



ORCHESTRATORMAIL

Bringing Efficiency to Email Communication



The current email system design is not sufficient for corporations today and the future. Email is the defacto communication medium for people working together. In the current fast paced and ever changing business environment with a diverse, global workforce it leads to overload and anxiety just to keep up with email.

OrchestratorMail addresses the email communication issues in corporations while retaining the ubiquitous nature of email.

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M The Difference

Email

Email communication can get frustrating, specially if you are working with other people on a deliverable or fulfilling an outcome. The back and forth of clarifying the misunderstandings, following up with people and sending reminders gets tiring.

Please send me the plan

From: Wag Hotels
Sent: Tue 2/15/2011 11:15 AM
To: Ritu Raj

Good to see you this morning. I think we covered a lot of ground. We should be able to move forward soon.

I liked the ideas that Tom and John brought up for reviewing the email system.

Regarding the operations plan, send it along so we can review it. We are in a meeting for the rest of the day so won't get back to you till next week.

Hope to see you at the offsite next month.

Thanks

Peter

Email + OrchestratorMail

OrchestratorMail brings structure to email, makes communication explicit. Its server based organizing and follow through, reduces email overload, and reduces the anxiety of missed emails.

REQUEST | Please send me the operations plan

OrchMail on behalf of Waghotels

Sent: Tue 2/15/2011 11:15 AM
To: Ritu Raj

Due By
May 24
5:15 PM

REQUEST

Please send us the Operations Plan
Wag Hotels Requested to [Ritu Raj](#)

Click to Respond

REQUEST

Good to see you this morning. I think we covered a lot of ground. We should be able to move forward soon.

I liked the ideas that Tom and John brought up for reviewing the email system.

Regarding the operations plan, send it along so we can review it. We are in a meeting for the rest of the day so won't get back to you till next week.

Hope to see you at the offsite next month.

Thanks



Download Orchestrator

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M One Touch

Email + **OrchestratorMail**

OrchestratorMail offers a one-touch response to email communications.

By fitting right into your current email communications, the system seamlessly provides structure and pre-set selections that minimizes misinterpretations and ambiguity.



Clear Intention

Explicit Due Date

Clarity of Response

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M Digest View

OrchestratorMail

OrchestratorMail gives you a quick look at all your open email communications, and respond directly from the summary.

No more flagging, creating folders, searching for the critical email communications.

