

Folders with reMARK

Folders are one way you can organize and sort your emails. Folders are a quick way to organize, filter and see what you need to see to build your daily workflows. The ultimate goal of folders is to include or exclude information that is important to each reMARK user. Folders can be for individual use and to share amongst your team. They are also in every reMARK module and have the exact same concept.

Benefits of Folders

- Increase organization
- Manage your daily workload
- Exclude irrelevant information and spam
- Include only important emails and conversations
- Share among your team members
- Automation and filter functionalities
- Locate items faster
- Unlimited folders for maximum storage

Folder Types



Standard Folders

This is a normal folder that is great for static storage of notes and emails. Standard folders have no defined filter criteria.



Search Folders

This folder type searches the database and quickly displays the results in an intuitive way. Use it to predefine searches, or to create views with only important emails.



Smart Folders

Smart folders are rule based folders that allow you to set up predefined conditions that filter emails into the folder.

Check out our learning center to learn more about the benefits of folders, see how to create different folder types and read examples of how these can be used across your organization.

Learn more about folders with reMARK: nordic-it.com/learning-center/