



LeanMail
Breaking email

Solution: **LeanMail InstantArchive**

One “Smart” folder makes archiving and finding email fast and easy.

LeanMail prerequisites: None

Technical Requirements involved: The LeanMail add-in is designed for computers running Outlook 2010 - 2016 (32 and 64 bit versions) and Microsoft365 on Windows 8-10. Available for the Mac version of Outlook by the end of 2021.

For more information see the document, *LeanMail Add-in Description and Technical Information*.

Description

LeanMail InstantArchive is for any Microsoft Outlook user who wants a safer and more efficient way of archiving and finding email in their inbox. One “smart” folder replaces the dozens or hundreds of folders you have today.

Problems solved:

- Difficult to remember which folder a mail was moved to
- Finding email can take up a significant part of email management
- time
- Lost emails
- Feels very administrative and bureaucratic
- Universal search is time consuming and inefficient
- In general, users find archiving to be a painful experience



Personal benefits:

- Extremely easy to use
- One “Smart” folder organizes all your emails for you using a “Gmail-style” tagging system
- Archive directly from your keyboard (no mousing around)
- Lightning multi-search eliminates 99% of the need for universal search

Benefits to the organization:

- Bolts seamlessly on to your existing Outlook with no connection to external servers
- Makes GDPR and other regulatory procedures a snap
- All mails from ex-employees are easily searched
- Employees are less stressed by managing email
- Can be pushed out centrally by IT
- Installing one add-in gives users access to all bite-size LeanMail products on demand
- Personal, Virtual, eLearning and free video tutorials available
- 24/7 support



Features and functionality:

Instant archiving

Mails are tagged then moved to one “smart” folder where you can find them instantly without using universal search.

File from your keyboard

Reaching for your mouse, clicking, dragging, and dropping is a thing of the past. Archive your mails directly from your keyboard.

Notes

Add a note to mails you archive to locate exactly the mail you are searching for without having to open a single one to check its contents.

Categories button

Categorize mails in advance so that your sent items are also categorized.

Categorization of threads

Threads are automatically categorized. This means that you only need to categorize one email in a conversation.

Auto-categorization of senders

Incoming mails are automatically categorized according to your preferences.

LeanMail Master Archive

Mails older than two months (or your preferred time frame) are transferred to the LeanMail Master Archive to maintain a quantity that is easily searchable.

Collapse all groups button

One click collapses groups that you open during searches.

Send with Category

Workflow that sends a mail with a category attached.