

Simple just got easier.



Unleash Your Full Business Potential with
MaxxVault Document Management

| MAXXVAULT AND MICROSOFT® OFFICE

Microsoft Office is the linchpin of many organizations. From contracts in the legal department, spreadsheets in accounting, presentations in sales, workflows in engineering and e-mails in shipping, Microsoft Office documents are everywhere.



The information contained in these documents is vital to the successful operation of your business. Storing them in MaxxVault ensures that they are protected, available, and archived. MaxxVault as your central repository ensures that collaborators all have access to up-to-date versions, the documents are only available to those with the proper authorization, and they are managed according to your records management rules and obligations.

MaxxVault Enterprise Microsoft Office integration allows users to save their new Office documents directly into MaxxVault. There is no need for a special import procedure – it is just like saving to a network directory. Alternately, the document can be printed to MaxxVault as a PDF or image file if the author wishes to keep

complete control of the original. Documents that are saved to MaxxVault retain their Microsoft Office format and properties and can be launched directly from MaxxVault into the Microsoft Office application. At the very least, users who may not have the Microsoft Office application on their computer can still view the document in MaxxVault as it would appear in Office.

E-mails from Outlook can also be saved to MaxxVault. MaxxVault can be used as an e-mail archive solution for your critical documents and information. E-mails can be stored manually into MaxxVault by the user or MaxxVault can be configured to automatically store them from specific Outlook folders. All Microsoft Office documents stored in MaxxVault are full-text searchable.



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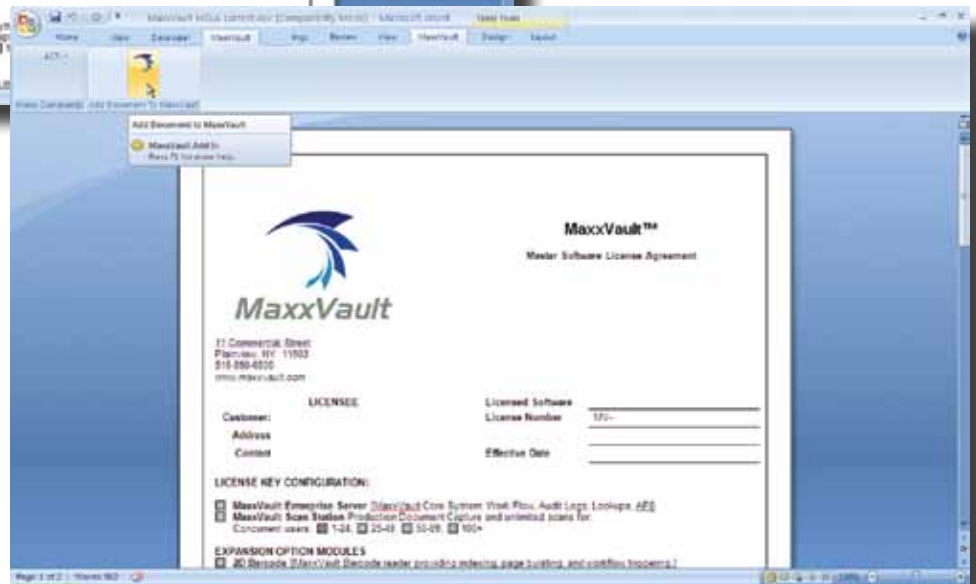
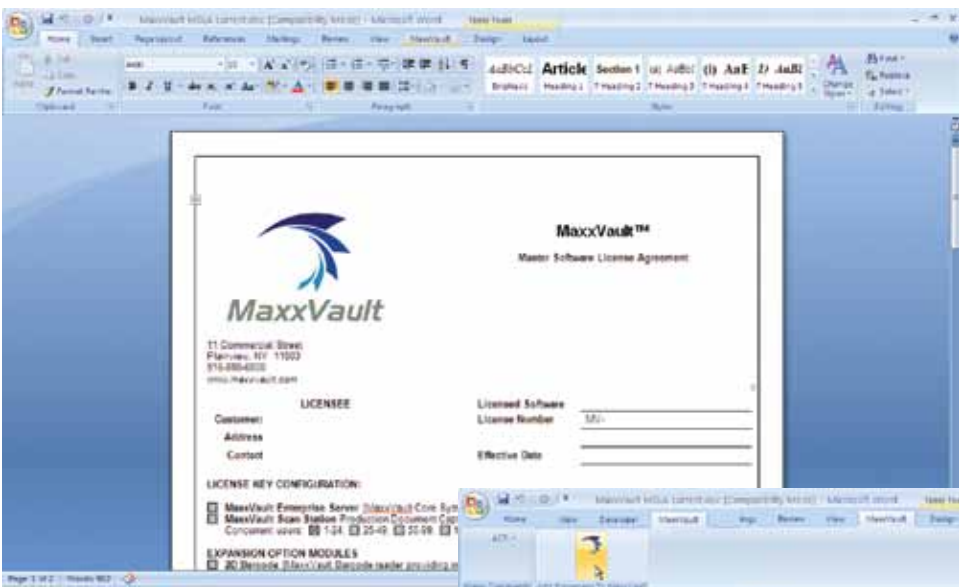
www.MaxxVault.com | 24x7 Support Line: 877 842-9500 Option 2

Features:

- Save to MaxxVault
- Print to MaxxVault
- Launch from MaxxVault
- Version control
- Collaborate
- Full text search

Microsoft® Application Support:

- Outlook®
- Word®
- Excel®
- PowerPoint®



MaxxVault®