OrchestratorMail Open Conversation Summary

All Responses Due From Me (5)							
From	Type	To	Subject	Due By	Description	Last Response	Next Response
Harold Gray	R--	Ritu Raj	Taxonomy Buttons.	01/20 17:00 <i>Late</i>	Ritu Raj 415.876.7000 ritu@ritu.us/03/31Late deal with at the end of the month. If you make these we can test ...	Harold Gray - Accepted Counter Offer - 03/03 19:56 - OK	Report Progress This is done ReNegotiate Stop Sorry & Close Clarify/ Remark
Harold Gray	R--	Ritu Raj	Please send taxonomy documentation	02/19 17:00 <i>Late</i>	Please send taxonomy documentation	Ritu Raj - Respond Later - 02/23 20:49 - Ritu Raj 415.876.7000 ritu@ritu.us	OK, I will I Can't OK, Except This is done Delegate Respond Later Clarify/ Remark
Ritu Raj	I--	Ggesawant	Install the OrchMail addin for Outlook 2007/2010	n/a	Gautam: When you get a chance, download the addin for your outlook. It's a pretty simple automated install. \$nb...	Ritu Raj - Informed - 02/25 15:27 - Without comment.	Thanks and Close Comment
Ritu Raj	I--	Miharsoux	download the addin on your computer	n/a	Download the addin and see how it works with your peeps.	Ritu Raj - Informed - 02/28 01:13 - Without comment.	Thanks and Close Comment
Ritu Raj	R--	Alison	Introduction	02/27 17:00 <i>Late</i>	Alis: Would love to come down and have lunch with Raj & Praveen. My first job in the software industry ba...	Alison - Reported Complete - 02/27 16:51 - Without comment.	Satisfied & Close Show please Thanks and Close Respond Later Clarify/ Remark
All Responses Due To Me (15)							
From	Type	To	Subject	Due By	Description	Last Response	Next Response
Ritu Raj	R--	Edgar Sur	Thanks for the time	02/17 17:00 <i>Late</i>	Just an example	Ritu Raj - Requested - 02/15 20:28 - Without comment.	Nudge Revise Request Thanks and Close Clarify/ Remark
Harold Gray	I--	Ritu Raj	Ken Brooks - New Addin Installed	n/a	Ken is running the new addin. (He, of course, installed it by himself instead of taking me up on offer to help.) ...	Ritu Raj - Commented - 02/24 18:43 - Butch I will follow up with Ken next week.	Comment Close
Harold Gray	I--	Ritu Raj	Chris Davis Addin	n/a	I made offer to help him install - no word back yet.	Harold Gray - Informed - 02/21 10:37 - Without comment.	Comment Close
Harold Gray	I--	Ritu Raj	OutMail for Gmail	n/a	Tested it this morning - worked perfectly for me.... Do you have any details on what didn't work for the other person.....	Harold Gray - Informed - 03/05 09:55 - Without comment.	Comment Close
Ritu Raj	F--	Kent Dinkel	Another try	03/06 17:00 <i>Late</i>	Kent: We have made a lot of progress with OrchestratorMail in the last year. We heard the complaint of too many...	Kent Dinkel - Proposed / Offered - 02/25 19:24 - Without comment.	Nudge Change Offer Thanks and Close Clarify/ Remark
Ritu Raj	F--	Thomas Herbat	Checking in and resuming an old relationship	03/05 17:00 <i>Late</i>	Thomas: Its been almost an year when we were trying out OrchestratorMail for Verigy. In the last year we have la...	Thomas Herbat - Proposed / Offered - 02/25 19:32 - Without comment.	Nudge Change Offer Thanks and Close Clarify/ Remark
Ritu Raj	R--	Zepur	Organizing a goto meeting demo for your team	03/12 17:00	Zep: Can we do a demo with your team to show them the power of OrchestratorMail. The way we work is to install i...	Ritu Raj - Requested - 02/23 19:10 - Without comment.	Revise Request Thanks and Close Clarify/ Remark
Respond Later (2)							
From	Type	To	Subject	Due By	Description	Last Response	Next Response
Harold Gray	R--	Ritu Raj	test new template	02/17 17:00	test new template	Ritu Raj - Respond Later - 02/22 16:50 - Ritu Raj 415.876.7000 ritu@ritu.us	OK, I will I Can't OK, Except This is done Delegate Respond Later Clarify/ Remark
Harold Gray	R--	Ritu Raj	Product Formatting Test	02/19 17:00	Product Formatting Test	Ritu Raj - Respond Later - 02/22 16:50 - Ritu Raj 415.876.7000 ritu@ritu.us	OK, I will I Can't OK, Except This is done Delegate Respond Later Clarify/ Remark
You Are Observing (2)							
From	Type	To	Subject	Due By	Description	Last Response	Next Response
Harold Gray	Request	Ritu Raj	Please send taxonomy documentation	02/19 17:00	Please send taxonomy documentation	Ritu Raj - Respond Later - 02/23 20:49 - Ritu Raj 415.876.7000 ritu@ritu.us	Comment
Wag Hotels	Request	Ritu Raj	send me the report	02/20 13:00	please send me the report	Ritu Raj - Delegated - 02/19 13:42 - Without comment.	Comment

Get Updated Summary

Get Closed Conversations

Set Weekly Frequency

Button View

Disable Summary



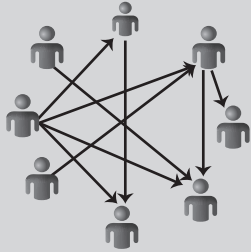
Download OrchestratorMail

ORCHESTRATORMAIL

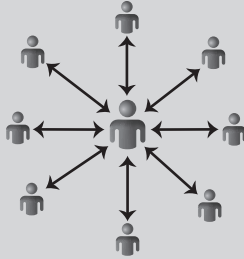
Bringing Efficiency to Email Communication

O^M Who

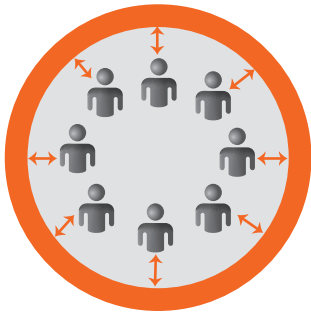
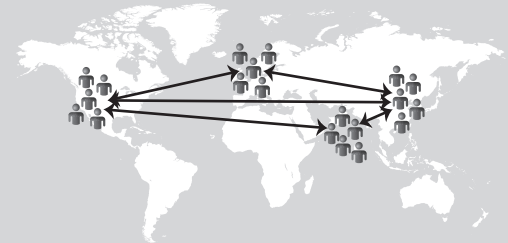
Team Collaboration emails are a defacto standard for making requests, offers, follow through and reminders.



Executives are overloaded with emails, requests for critical decisions and follow up on initiatives and plans.



Global, Diverse Workforce, most coordination is done over email, with different interpretation of language, given by the culture and environment.



OrchestratorMail gives structure to the back and forth of email conversations. It automates follow through and reminders.



OrchestratorMail brings clarity and one-touch response to communications. It gives visibility to when things are due in an easy-to-manage summary.



