Outlook Add-in

Last Modified on 19/08/2026 8:44 am AEST

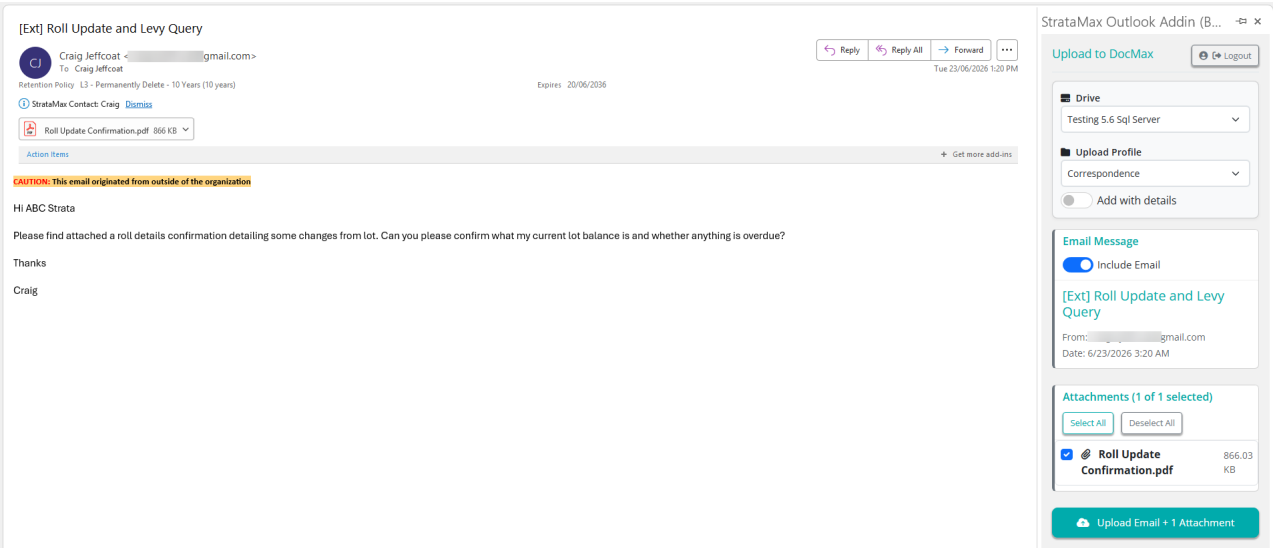
This page introduces our exciting new Outlook integration, delivered through the latest Outlook add-in. Designed with a fresh, modern look and enhanced functionality, this new experience brings powerful tools right into your inbox.

Launching in Q3 2026, the updated Outlook add-in will streamline the way you manage emails, making everyday tasks faster and more intuitive. With improved usability and smarter features, you'll be able to stay organised, respond efficiently, and get more done directly within Outlook.

Best of all, the new add-in works independently of StrataMax being installed on your device. This means you can access key functionality from virtually anywhere - whether you're working remotely, on a different workstation, or on the go - giving you greater flexibility and uninterrupted productivity wherever Outlook is available.

