



ndMail™

Your Email Just Got Smarter

netdocuments®



Intelligent features and a **powerful Microsoft integration** are what makes it easy for ndMail users to quickly and efficiently file conversations and attachments more directly from any Outlook instance into NetDocuments — solving their email overload challenges and making it simple to maintain a complete work file.



After taking control of their inbox with ndMail, legal professionals **have more time** to spend on critical tasks, enjoy **open and timely communication** with their team, and **build complete work files** while cutting steps from their workflow.

Enhance your legal team's productivity with these intelligent features:

File in a Single Click	Automatically File Replies	Work from Anywhere
ndMail predicts a filing location based on individual and organization-wide behavior. Simply confirm the suggested location to file the email.	Replies and forwarded emails will be automatically stored in the same location as the original notification.	ndMail is available anywhere Microsoft Outlook is accessible; so whether you're in the office, courtroom, or traveling you can keep the momentum going.
Build Complete Work Files	Avoid Duplicate Filings	Save Emails with Confidence
Emails are filed directly into the project or matter you're working on so you can deliver a complete work file at a moment's notice.	Each time an email is filed, a Global Filing Indicator appears in Outlook to alert all users when an email has been placed in NetDocuments.	Emails filed in NetDocuments are under the same protections as other content stored in the service, such as multi-layered encryption, dual-custody, geo-aware storage, and more.

Built with Legal Teams in Mind



Lawyers are busy professionals and have no time to waste. ndMail works according to their preference while providing the **time-saving features** they desperately need to **keep momentum**. Take a look at how ndMail helps clear the clutter so your team can focus on next steps.

Filing Options to Fit Every Preference

ndMail provides the flexibility to file emails how you want so workflows are never interrupted.

Folder Pinning	Predictive Filing	Folder Mapping
<p>Access content faster by pinning up to 5 locations per cabinet so frequent locations always appear first for quick filing.</p> <ul style="list-style-type: none">• Gives you quick-access to your most-used workspaces• Keep your Outlook window lean and organized by hiding pins when you don't need them• Predictions continue to work in the background to speed up your filing process	<p>Predictive filing leverages artificial intelligence (AI) based on organization-wide filing behaviors, the sender, receiver, email content and more. This solution gets smarter as more people use it and can also help quicken the onboarding time for new lawyers.</p> <ul style="list-style-type: none">• Provides suggested filing location based on numerous factors• Features an accuracy ranking of filing location• Can be utilized on any system or device, including PCs and Macs	<p>Integrated Outlook folders provide legal professionals with the option to have greater flexibility to work in the ways they prefer most.</p> <ul style="list-style-type: none">• Set it and forget it: ndMail maps Outlook folders to specified locations in NetDocuments. Any emails filed to a mapped outlook folder are automatically uploaded to the specified ND location• Easily drag-and-drop emails to preferred location• Available on Windows desktop versions of Outlook

Time-Saving Enhancements

NetDocuments is focused on providing solutions that give legal professionals their time back, which is why ndMail brings a new way to search your inbox and does not require you to file replies or forwards.

Powerful Search	Conversation Filing	Global Filing Indicator
<p>ndMail leverages advanced search features that are embedded in NetDocuments to quickly locate communications and documents based on a number of filters.</p>	<p>Rather than filing individual emails, users may enable Conversation Filing and have each associated reply or forward filed into the same location as the original communication.</p>	<p>The Global Filing Indicator appears across the organization as a tick-box on any email already organized into NetDocuments, eliminating instances of double- or triple-filing.</p>

Discover what a smarter inbox can do for your organization.

Schedule a demo for ndMail from NetDocuments today.

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