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Legal Department Saves Up to 80 Hours a Year Per Person With Email Manager

The legal team at L. Fournier & Fils Inc., a major general contractor in the industrial, civil and mining sectors, was struggling to find a way to efficiently archive their emails and attachments in order to comply with the Quebec Law Society regulations.

Using Colligo Email Manager for Microsoft 365, the legal team sped up their archiving processes considerably, saving each legal team member up to 80 hours per year. They also ensured they stored their emails compliantly in SharePoint Online.

At a glance



Customer: L. Fournier & Fils, Inc.

Website: www.fournier-fils.com/en

Customer size: Large (1300+ Employees)

Country: Canada

Industry: Legal Department, Construction



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Compliance improves as users file email & attachments to SharePoint with metadata

Customer challenges

A major general contractor in the industrial, civil and mining sectors, L. Fournier & Fils Inc. is a Quebec company founded in 1938 in Quebec, Canada. The 1300-employee company has established itself as the preferred partner for mining projects in Eastern Canada.

The legal team at Fournier is required to keep their file contents, including emails, for a minimum of seven years to comply with the Quebec Law Society's regulations.

However, archiving emails related to legal matters was a significant challenge for the legal team. Emails would go missing, the discovery process was cumbersome and clunky, and it was a very time-consuming process.

Solution

Fournier began using Colligo Email Manager for Microsoft 365. The solution allows the legal team to archive emails related to matters to SharePoint. The significantly quicker filing process means the legal team has more time to devote to actual legal work.

Colligo also enabled the legal team to capture metadata in the filing process. Tagging and labelling emails was critical to ensure information could be found again in future or produced during discovery if required.

Customer benefits

The time savings for the legal team at Fournier have been immense. The team estimates they could be saving up to 100 hours per year per legal professional.

The team is thrilled to be able to find email files again quickly when they need to. Since the emails are stored on a date received basis, team members can easily locate them using this metadata field or by name of sender.

Facilitating compliance with the Quebec Law Society regulations, Colligo Email Manager enables the legal team to easily adhere to retention requirements. The 7-year retention period is automatically applied to each email as it's ingested into SharePoint.

- ✓ **Significant Time Savings** – Up to 80 hours per legal professional, per year
- ✓ **Easy Search** – Based on the metadata Colligo applies to the files, legal team has improved retrievability
- ✓ **Improved Compliance** – Firm is in compliance with Quebec Law Society regulations for storing and retaining documents and email files for 7 years in a secure repository

"Colligo Email Manager has saved our legal team hundreds of hours of time. I can also rest easy knowing we are archiving our emails in accordance with Quebec Law Society regulations."

- Pierre Matte, Director of Corporate & Legal Services, L. Fournier & Fils Inc.