OrchestratorMail establishes a common taxonomy, bridging the understanding of language and bringing people globally on the same page.

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

OrchestratorMail

OrchestratorMail

OrchestratorMail is a server based application that brings efficiency to email interactions between people working together.

Simplifying, creating common understanding, and accountability in email communications results in reducing the email overload and increasing productivity.

OrchestratorMail does this by applying practices of linguistics - basic structure and semantics - to email communication.

OrchestratorMail operates using email as a platform for interaction and communication, and yet is independent of any email platform.

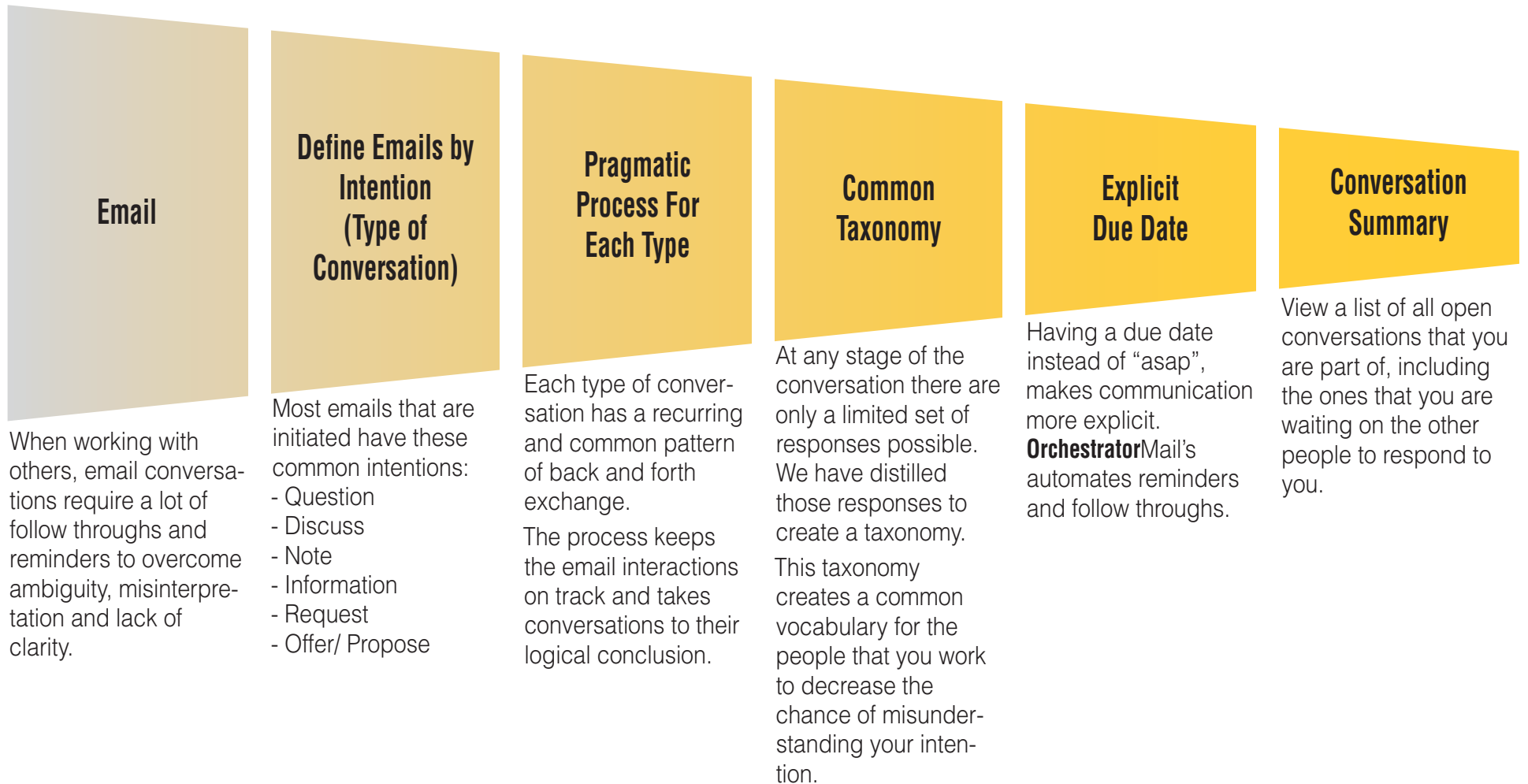
Benefits

- Reduces email overload by overlaying structure to critical emails that are required to get the work done.
- Reduces the time spent to organize, flag and search for critical conversations.
- Alleviates the anxiety of forgetting or missing critical emails.
- Eliminates the need to follow through and send reminders to get responses back.
- Makes it easy to understand the intention of the email from the subject heading, so focus can be on the critical information.
- Eliminates the gap between the sender's intention and the recipient's interpretation.
- Creates a common language for the group you are working with especially in a global environment.
- Keeps track of all your open conversations in a summary format at your fingertips.

