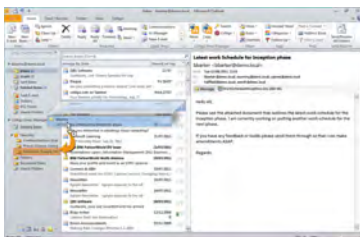


# Enterprise Email Management for SharePoint 2010 and Office 365

## Enterprise email management for SharePoint 2010 and Office 365, featuring seamless Outlook integration

- Easily manage email and documents in SharePoint, without changing work habits
- Increase the quantity of content captured and tagged in SharePoint
- Reduce risk, and improve compliance and records retention
- Reduce uncontrolled content in personal archives and PSTs
- Improve collaboration, document management, and project management
- Drive SharePoint adoption by improving ease of use



**File: “Drag and drop” email and attachments to SharePoint from Outlook**



**Tag: Add automatic or customized metadata**

**Colligo Email Manager** is the simple, powerful, and reliable solution to enterprise email management in SharePoint 2010. Featuring seamless integration with Microsoft Outlook, Colligo Email Manager makes it fast and easy to file, tag, find, view, and share email and attachments in SharePoint, all from within the familiar Outlook interface.

Colligo Email Manager streamlines SharePoint interaction by providing simple, intuitive ways to move or copy email and attachments to SharePoint from Outlook, including “drag and drop” or “send and file”. Email metadata is automatically captured for findability, and additional metadata can be easily added to classify content according to corporate guidelines or regulatory requirements. The integrated search functionality searches both SharePoint and Outlook to locate emails, or find documents to send as attachments. SharePoint sites can also be viewed from within Outlook, making finding content easier than ever before.

**File** – With Colligo Email Manager, filing email to SharePoint is as easy as using Outlook. SharePoint document libraries and folders are represented as Outlook folders in the familiar Outlook folder tree, providing a familiar “drag and drop” experience. Move and Copy buttons in the Outlook toolbar provide alternative ways to file to SharePoint, and allow quick access to Favorites and History.

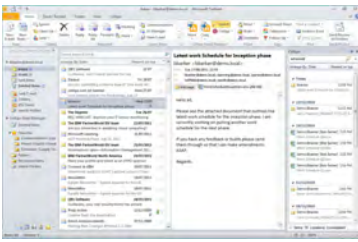
Email and attachments are stored together in SharePoint as a single .msg file, maintaining an important link between an email and its attachments, which can be critical for compliance. Attachments can also be filed separately as standalone documents in SharePoint. SharePoint 2010’s in-place records management provides secure email records retention and disposition.

Many of today’s SharePoint environments are very large, utilizing thousands of sites, libraries, and folders. Colligo Email Manager makes it easy to store items in the correct SharePoint location, with ad-hoc filing that offers fast navigation through folder hierarchies of any size.

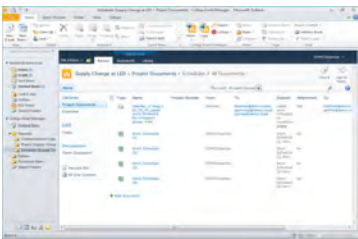
- File email and attachments to SharePoint using “drag and drop” or toolbar actions
- Automatically file email to SharePoint using “Send & File”
- Automatically save email to SharePoint using Outlook rules
- Prevent filing duplicate emails to the same location
- Declare email records using SharePoint 2010’s in-place records management capabilities

**Tag** – When moving email to SharePoint, it is important to capture the correct metadata (properties). Colligo Email Manager automatically captures up to 22 common email properties and adds these to SharePoint as metadata tags. Properties such as “To”, “From”, “Subject”, and “Sent Date” are automatically stored, making it easy to find filed email and attachments at a later time. Email can be further categorized according to regulatory or organizational requirements—for example, by including the Project name—using custom metadata.

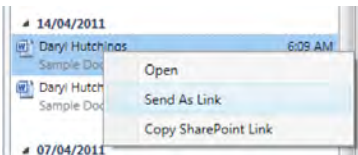
- Automatically tag email with up to 22 common email properties



**Find: Search Outlook and SharePoint together**



**View: See SharePoint content right inside Outlook**



**Share: Replace attachments with links for easy collaboration**

### System Requirements

- SharePoint 2010 or Office 365
- Outlook 2007 or 2010 (32-bit or 64-bit)
- Internet Explorer 7 - 9 (Recommended)
- Windows XP, Windows Vista, or Windows 7
- .NET 4.0 Framework

### Next Steps

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sales@colligo.com

- Custom metadata support for all major SharePoint metadata types, including enterprise managed metadata (taxonomies and keywords)
- Highly flexible metadata configuration in SharePoint, using custom column names, works within any SharePoint information architecture

**Find** - Documents and emails that have been filed to SharePoint must be readily retrievable to keep workers productive, drive collaboration, and support ediscovery initiatives. With Colligo Email Manager's integrated Search functionality, emails, documents, images, and other content in SharePoint can all be located from a search pane within Outlook. Both Outlook and multiple SharePoint sites can be searched simultaneously, for fast access to content, whether it has been filed to SharePoint or remains in personal Outlook folders.

Colligo Email Manager leverages SharePoint's powerful search capabilities, and includes support for Microsoft FAST Search Server for SharePoint.

- Search for email, documents, and folders in SharePoint from Outlook
- Search Outlook and multiple SharePoint sites simultaneously
- Search SharePoint using full-text search or metadata
- Search on email metadata (To, Subject, etc.) or custom metadata
- Double-click to open emails and documents directly from the search results
- Send a link to an item's SharePoint location from the search results
- Leverage SharePoint's powerful search capabilities

**View** - Colligo Email Manager exposes SharePoint content within Outlook, simply by clicking on any SharePoint folder in the Outlook folder tree. Files, lists, libraries and other content are immediately visible in a web browser-style view and can be browsed and opened. All of the familiar SharePoint features are available, such as check-in/check-out and record declaration.

- View SharePoint site content without leaving Outlook
- Browse SharePoint sites using the Outlook folder tree
- Quickly browse and view email and files from within Outlook
- Access SharePoint features such as check-in/check-out and record declaration

**Share** - Colligo Email Manager reduces the volume of email attachments, and promotes the use of SharePoint for document storage, by making it easy to send links to email and documents in SharePoint. Fast, right-click access to "Send as Link" streamlines collaboration and reduces storage costs by preventing multiple copies of the same content.

- Send links to documents in SharePoint rather than full attachments
- Reduce attachment proliferation and promote SharePoint document management

### Enterprise Deployment

Colligo Email Manager is designed for today's enterprise environments, supporting both on-premise and cloud-based SharePoint deployments using Office 365. Colligo Email Manager allows SharePoint sites, folders, and favorites to be administered centrally, making it easy to file to the right locations and access the right content, even for those unfamiliar with SharePoint. Colligo Email Manager supports centrally managed installation, deployment, and extensive customization through .msi properties.