- Outlook Overview

Enterprise Organizer Pro features a two-part Outlook integration: *contact-based file management* and *e-mail management.*

E-mail Management

The Outlook integration helps you archive incoming and outgoing mail to file. When you send or receive a message, Enterprise Organizer Pro will look up the senders/recipients and see where you've saved messages for them in the past, making e-mail archival almost automatic. A special *Save a Copy* button in Outlook makes e-mail archival a convenient part of your regular workflow. Additionally, you can bulk-export old e-mail messages to file. For more information, see Saving Outlook E-mail.

File Management

One of Outlook's weaknesses is that it doesn't provide any kind of file management. There is no way to associate files on your hard drive with Outlook contacts. Enterprise Organizer Pro bridges this gap. Any Enterprise Organizer Pro cabinet can be based on an Outlook contact list. In other words, you can automatically create drawers in Enterprise Organizer Pro using the names in your contact lists and begin saving and organizing your PC files by Outlook contact. For more information, see Outlook Cabinets.

Activating the Outlook Integration

If you have Outlook installed and configured, your Outlook contact lists will be available when you create a new Enterprise Organizer Pro cabinet. You can also activate special Enterprise Organizer Pro toolbars in Outlook for managing your e-mail and your contact drawers. See Outlook Settings.

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