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M Reducing the Email Overload



ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M Collaboration Ecosystem

Collaboration

(Same Time & Place)

After - Collaboration

(Different Time & Place)

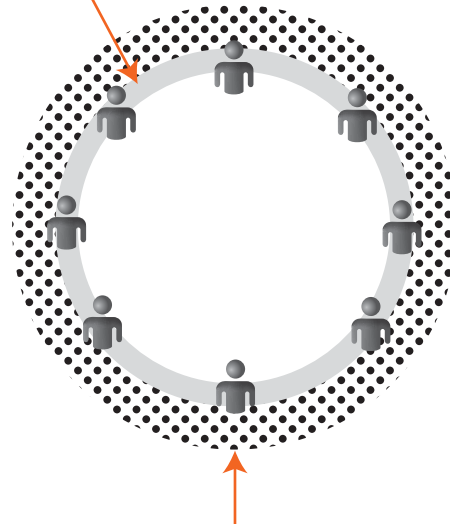
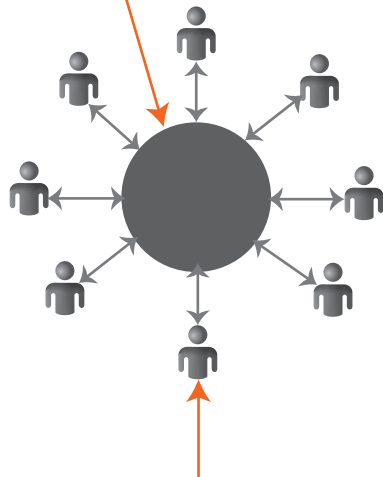
Coordination

(Different Time & Place)

Planning → Execution

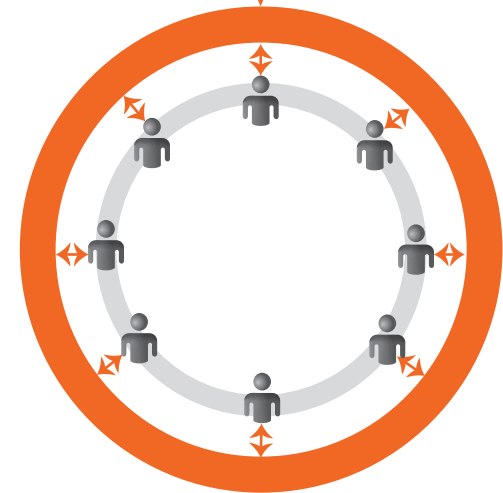
Collaboration Space
In person, or virtually
Goto Meeting, Webex

Collaboration Tools such as
File Sharing, Scheduling, Basecamp,
Instant Messaging, Yammer



Hundreds of emails are generated when
dealing with changes, dependencies and
breakdowns and increase as it gets
closer to fulfilling an outcome.

OrchestratorMail overlays
a structure on top of
regular email.



OrchMail reduces the
chances of miscommunication
and automates follow through.

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

O^M Testimonial

“I am finding OrchestratorMail to be an extremely useful tool. It is the first time that I’ve actually felt as though I have visibility into what is going on across all of the key initiatives the people in my department are pursuing. I am currently tracking approximately 100 deliverables across 20 key projects and am able to see when things are past due, drive discussions of status and have a record of accomplishments that I can use to keep *my* management informed of what’s going on. It also underscores the individuals that have the most trouble in managing commitments.

The daily summaries work well as a personal productivity tool and orient me toward the things that I really need to take care of. My practice is to look at the date summary of open items at the beginning of every day, send “nudges” to the people that are past due, and make sure I’m on top of the things that *I* need to take care of. During the day I receive emails and status updates on the various projects. Every other week or so I look at what’s been accomplished in the last 2 weeks and will be accomplished in the next 2 in order to build a status report for the CFO.”

Ken Brooks | SVP, Global Production & Manufacturing Services | Cengage Learning

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

Pricing

Hosted
\$79

Annual license per user
Free Trial for 90 days
Volume Discounting Available

Server License
\$179

Perpetual license per user
18% Annual Maintenance
Need Sharepoint server 2007
Volume Discounting Available

ORCHESTRATORMAIL

Bringing Efficiency to Email Communication



ORCHESTRATORMAIL

Bringing Efficiency to Email Communication

Organize a Demo

(415) 876 7000
ritu@orchmail.com

Contact Us

(415) 876 7000
info@orchmail.com

OrchestratorMail

420 Stanyan St, Ste 3
San Francisco, CA 94117

www.orchestratormail.com