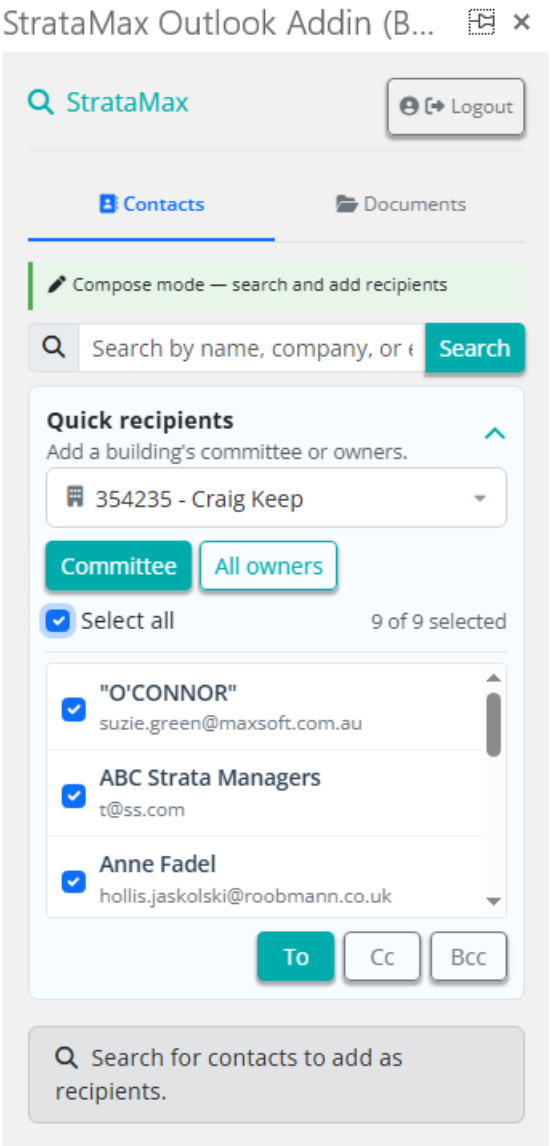
Upload to DocMax

Replacing the current functionality that has been available in the Outlook add-in; the changes will see a fresh new interface along with options to upload the email &/or attachments to ***DocMax*** while being able to select from profiles so that the documents are filed as required in DocMax. Your five most recently used profiles will display at the top of the profile list for quick selection.

