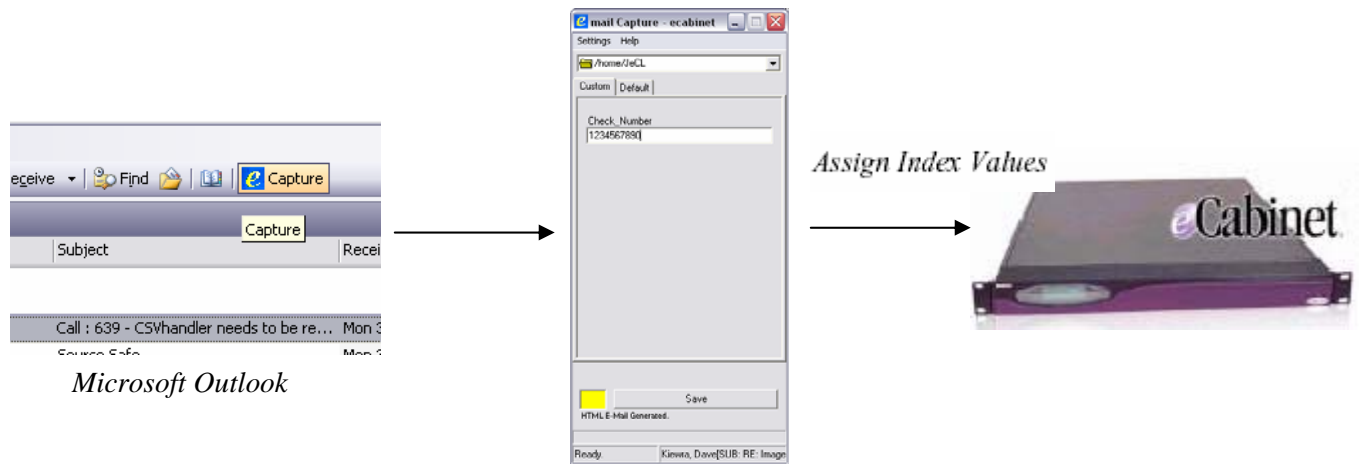


# EMAIL CAPTURE: Enhancing your eCabinet Capture Capabilities

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## Introducing **EMAIL CAPTURE** for the eCabinet.

*Email Capture facilitates sending files to the eCabinet and provides the benefit of index e-mail messages and their attachments. Optionally convert attachments to PDF format or Image+Text PDF, imports e-mail as HTML or PDF.*

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### What are the benefits of using File Capture?

- *Email Capture enhances the speed at which items can be stored to the eCabinet and instantly indexed, improving productivity.*
- *Email Capture optionally converts an image file to PDF AND allows immediate folder selection and indexing of key values.*
- *Original File Formats may be preserved*

### How does it work?

- *Simply select an e-mail in Microsoft Outlook*
- *Click the Email Capture hot button*
- *Email Capture window is displayed that allows for folder selection and indexing.*
- *The Notes field & Document Summary are available for input too.*
- *Click Save and file is now available on the eCabinet*