

# EasyLife 365 Mail

All-in-one governance solution for  
Microsoft 365 Mail

 Microsoft 365 certified app



## Feature List



#DEFEATTHECHAOSMONSTER



FEATURE	DESCRIPTION
<b>Access Management</b>	EasyLife 365 Mail ensures users are in control of their mail assets and simplifies access management.
Regular Access Reviews	Users receive automatic notifications and reminders to perform access reviews on ownerships, permissions, confirmation and more.
Automated Workflows	Engage asset owners automatically for decisions or reviews, streamlining processes throughout a resource's lifecycle.
Automated Escalations	If an asset owner fails to take action, EasyLife 365 automatically triggers escalations and actions based on predefined rules.
Cleanup/Archive Actions	Trigger actions for cleaning up and archiving inactive, Shared Mailboxes, Equipment Mailboxes, Room mailboxes, and Distribution Lists.
Approval Workflows	Automate approval processes for access requests, mail resource creation, and changes, ensuring compliance and timely responses.
<b>Templates</b>	EasyLife 365 Mail enables you to create and manage mail resource templates for standardized, advanced, and flexible provisioning options.
Basic Resource Creation Templates	Create templates for your resources including Shared Mailboxes, Equipment Mailboxes, Room mailboxes, and Distribution Lists.
Custom Templates with Metadata	Create templates with your own data according to your organizational needs. You can freely add any data field you need.
Provisioning Details	Define provision actions for resource creation and more, across different resource types.
Mail & Display Naming Conventions	Establish a format for defining the display name or mail name of the resource upon its creation.
Guest Account Access for Distribution Lists	Set templates for guest account access to Distribution Lists, ensuring appropriate permissions and controls are in place.
Audience Targeting	Define the specific departments or teams within the organization that are authorized to access and utilize particular templates, ensuring targeted visibility and use.



## Provisioning

Administrators can establish Provisioning Actions, from basic configurations to advanced setups, to automate the creation and definition of mail assets. Unlike Microsoft's standard model, where only admins can manage resources, EasyLife 365 Mail allows user delegation in mail asset creation.

### Privacy

#### Basic Resource Creation for Users

Configure basic provisioning settings for resources like Shared Mailboxes, Equipment Mailboxes, Room Mailboxes, and Distribution Lists, including membership, access controls, and permissions.

#### Terms & Conditions Provisioning

Require users to accept specific Terms & Conditions before creating new mail resources.

#### Delegation for Mail Resources

Determine how messages sent by users with Send As permissions will be handled. It is possible to save a copy when messages are Sent As.

#### Hide/Show Global Address List (GAL) Visibility

Specify the default resource visibility in GAL during creation.

#### Resource visibility in GAL

Users can choose to change the visibility of the resource in GAL during creation and management.

#### Domain Selection

Specify which domains are available for use when creating mail resources, ensuring proper domain assignment.

### Scheduling for Equipment & Room Mailboxes

#### Recurring Meetings Support

Users can schedule recurring meetings using equipment and room mailboxes.

#### Working Hours Scheduling Restriction

Bookings can be restricted to only occur during specified working hours.

#### Automatic Decline for Out-of-Limit Bookings

Meetings scheduled outside of predefined booking limits (e.g., booking window or duration) will be automatically declined.

#### Configurable Booking Details

Administrators can set a booking window in days within which users can schedule meetings.

#### Automated Replies to Meeting Organizers

Automatic replies can be sent to meeting organizers upon booking confirmation, changes, or declines.



## Policies

Oversee the entire lifecycle of your mail assets with tailored triggers, time frames, and automated actions, ensuring effective management from creation through every stage of a resource's lifecycle.

### Owner Policies

Define minimum owner policies, including reminders and actions if owners do not respond in time.

### Guest User Policies for Distribution Lists

Automatically remove guest members from a Distribution List when the assigned template forbids guest accounts. No actions are required by the owners, and no reminders will be sent.

### Access Review Policies

Establish access review policies that include audit and compliance measures, such as confirming access, setting expiration dates for inactive users or assets, and defining automated actions like removing access.

### Cleanup Policies

Set policies to manage the cleanup of external members.

### Default Policies for Your Environment

Implement a default policy that automatically applies to all resources without a valid policy, including those created before EasyLife 365 or outside its environment.

## Reporting & Analytics

Track and analyze governance actions for better oversight and compliance.

### Event Logging *(Upcoming)*

Record detailed information about individuals responsible for specific governance actions related to resources.

### Overall Review for Admins

Use the Manage Section to gain a comprehensive overview of all mail resources, their states, and compliance status. Export data, make updates, and manage resources from an administrative perspective.

## Integrations

Integrate EasyLife 365 Mail with your existing systems and extend functionality using APIs, PowerShell, or webhooks.

### Microsoft Teams & Outlook

EasyLife 365 Mail is fully integrated with both Outlook and Microsoft Teams, offering a unified experience across your communication and collaboration tools.

### Webhook

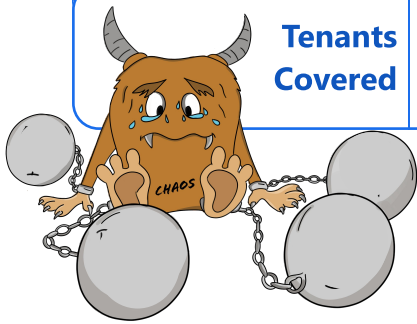
Utilize webhooks for real-time notifications and integration with other systems.

### API Leverage

APIs for integration and automation with other applications and services.



<b>Microsoft 365 Tool Supported</b>	Outlook   Exchange
<b>Resources</b>	Shared Mailboxes, Equipment Mailboxes, Room mailboxes, and Distribution Lists
<b>Tenants Covered</b>	Commercial Tenants Education Tenants



**Education Tenants**  
EasyLife 365 Mail is **FREE** for students, with licenses required only for faculty staff!

# EasyLife 365 Mail



**Looking for a place to create Chaos!**

EasyLife 365 simplifies your path to smart collaboration. Our suite of innovative apps brings order to the chaos of today's workplaces, boosting productivity along the way. In a world where collaboration often equals to chaos, we are the champions of order.

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