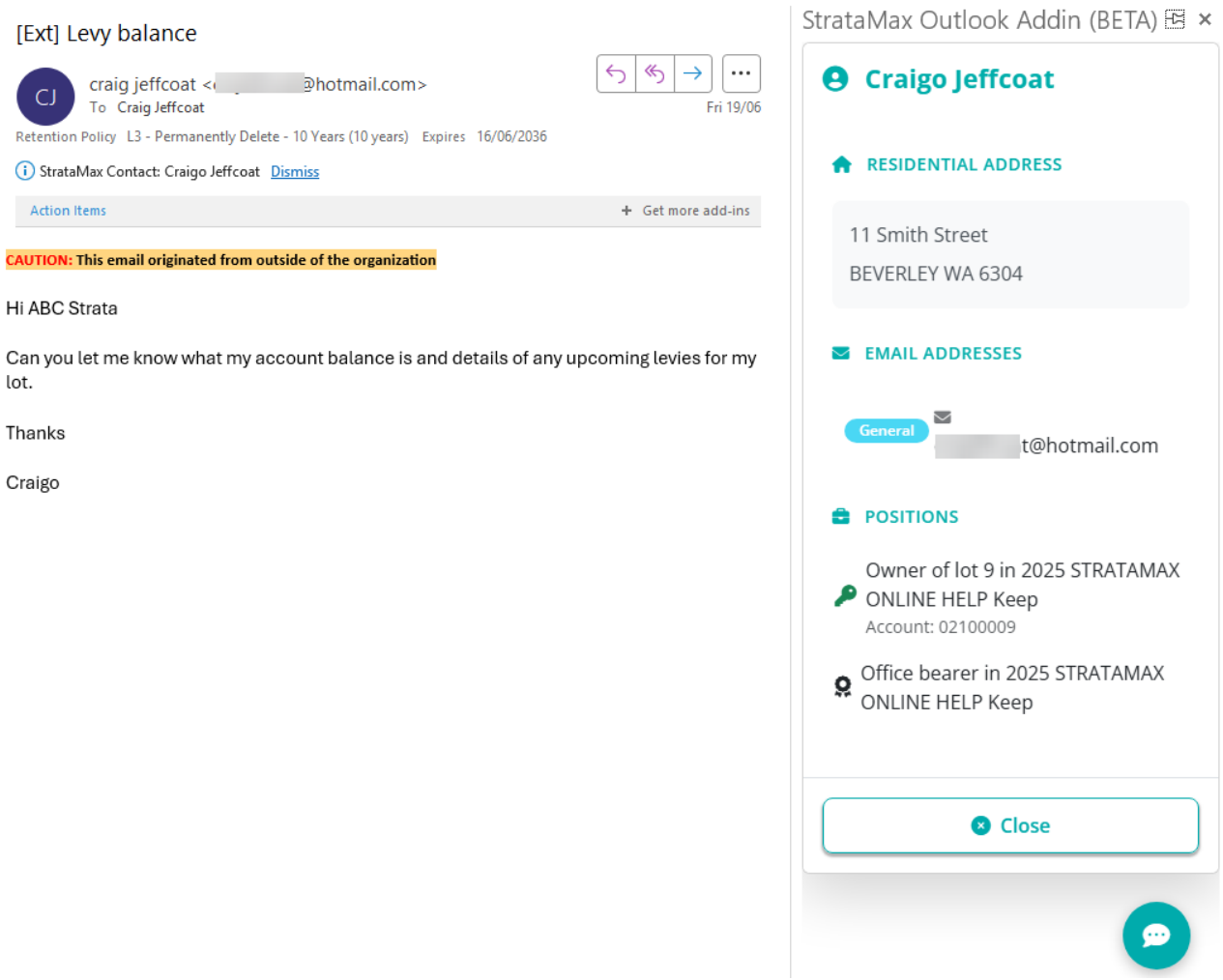


Contacts

When composing emails, use the Contacts add-in to search and select from all contacts within your StrataMax database rather than having to manually locate them in StrataMax and copy and paste. Search an individual contact or if emailing the committee or owners simply use the quick recipients option, select the building and choose between Committee or Owners.

