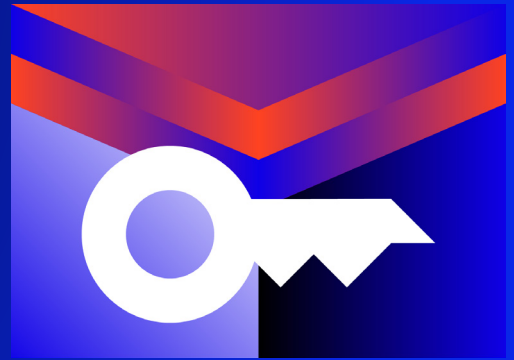


Fastman Permissions Manager for Outlook

Check access without leaving your inbox.

Verify OpenText Content Management permissions right from Outlook.
No surprises, no broken links.



Fastman Permissions Manager for Outlook helps users ensure that shared OpenText™ Content Management links are accessible to all intended recipients - before the email is sent.

Integrated directly into the Microsoft Outlook toolbar, the add-in allows real-time validation of document links against ECM permissions and LDAP group memberships, helping prevent broken links, access errors, and unintentional data exposure.

Why Permissions Manager for Outlook?

Sharing links from ECM without knowing recipient access can lead to blocked links, insecure exposure, or manual follow-ups. With Fastman Permissions Manager for Outlook, you can:

Ensure all recipients have correct access before sending emails or meeting invites.

Verify permissions directly from the Outlook toolbar - no context switching.

Reduce post-send errors, delays, and IT tickets.

Maintain control and governance over shared ECM content from within your email client.

Integrated access validation in Outlook

Users can verify all linked ECM content using the “Validate Links” feature in the Outlook ribbon. The tool evaluates recipients’ effective permissions - based on ECM and LDAP (e.g., Active Directory) logic - covering direct, inherited, and nested group access.

No context switching

All validation and resolution workflows take place within Outlook. There’s no need to switch between applications or access Content Management separately, which streamlines the experience for both technical and non-technical users.

Customizable and admin-friendly

Administrators can configure how the add-in responds to permission issues and align it with organizational workflows or governance policies. The solution can be centrally managed and updated to reflect internal process changes.

Clear status categorization and actions

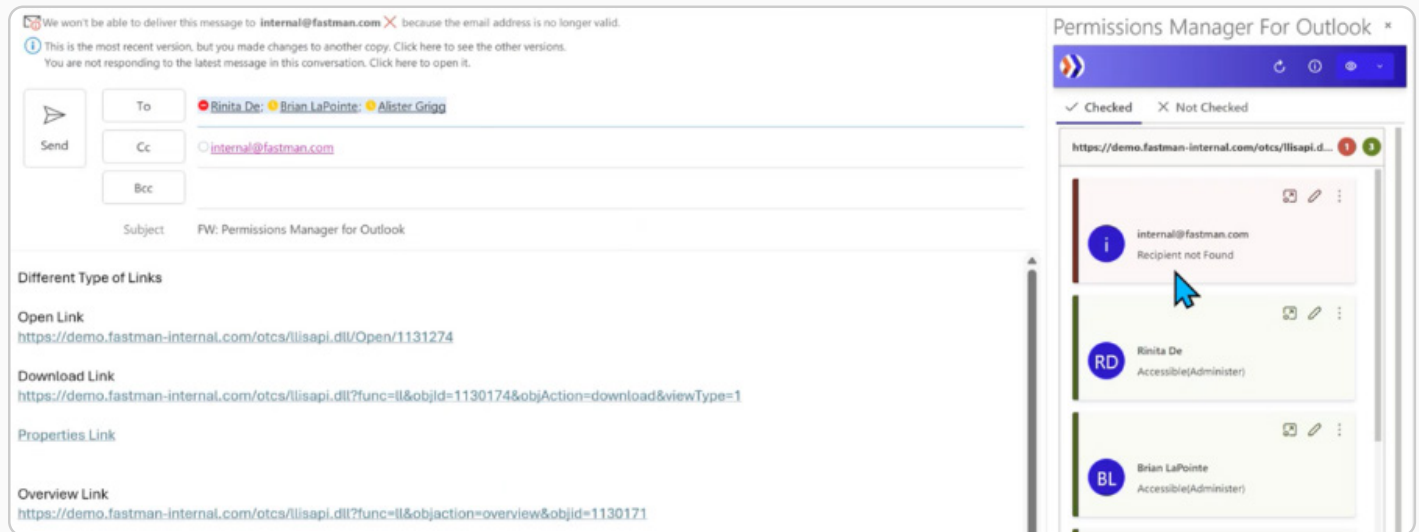
Validation results are shown in an Outlook side panel and categorized as Valid (all recipients have access), Invalid (one or more recipients lack access), or Unchecked (e.g., non-ECM links or signature elements). Users can take pre-configured actions to address issues, such as removing links, requesting permission changes, or refreshing the validation.

Centralized permission logic

The tool respects permission settings from Content Management and directory services, ensuring consistent validation logic across platforms. When used with Permissions Manager, it extends full visibility and control over even deeply nested or custom permission models.

Broad compatibility

Supports both desktop and web-based Outlook, and remains compatible with all the versions of OpenText Content Management. No custom development is required for deployment or updates.



Part of a complete Information Governance strategy

Fastman Permissions Manager for Outlook is part of the Fastman Management Suite - a collection of advanced solutions designed to streamline governance, control, and administration of OpenText Content Management.

From permissions and access to bulk data updates and e-signature integration, the suite helps reduce IT workload, improve compliance, and empower business users across the content lifecycle.

