



Net.PostMail

e-mail publishing tool

- *Publish e-mails straight to your intranet*
- *Post e-mails' attachments, too*
- *Capture information usually lost on employees' individual hard drives*
- *Store important information all in a single, central location*
- *All posted e-mails and attachments are automatically archived and fully searchable*



Posting Info to Your Intranet Via E-Mail

So much important corporate information is contained in e-mails—what if you could easily capture and post that information for easy retrieval and access by a group later on? Now, you can, with Net.PostMail.

Net.PostMail offers the ability to automatically publish e-mails—and their attachments—to various locations on your Enlighten.Net intranet. It's as simple as e-mailing! With Net.PostMail, Enlighten.Net users can make the various pages on their intranet destination e-mail addresses. By sending an e-mail to the address of the page you want, you automatically publish your e-mail to that page.

Net.PostMail— The Benefits of E-Mail Publishing

Net.PostMail offers so much in the way of business efficiency and organization benefits. First and fore-

most, Net.PostMail aids in employee collaboration. By making information publishing, sharing, archiving, and indexing as simple as sending an e-mail, Net.PostMail allows your employees to share important information easily and consistently, with a click of their "Send" button.

When e-mailed information is posted to Enlighten.Net by simply sending an e-mail to a specific site, all of the content within the e-mail and within the attachments to the e-mail is automatically indexed and made full-text searchable. So, if you're looking for information within an attachment that has been posted to your Enlighten.Net using Net.PostMail, all you have to do is search on key words or text you

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know appears in that attachment. Also, links to destination pages can be quickly and easily created for easy review.

The number of sites on your intranet and the organization of those sites is virtually limitless, so you can post to sites by department, function, topic—anything you can think of. (Imagine being able to capture all e-mails to or regarding a specific client or vendor, all in one single, centralized location!)

Here are just a few of the types of information normally shared in the less collaborative environment of one-on-one e-mails, that can be posted and archived to your intranet using Net.PostMail:

- Project planning and implementation
- New processes and process updates
- Policy Changes
- Project status updates and alerts
- Problem solutions and answers to FAQs
- Client/customer information
- Vendor information

Once the trend of posting information to your Enlighten.Net takes hold, employees will realize that storing corporate e-mails on their own individual hard drives is no longer necessary. Errors caused by multiple e-mail threads, and out of date information stored within e-mails, can be dramatically reduced when one master version is stored in a central location on your intranet.

Net.PostMail— Collaboration In Action

There are so many possibilities when it comes to ways to use Net.PostMail to enhance your collaboration. Here's just one example of how you might utilize this powerful new intranet publishing tool:

You are an active member of your organization's New Product/Service committee. The committee is currently working on rolling out a brand new offering to

your customer/client base. The deadline for completion of the project is approaching, and everyone is e-mailing each other in regard to various aspects of the project, including: what happened at the last meeting; unexpected challenges that have suddenly arisen; contact information on the vendor providing the goods and services to help you in the roll-out; and more. Unfortunately, certain members of the committee are getting some of the information, while others are corresponding on other topics, so that by the time the next meeting rolls around, it will take fifteen minutes just to fill everyone in on these individual e-mail "discussions."

Using Net.PostMail, you can enhance project collaboration, and avoid the gaps in knowledge sharing that regular e-mail may cause, simply by e-mailing your correspondence regarding the project to your Enlighten.Net intranet. Now, everyone can stay up to speed on all aspects of the project, simply by browsing the information on your committee's intranet page. It saves lots of time, allows better collaboration, and is a great tool to use after the committee's work is over, to post the e-mailed kudos you receive from your customers and clients raving about your new offering.

Net.PostMail offers a powerful new way for organizations to capture a vast source of knowledge that so often gets lost or deleted—the knowledge found in e-mails. This robust new content generating tool is both unprecedented in the industry, and extraordinarily beneficial in your goal of capturing and adding meaningful information to your intranet.

For more information on Net.PostMail, please contact an Enlighten.Net Account Representative at 877.339.3638, or e-mail us at: info@Enlighten.Net.