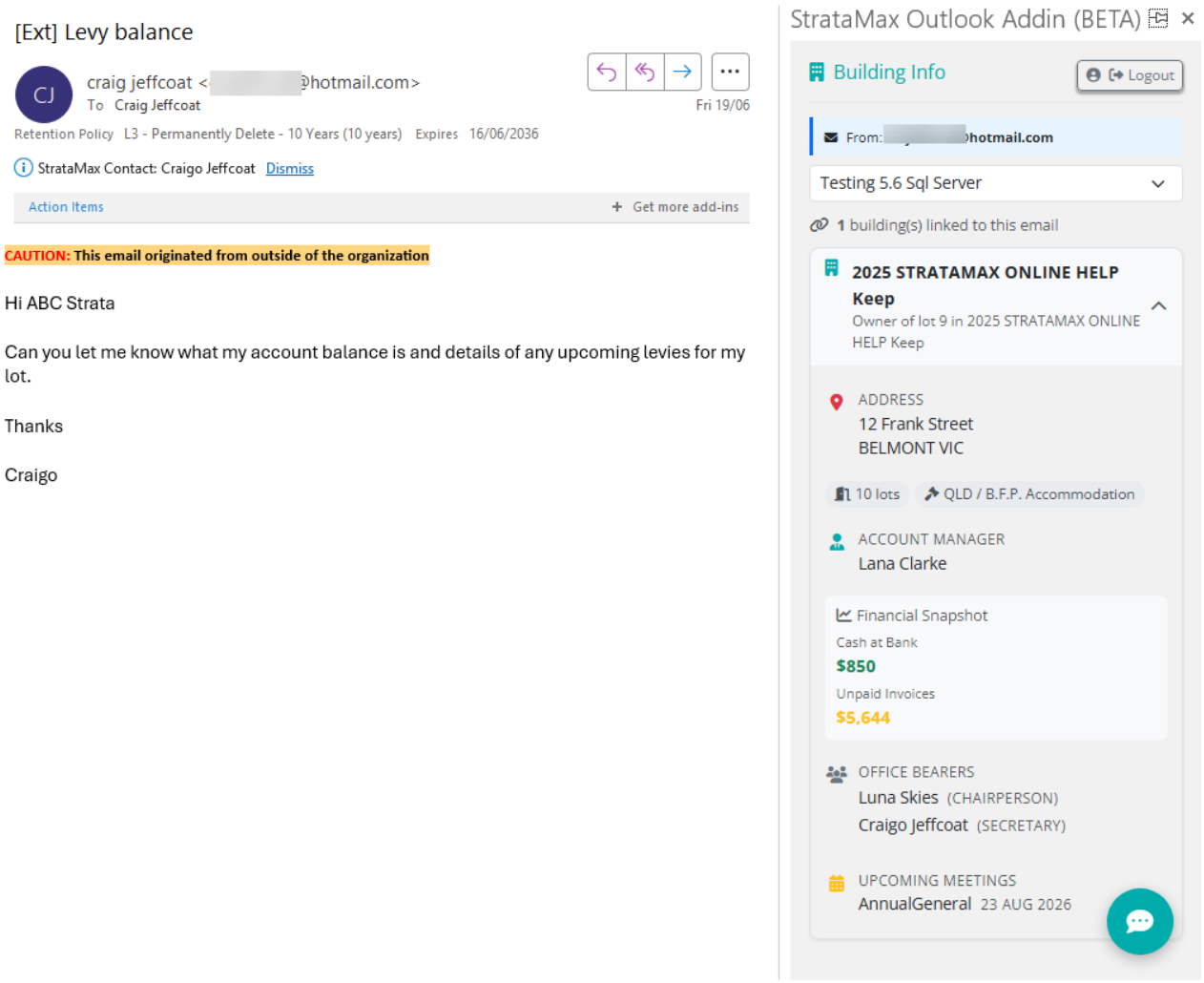


Additionally, the Contacts add-in is a useful tool for when you receive an email from someone that forgets to provide enough context for you to understand what building they are associated. Simply click on contacts and StrataMax contacts will be searched to identify who they are and provide details including residential address, contact details and what current positions they hold. The add-in can also be pinned to your Outlook UI so as you move between emails the contact will automatically be identified.



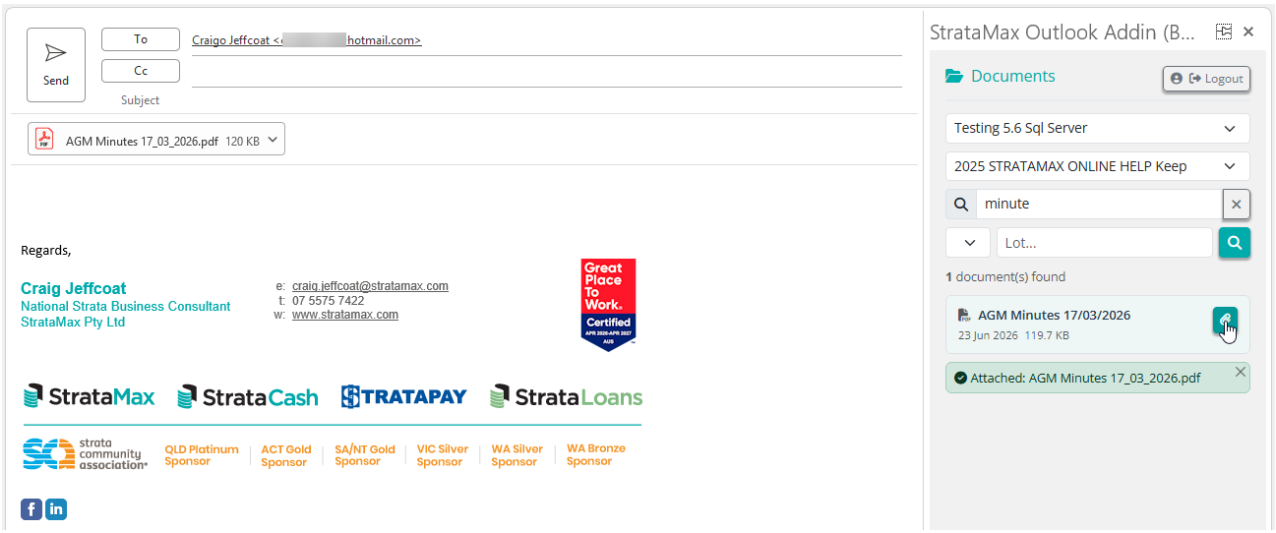
Building Info

Get instant access from Outlook to key building information using the Building Info add-in. Using the email address, buildings are identified based on positions held allowing you to then preview a summary of the building including address, building type, account manager, financial summary, officer bearers and upcoming meeting dates.



