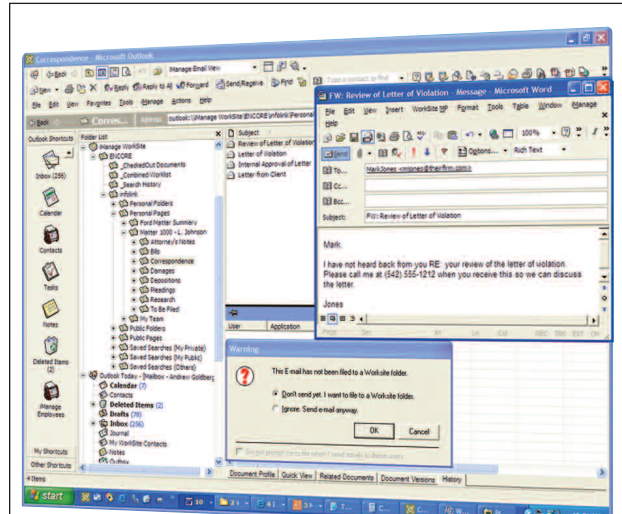
With e-mail rapidly becoming the de-facto method of business communication, the volume of business-related e-mail correspondence has exploded in recent years, increasingly burdening network infrastructure and draining worker productivity. In fact, by 2005, analysts estimate that the average knowledge worker will spend four hours per day on e-mail – hunting for the latest versions of information among thousands of e-mail strings and attachments in individual inboxes and network folders.

Further, with documents and correspondence relating to any given engagement, matter or project already scattered across multiple electronic and physical repositories, e-mail proliferation only compounds issues of visibility and access. This lack of a single centralized location for information puts organizations at a higher risk for non-compliance with records retention policies and severely complicates any inquiries or disputes where complete records are required. Business continuity and knowledge management also suffer, as important content stored in e-mail is easily lost with employee turnover or equipment loss or malfunction. For these important reasons, the management of e-mail has become a critical need for organizations across industries.

Interwoven WorkSite Communication Server

Manage E-mail with a comprehensive, scalable and intuitive system

The WorkSite Communication Server delivers a comprehensive approach to managing e-mail. It lets users effortlessly file e-mails into virtual engagement, matter or project folders in the WorkSite repository, where all related documents are already stored. As a result, all e-mail correspondence and related documents are stored in context, in a single, central and



The WorkSite Communication Server provides a seamless intuitive extension to your existing e-mail application; enabling e-mail management that is adopted quickly and broadly throughout your organization.

searchable location that can be accessed by anyone with rights to the content. Built-in automation and customization features and seamless integration into existing e-mail applications deliver an e-mail management solution that, while comprehensive, is fast and easy to use with minimal training.

Key Features Include:

- A central place to store both e-mails and documents makes all information easy to find, access and share to increase productivity, facilitate compliance and simplify discovery requests.
- Every WorkSite folder can be assigned a unique e-mail address or alias (client.matter@worksite.interwoven.com), allowing users to file e-mails and documents by simply e-mailing them directly to that folder.
- E-mails can automatically inherit security and metadata from the folder, decreasing or even eliminating the need for profiling, resulting in improved productivity and ease of use.

- Correspondence can be filed from Microsoft Outlook, the Outlook Web client, Lotus Notes or hand held devices, such as a BlackBerry, to facilitate consistent use whether in the office or on the road.
- Intelligent duplicate detection ensures that a single copy of the e-mail is filed and profiled, reducing storage requirements and confusion caused by multiple or outdated versions.
- Ability to save e-mails in either Outlook or Notes native file formats.

Built on a Robust Server Architecture

Delivers Security, Performance and Low Cost of Ownership

All WorkSite applications are powered by an open, secure, enterprise-class platform that scales to handle millions of documents and tens of thousands of geographically distributed users. Built on a highly flexible, distributed, multi-tier architecture, Worksite supports distributed repositories, built-in fault tolerance, load balancing and clustering. Comprehensive administration tools integrate with LDAP, NDS and ADS servers, making it easy to administer. WorkSite can be deployed out-of-the-box — or can be readily customized and extended with the WorkSite Software Development Kit. Quick to deploy and easy to maintain, WorkSite lowers total cost of ownership and generates a rapid return on investment.

System requirements

Windows 2000 Server or Windows 2000 Advanced Server with the latest service packs

At least 30 GB Hard Drive

Multi-processor, Pentium II minimum

At least 1 GB RAM

SMTP Server 5.0

About Interwoven

Interwoven, Inc. is the world's next-generation enterprise content management (ECM) company. Interwoven's patented, award-winning ECM platform integrates the six pillars of content management: collaboration, document management, Web content management, digital asset management, e-mail management, and records management. Allied with the leading enterprise application providers, the Interwoven ECM platform provides complete content lifecycle management for more than 3,300 organizations worldwide including Air France, Citibank, Ford, General Electric, Pfizer, Procter & Gamble, and Yamaha. In the legal industry, Interwoven (previously iManage) is the market leader with The Global 100 law firms, which includes premier firms such as Freshfields Bruckhaus Deringer, Holland & Knight, and Jones Day. For more information visit www.interwoven.com.

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