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Colligo Email Manager for Outlook App 2016

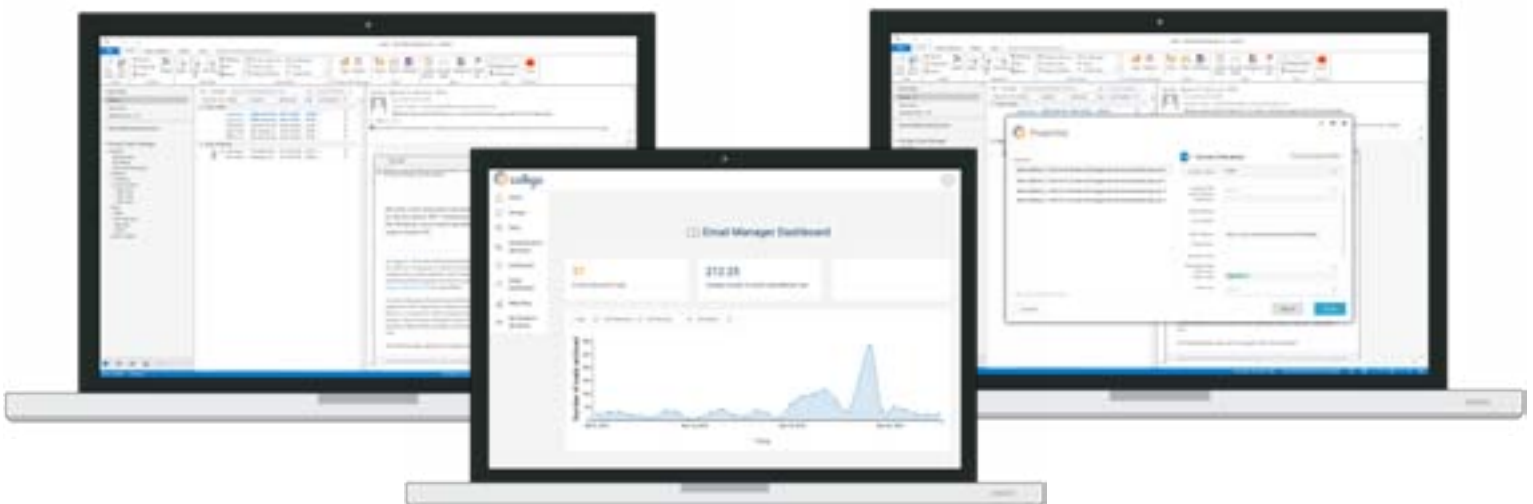## Seamless SharePoint-Outlook Integration

Colligo Email Manager for Outlook is the solution of choice for getting emails and attachments out of inboxes, and into your document management system. Bring SharePoint, Office 365 and OneDrive for Business to where your users spend their days – Outlook – boosting productivity while keeping your content secure.

Benefits for end-users:

- Easily file emails and attachments to SharePoint, Office 365 and OneDrive for Business without leaving Outlook.
- Seamlessly access SharePoint sites within Outlook, regardless of connectivity status.
- Automatically capture metadata properties of emails and attachments to improve findability.

Benefits for the enterprise:

- Ensure fast user adoption and data governance with centralized deployment of content and policies.
- Minimize risk of regulatory and legal sanctions by centralizing, tagging and securing email records alongside other enterprise content in SharePoint.
- Improve discoverability with advanced tagging and searching functionality.

Features: Colligo Email Manager for Outlook 2016

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Filing	• File emails and attachments to SharePoint online and offline for later upload • Automatically file outgoing emails to SharePoint using 'Send & File' • Drag-and-drop emails and/or attachments to SharePoint from within Outlook • Right-click access and ribbon buttons to copy and upload attachments to SharePoint • Configurable 'Move' and 'Copy' shortcuts buttons to quickly file emails to any SharePoint location • Support for Favorites and recently used locations for quick email filing • Create new SharePoint folders within Outlook • Add SharePoint locations to your folders list for quick access • Automatically mark emails filed to SharePoint • Use smart file naming (Sender, To-address, Date-Time, Subject) to prevent duplication • Robust conflict resolution for duplicate emails and attachments during filing process • Set 'Drag-and-Drop' and 'Send & File' commands as default behavior to either move or copy to SharePoint
Classification	• Automatically tag emails with up to 22 common email properties, such as: To, From, Subject, and Sent Date • Automatically or manually capture metadata • Apply metadata properties to individual or multiple items when filing multiple emails • Choose which metadata fields should be visible to users (required and all metadata) • Support for customized and managed metadata (taxonomies and keywords) and person/group metadata
View	• Browse SharePoint sites using the Outlook folder tree • Browse and view SharePoint content using 'Outlook View' • View SharePoint content and emails when offline • Configure setting from within Outlook (e.g. add or remove sites and folders and set them as Favorites, upload-only or offline) • Access SharePoint features such as check-in, check-out, and records declaration in web view
Find	• Search and direcly access SharePoint content within Outlook • Configure search on custom metadata
Share	• Share SharePoint documents within search results panel with fast, right-click access to 'Send as Attachment' or 'Send as Link' • Copy SharePoint URLs for sharing • Email attachments from SharePoint as links to prevent multiple copies of the same content
Sync/Offline	• Synchronize automatically or manually to ensure access to the latest content • Select which content is cached for offline access (at the site, library, or folder level) - this can be done centrally through Colligo Console or locally at the app level • 2-way sync to SharePoint (upload and download content to/from SharePoint)

Central Administration*	• Configure users and settings • Push content to user groups and user devices • Set policies and monitor records management compliance
Analytics and Reporting*	• Track user activity and compliance through rich analytics and reporting capabilities
Authentication	• Windows authentication • Form-based (FBA) • Office 365 SharePoint Online • ADFS Federation
System Compatibility	• Microsoft® 2010/2013/2016 • Windows® 7/8/10 • SharePoint 2010/2013/2016
Language	• English

* Provided through Colligo Console. See Colligo Console feature sheet.

Feature list subject to change without notice.

The Colligo Email Manager for Outlook App is part of the Colligo email management solution.

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