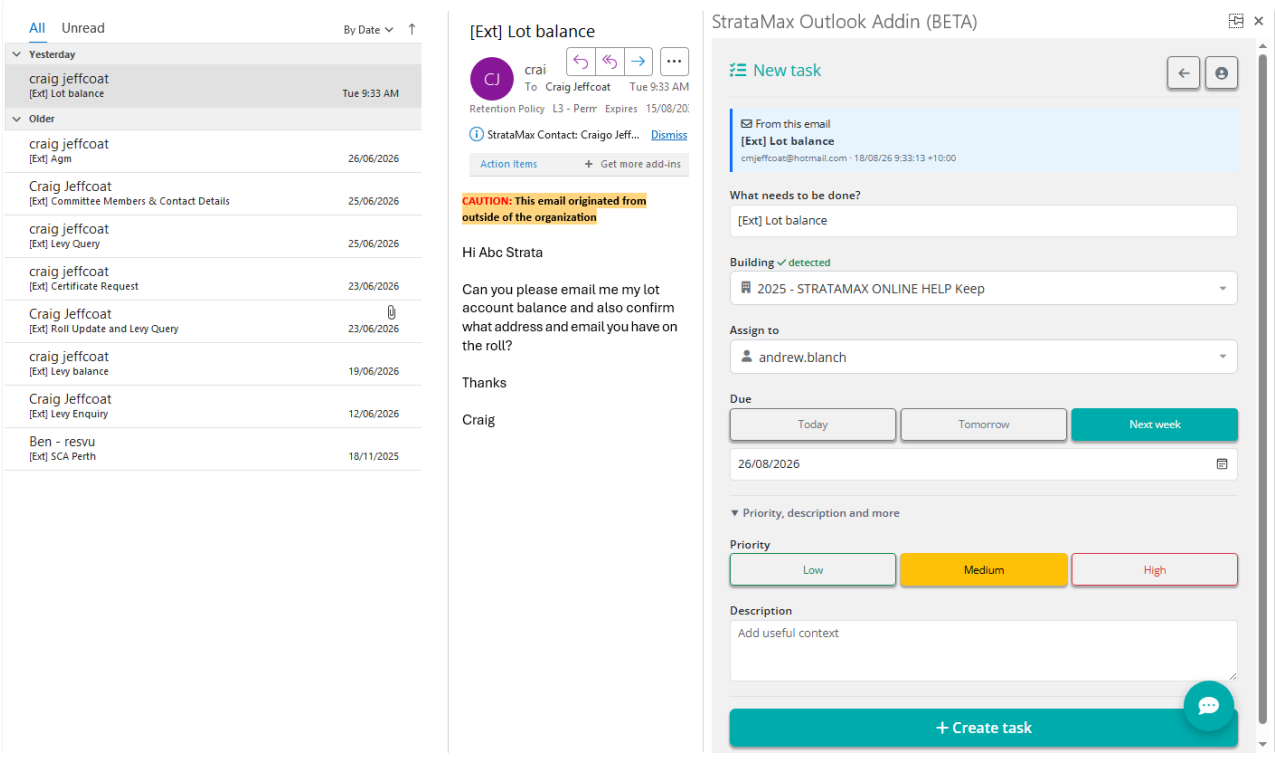
Documents

When composing emails, use the Documents add-in to attach documents from ***DocMax*** to your email. Use the title, category and lot filters to quickly locate the documents you require and then simply attach to the email with a click of the button. In addition, documents can be downloaded directly from the Documents add-in if required.



