

# FASTMAN PERMISSIONS MANAGER FOR OUTLOOK

**Sharing OpenText Content Suite document links via email – a great concept, right? But what if the recipients don't have access to the information you are sending them links to? How do you know?**

Historically, the only way users have been able to verify access to linked content in emails is to manually check each link prior to sending the email, a time consuming task even for a small distribution list with few links. It can also be frustrating when the links don't work, promoting general user disenchantment with the system.

Fastman Permissions Manager provides users with a simple and intuitive interface to verify and manage permissions within Content Suite. In particular, users are able to verify whether an individual has effective permissions to access content whether or not they have "Edit Permissions" rights on that content.

## Send an email, know it can be read

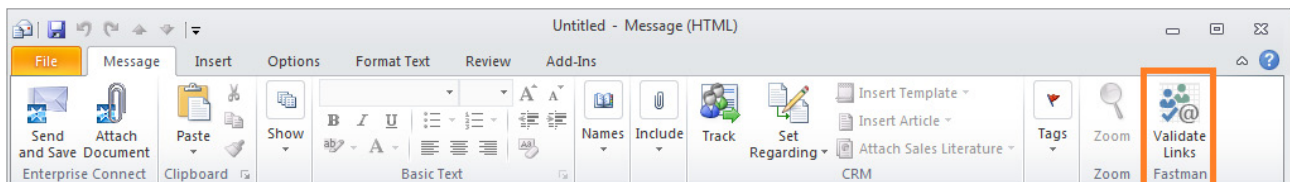


FIGURE 1: Permissions Manager for Outlook Toolbar

This functionality is now available from within Microsoft Outlook, allowing the person sending emails to verify that all recipients have access to any links placed in the email that refer to items in Content Suite.

Links in the email can be manually typed or copied from some other source, or even by using the 'Email Link' option from Content Suite. Once email addresses are entered (as To, CC, or BCC), simply click "Validate Links" and all links will be verified using the same logic as is available from the Permissions Manager interface in Content Suite.

Key to this process is the ability to interrogate and report on "Effective Permissions" using group memberships defined either within Content Suite or via a LDAP service such as Microsoft Active Directory. And the ability to present this information to users who do not have rights to actually edit permissions on the objects.

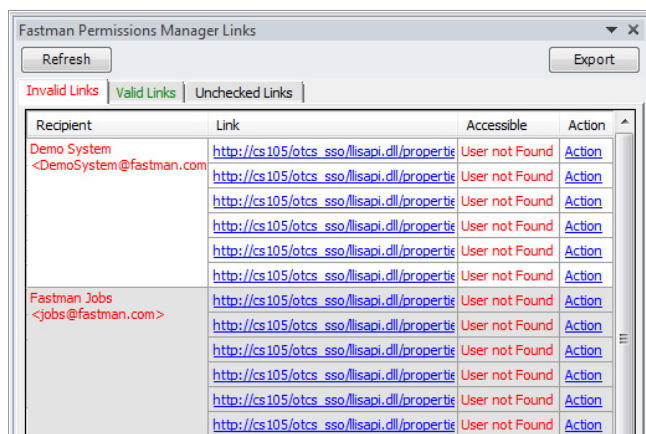
Fastman Permissions Manager for Outlook will perform this interrogation automatically and report all results in real time, ensuring integrity of results.

## BENEFITS

- Confidently share information with other users
- Ensure compliance and governance policies are adhered to quickly and easily from within your email client
- Quickly address any non-compliance or general information access issues
- Integrate access control with corporate compliance requirements
- Integrate email information sharing with corporate processes and compliance policies
- Remove the operational cost, time, and frustration of sending links to information recipients cannot access
- Reduce the risk of inappropriate or unintended information access
- Reduce support costs and overheads by enabling all users with the ability to see permissions on links being distributed that they do not have authority to manage
- Demonstrate compliance with information access policies and standards

## View, understand, and take action

Results based on effective permissions are displayed in a panel and categorised as Invalid Links (links that a recipient doesn't have access to), Valid Links (links that all recipients have access to), and Unchecked Links (links that do not require validation such as links in the user's email signature).



Recipient	Link	Accessible	Action
Demo System <DemoSystem@fastman.com>	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
Fastman Jobs <jobs@fastman.com>	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action
	<a href="http://cs105/otcs_sso/llisapi.dll/property">http://cs105/otcs_sso/llisapi.dll/property</a>	User not Found	Action

FIGURE 2: Permissions Manager for Outlook Results Pane

The sender can then make decisions and take configurable actions to resolve any issues, including changing or requesting changes to permissions, and refresh the results prior to sending the email.

By utilising Permissions Manager for Outlook alongside Fastman Permissions Manager for Content Suite you can confidently implement complex permissions models safe in the knowledge that users are able to share controlled content quickly and easily.

## Fastman Management Suite

Permissions Manager for Outlook is a Fastman Management Suite product.

Fastman Management Suite is a family of products that provides end-users, power users and system administrators with the tools they require to efficiently manage content, metadata, permissions and records in Content Suite across the full information management lifecycle.

## KEY FEATURES

- Extends Permissions Manager functionality to the Microsoft Outlook client
- View access to linked documents by user and object within emails
- Supports both explicit and effective (group based) permissions, including nested groups
- Operates in real-time against permissions set at the time of drafting the email
- Supports viewing permissions by all users – including users without Edit Permissions rights
- Removes the operational cost, time, and frustration of managing permissions
- Dashboard view and management of permissions - one place, one view, one method
- Configurable action item to support each organisation's processes and policies
- Allows refresh after changes to permissions applied
- Supports Content Suite and Extended ECM 10.5-21.n, and Outlook 2010-2019 including Office 365

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