Use Case: **Maximize Your E-mail Inbox**

Retrieve Technologies has integrated tools that allow administrators, faculty, and staff to house internal communication in our secured platform, freeing up your email to external audiences. Within Retrieve, you can send text, audio, and video messages to colleagues and share documents and videos. When you are part of a collaborative team, all of your communication and documents live in a single thread, and you can select notification settings that work best for you. When your contribution to the project is done, you can remove yourself from the team, without having to create a new email thread, and you can still search and retrieve information from the project if/when it is necessary. All of your communication, whether text, video, or attachments, can be searched and retrieved to pull out the information you need, at the moment you need it.

Responding to emails has been referred to as the “third shift” within higher education. For administrators, the daily schedule of back-to-back meetings means that emails are either being responded to while in a meeting, or after work hours. Thoughtful leaders know that being present mentally, not just physically, during a meeting requires that their attention not be split between listening and responding to emails. The end result being countless hours spent outside of work responding to the emails that came in during the day.

Our mobile app alerts you when a colleague has sent a message, and allows you to respond with the same platform functionality you experience on desktop. **With the mobile app, you do not need to continually check your phone for new emails throughout the day, allowing you to maximize your time in meetings without concern that you are missing important messages.**