



## LITÉRA SMARTSEND™

*Protecting Reputation One Email At A Time*

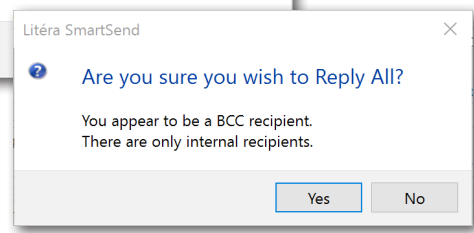
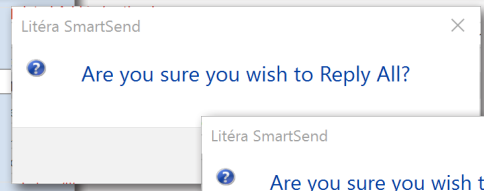
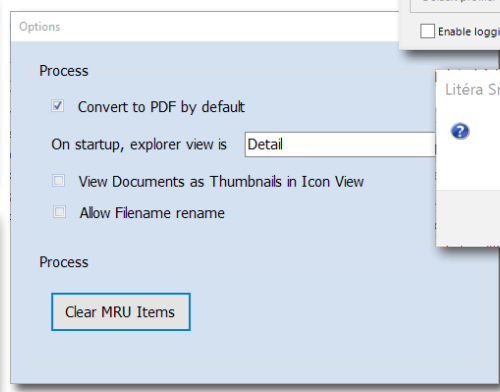
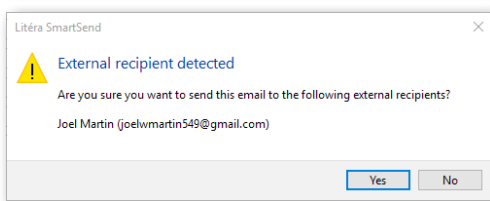
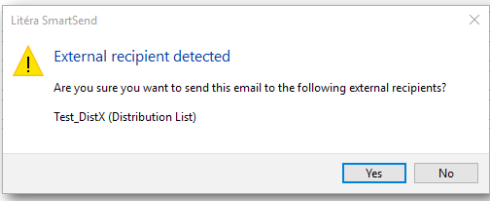
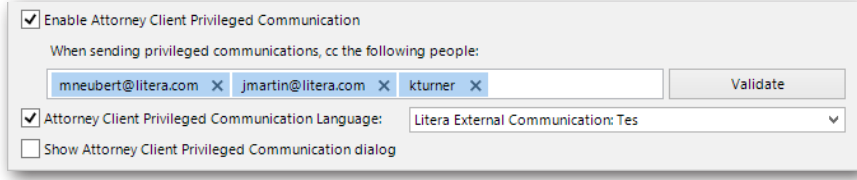
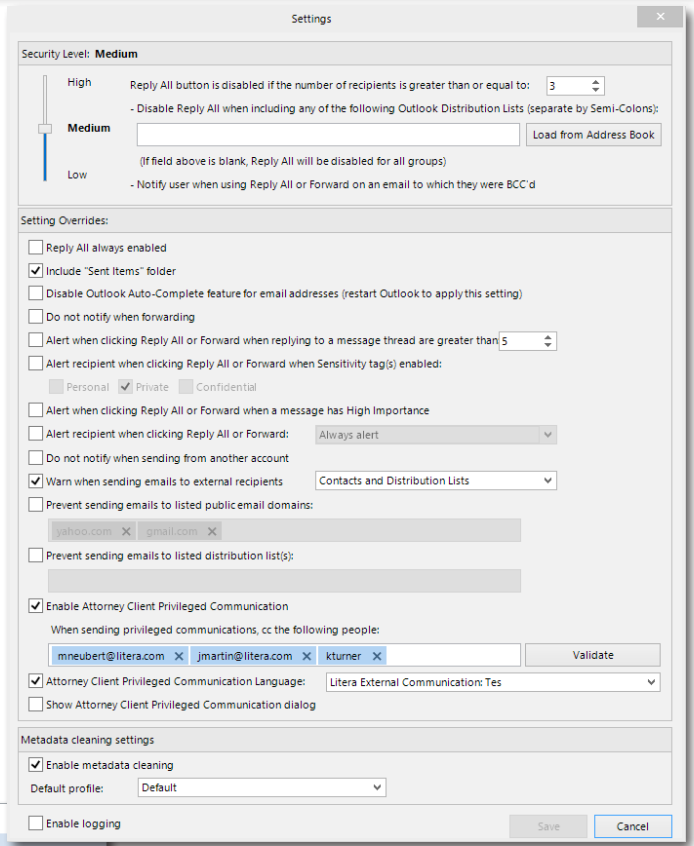
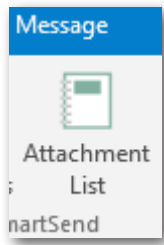
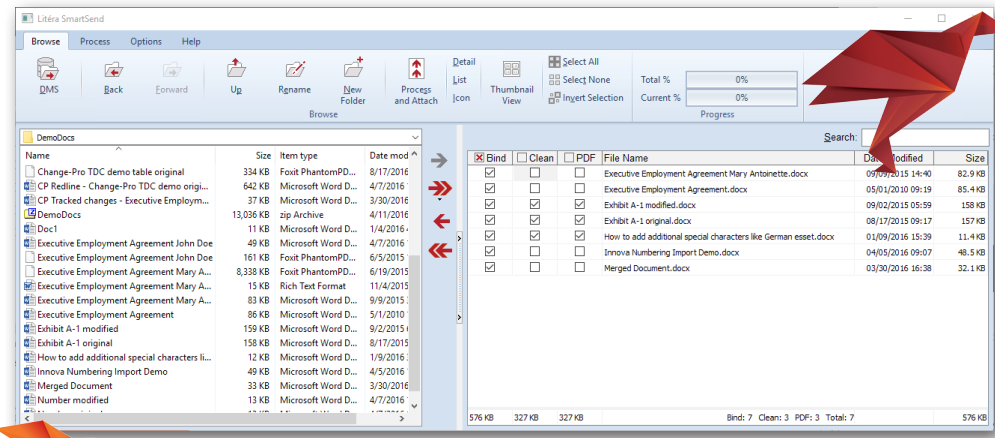
Litéra Smart Send™ is a Microsoft® Outlook add-in that eliminates using third-party applications for Attachment Management, PDF conversion, and electronic binder creation. Litéra Smart Send™ also prevents users from making common email mistakes, including improper formatting for attorney/client privilege communication, inaccuracies using Reply All, BCC, or the Multi-thread feature, and auto-correction inserting mistaken email address.

