PERMISSIONS MANAGER
FOR OUTLOOK
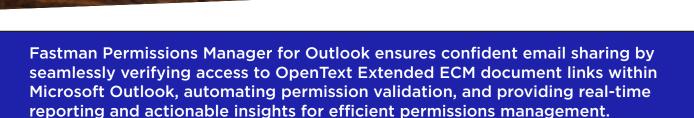
Part of the
Management Suite for Extended ECM

Fastman
SAFE, SIMPLE, SECURE

A simple and intuitive interface to verify and manage permissions within Extended ECM.

- Ensure recipients have access rights to emailed information.

- A simple, intuitive interface integrated right into Outlook toolbar.

- When used in conjunction with Fastman Permissions Manager, even complex permissions models are easy to manage.

Fastman Permissions Manager for Outlook ensures confident email sharing by seamlessly verifying access to OpenText Extended ECM document links within Microsoft Outlook, automating permission validation, and providing real-time reporting and actionable insights for efficient permissions management.

Email Content Confidently

This feature is now accessible directly within Microsoft Outlook, enabling senders to ensure that all recipients have access to any links included in emails referring to items in Extended ECM. Links in emails can be manually entered or copied from other sources or generated using the 'Email Link' option within Extended ECM. After entering email addresses (in To, CC, or BCC), simply click "Validate Links" to verify all links using the same logic as the Permissions Manager interface in Extended ECM.

Crucial to this is the ability to assess and report on "Effective Permissions" using group memberships from Extended ECM or LDAP services like Microsoft Active Directory. It's also essential to share this information with users who do not have rights to edit permissions.
Fastman Permissions Manager for Outlook automates this examination and provides real-time reporting of all results, ensuring result integrity.

View, Understand, and Take Action

Results are displayed in a panel and are categorized as: Invalid (links a recipient doesn't have access to), Valid (links all recipients have access to), and Unchecked (links that do not require validation such as links in the user's email signature). The sender can make decisions and execute configurable actions to address issues, such as modifying permissions, requesting changes, and even refresh the results before sending the email. When used in conjunction with Fastman Permissions Manager for Extended ECM, you can establish intricate permissions structures, ensuring users can swiftly and effortlessly share controlled content.

Permissions Manager for Outlook is part of Fastman Management Suite, providing tools to manage content, meta-data, permissions, and records in Extended ECM throughout the information management lifecycle.

PERMISSIONS MANAGER FOR OUTLOOK KEY FEATURES

Integrates With Microsoft Outlook

- Displays document access within emails by user and object
- Handles explicit and effective permissions, including nested groups
- Works in real-time with permissions set during email drafting

Supports Latest Versions

We stay fully compatible with the latest versions of Extended ECM and Outlook, so you can always rely on seamless, up-to-date performance

Centralized Administration

- Allows viewing permissions for all users, even those without editing rights.
- Simplifies permissions management, reducing operational costs and time.
- Provides a unified dashboard for permissions management.
- Customizable action items to align with organizational processes.