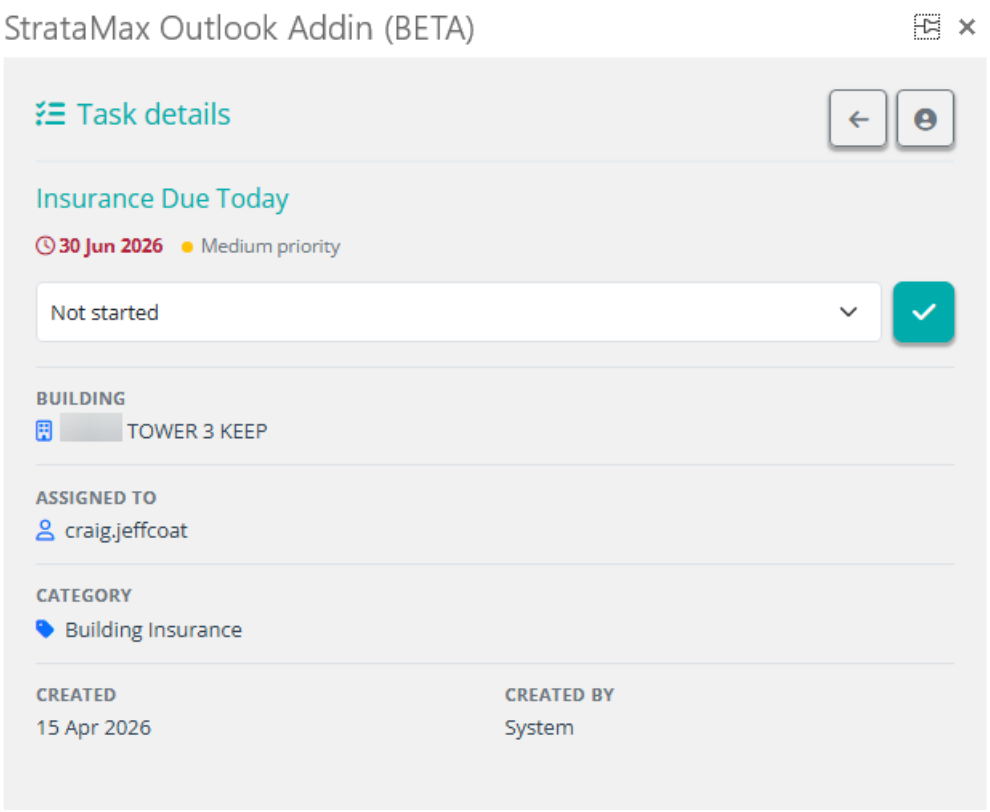
Create Task

Create tasks in ***Task Management*** directly from outlook using the *Create Task* add-in. The interface will allow assigning the task to specific users, setting the priority and due date as well as entering a detailed description.



My Tasks

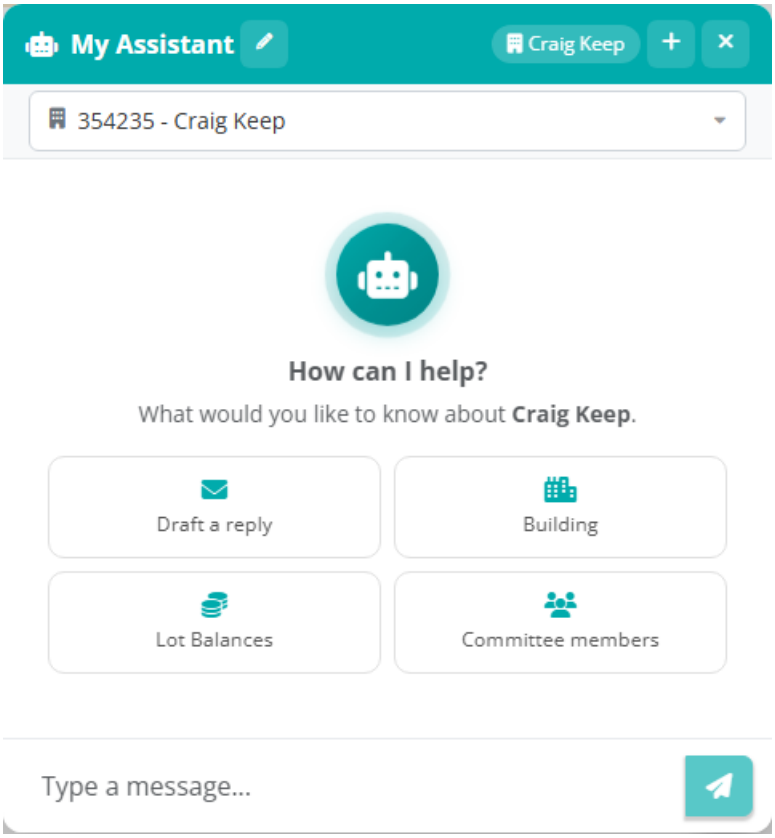
Quickly view your assigned tasks from ***Task Management*** using the My Tasks add-in, update the task status directly from the add-in which will update the task in Task Management.