- **Outlook** integration
- Prevents **BCC** and **Reply All** mistakes
- **Attachment Management**
- **Rename attachments**
- **Metadata Cleaning**
- **Scalable** levels of security can be enforced company-wide or self-imposed

*“E-Mail is one of the most powerful tools in any organization, but also the single highest point of information security risk, as well as productivity issues. Litéra Smart Send™ can be set up to automatically reduce most high risk e-mail mistakes and increase user productivity by streamlining common tasks.”*

Karen Massand  
Litéra Board of Directors

- Rename files pulled from a local drive or DMS before sending as an attachment
- Reorder attachments to suit preference
- Bind/ZIP some or all attachments together into one file and add cover, TOC, and separator pages
- Convert attachments to PDF
- Notifies before Replying All or Forwarding an email where user was BCC'd
- Alerts users when sending to external recipients
- Set limits to the number of recipients or disable Reply All completely
- Customizable Attorney-Client Privilege header and CC selected attorney or chosen recipients
- Disable the auto completion of email addresses to prevent users from emailing the wrong person
- Alerts users to multi-thread emails
- Attachment List shows a list of the attached files in the body of the email
- Process and Attached added to simplify the processing of attachments
- Metadata removal option



**SYSTEM REQUIREMENTS**

**Client**

- Outlook 2007/2010/2013/2016
- Windows 7, 8, 8.1, 10
- Internet Explorer (7 and above), Mozilla Firefox, Safari, Google Chrome

**Server System**

- Microsoft Exchange 2007/2010

**INTEGRATIONS**

- Microsoft® Outlook
- Microsoft® SharePoint
- iManage® Work
- Open Text
- Netdocs
- All leading DMS platforms

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