

# reMARK vs Outlook

## Summary of reMARK's Capabilities

- **Teamwork** - Work closer together as a team with truly shared inboxes, and take advantage of an intuitive interface that gives full transparency and ensures all important tasks are taken care of
- **Search** - Quick & flexible search, even from your phone
- **Filing** - Manual & automatic filing made easy
- **Flexibility** - A rich feature set enables an endless amount of workflow possibilities, to accompany wishes and requirements from every department

Save time, get insights into your team's productivity, and never miss an e-mail again.



## See the reMARK Difference

### Deduplication

Save HDD space by reducing the number of duplicate emails on an inbox level, and even on emails filed in multiple folders. Users can enjoy fast browsing and searching with very little maintenance required.

### Archives

Users can find any email from any timeframe, even dating back to their very first email, with reMARK's archives linking back to the live database.

### Permissions

Advanced options allow you to manage user permissions, including who can view and edit respective elements.

### Import

reMARK has all the tools you need to import all your emails, folders, distribution lists, and contacts.

### Attachments

Attachments are stored outside the database, ensuring fast searching speeds.

### Hotkeys

Added key bindings to almost every function, enabling greater user efficiency.

### Feature Requests

Nordic IT values customer feedback above all else. With an entire development team dedicated to feature requests, reMARK is built on client suggestions on how to make reMARK as effective and efficient as possible.

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## Team Features

### Shared Inboxes

A unified view of emails allows for teams to keep track of completed actions and prevents the same task from being performed twice.

### Read by Status

Keep better track of who has read what and how you have progressed through the day with read receipts.

### Team Overview

See all relevant actions taken on an email by you or your team including: who has read an email, has someone replied, whether it is categorized with a tag, and where it's been filed to.

### Comments

reMARK's unique comment function allows for greater alignment across teams, with the ability to leave notes on each email for everyone to see.

### To-do List

Imagine being able to keep track of emails that haven't been handled yet, and even being able to share those emails with the team - all through a personal folder. That's exactly what the to-do list function does, and teams can enjoy better organization when handling tasks.

### E-mail Thread

Easy and intuitive access to entire email conversations, all in chronological order.



## Search with reMARK

### Quick E-mail Filtering

Filter through the current view to instantly find the emails you are looking for.

### Speed

reMARK has undergone several enhancements to ensure speedy searches in the system. Big time-savers include stripping attachments from the database and no more duplicate email copies.

### Full Search

Search through all the emails you ever received in one easy-to-use place.

### Flexibility

Predefined searches with Search folders, or open several tabs within the program to browse multiple threads simultaneously. The filter function can even be used here, to further specify the search criteria in an easy and efficient way.

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## Filing with reMARK

### Private and Shared Folders

Create folders for your team or just for yourself. reMARK's sophisticated permissions system enables users to decide who has access to shared folders.

### Smart Folders

Automatically file emails based on the information they contain. Easy to set up and use, even for the less experienced computer user. Popularly used for automatic filing of vessel emails.

### Search Folders

Accommodates how users want to view and read their emails. Comes with the ability to show different inboxes in the same view, filter out the emails you've already read, give an overview of which emails haven't been filed, and easily see which emails has been assigned to you.



## reMARK App

### Templates

A great way to compile emails fast even with HTML features such as hyperlinks, pictures, and tables that are not normally available to insert on a mobile phone.

### Access

Access to all inbox, folders, and views, while holding most of the unique features you're used to from the main client.

### Search

Search capability in the app uses the same tools to perform searches as the desktop client. Search will be just as fast as it always is, while going through everything - even the archived emails.

### Availability

Available for iOS (iPhone + iPad) and Android devices.

### Caching

Store the most recent 500 emails in each selected folder or inbox, making it easy to continue working even without internet access.

### Notifications

Gain full control of how many notifications you get on your mobile phone. Users can take advantage of this by selecting which inboxes and folders should notify them. Popular use cases include using notifications with the Smart Folder to only get notifications from priority contacts.