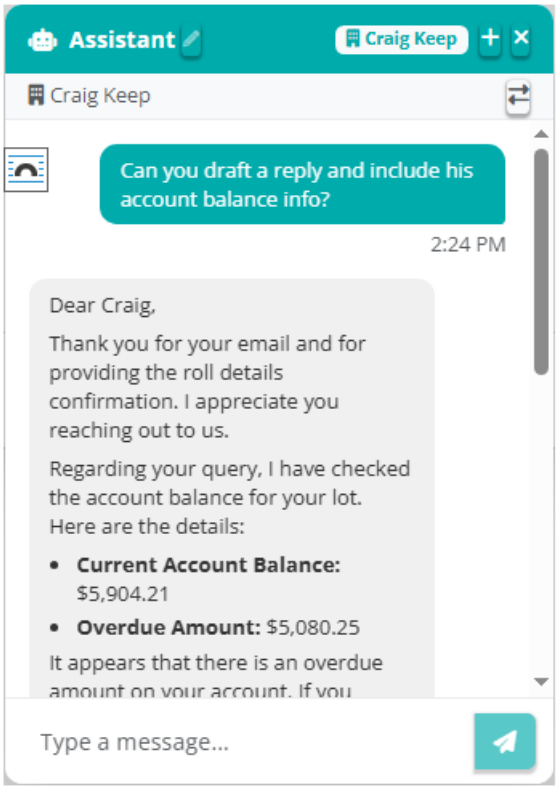


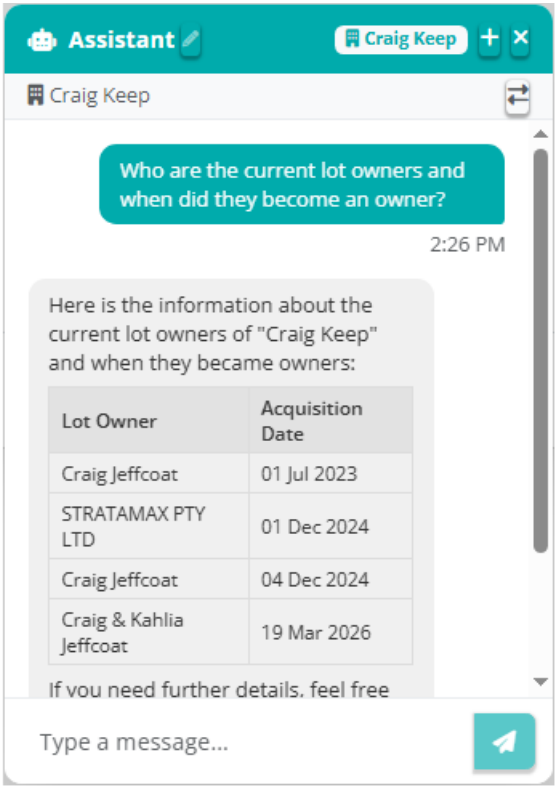
AI Assistant

> This will initially be released as a preview feature, and is subject to change.

Use the AI Assistant directly from the Outlook add-in to query a wide range of data available in StrataMax to assist with emails and if required compose new emails or draft replies for you.


My Assistant
Craig Keep
354235 - Craig Keep
How can I help?
What would you like to know about Craig Keep.
Draft a reply
Building
Lot Balances
Committee members
Type a message...


Assistant
Craig Keep
Craig Keep
Can you draft a reply and include his account balance info?
2:24 PM
Dear Craig,
Thank you for your email and for providing the roll details confirmation. I appreciate you reaching out to us.
Regarding your query, I have checked the account balance for your lot. Here are the details:
Current Account Balance: $5,904.21
Overdue Amount: $5,080.25
It appears that there is an overdue amount on your account. If you
Type a message...


Assistant
Craig Keep
Craig Keep
Who are the current lot owners and when did they become an owner?
2:26 PM
Here is the information about the current lot owners of "Craig Keep" and when they became owners:
Lot Owner
Acquisition Date
Craig Jeffcoat
01 Jul 2023
STRATAMAX PTY LTD
01 Dec 2024
Craig Jeffcoat
04 Dec 2024
Craig & Kahlia Jeffcoat
19 Mar 2026
If you need further details, feel free
Type a message...