Insights: Publications

The Modern Attachment: How to Handle Hyperlinked Documents in Emails

LitSmart E-Discovery Blog

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Most organizations and law firms have some sort of document management system that houses documents. These document management systems typically provide a way to organize documents by project or matter, preserve earlier versions of documents and track who has accessed the documents. In addition, they allow users to send a link to a document directly from the document management system, ensuring that all recipients receive the same, most up to date version, and, often most importantly when it comes to efficiency, ensuring that only one person is working in a draft document at a time. When we email links to these documents, the document itself is not attached to the email; rather, a hyperlink to the document where it is housed on the document management system is attached.

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