

AI Email Manager – Product Information

Overview

AI Email Manager is an intelligent email triage solution that automatically categorizes, prioritizes, and organizes incoming emails. It enables users to quickly identify high-priority communications, reduce inbox overload, and improve response efficiency through a structured, decision-focused interface.

Built on Microsoft Power Platform, the solution integrates with Outlook and Power Automate to ingest emails in real time and apply consistent prioritization logic.

Key Capabilities

Email Ingestion & Processing

- Automatically captures incoming emails from Outlook
 - Stores structured email data within Microsoft Dataverse
 - Processes emails in real time using automation workflows
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Priority-Based Triage

- Assigns importance levels (High, Medium, Low) to each email
 - Visually highlights priority using color-coded indicators
 - Enables quick identification of urgent communications
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Visual Decision Interface

- Clean, intuitive layout for reading and managing emails
 - Structured display of sender, priority, and timestamp
 - Optimized for fast scanning and decision-making
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Inbox Filtering & Organization

- Filter emails by priority level

- Focus on high-impact messages first
 - Reduce time spent reviewing low-value communications
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Structured Data Capture

- Converts unstructured email content into structured data
 - Tracks email metadata, status, and actions
 - Supports reporting and future analytics
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Business Value

AI Email Manager helps organizations:

- Improve response times to critical communications
 - Reduce inbox overload and manual sorting effort
 - Standardize how emails are prioritized and handled
 - Enable consistent decision-making across teams
 - Increase productivity by focusing attention on high-value messages
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Use Cases

- Shared team inbox management
 - Customer support escalation handling
 - Project communication tracking
 - Executive and leadership inbox prioritization
 - Operational email triage workflows
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Technology & Integration

AI Email Manager is built using:

- Microsoft Power Apps

- Power Automate
- Microsoft Dataverse
- Microsoft Outlook

The solution integrates seamlessly within the Microsoft 365 ecosystem for deployment and usage.

Deployment & Configuration

- Delivered as a Power Apps solution
 - Configurable for different mailboxes and business scenarios
 - Easily extended with additional automation or AI capabilities
 - Suitable for both individual and team-based use
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Support & Assistance

For support or implementation assistance:

- Email: **support@dataset.team**
 - Website: **<https://dataset.team/support>**
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Product Positioning

AI Email Manager is part of the **Business Analyst Toolkit**, a suite of AI-powered solutions designed to improve analysis, decision-making, and operational efficiency across organizations.