

Colligo Email Manager

Simple, powerful, & reliable email management for SharePoint in the enterprise

Colligo Email Manager is designed for today's enterprise environments, delivering powerful email management tools to drive SharePoint adoption, increase productivity, streamline collaboration, and mitigate corporate risk.

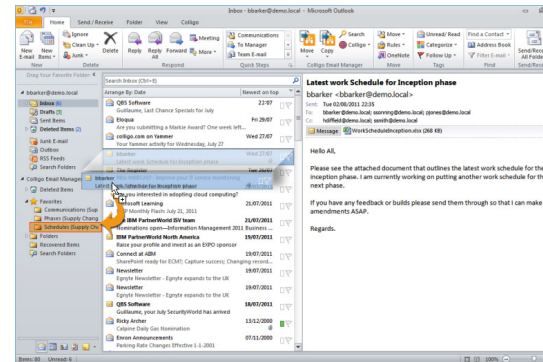
Seamless integration with Microsoft Outlook makes it fast and easy to manage email and attachments in SharePoint, from within the familiar Outlook interface.

- Improve collaboration, document management, and project management
- Increase the quantity of content captured and tagged in SharePoint
- Reduce corporate risk, and improve compliance and records retention
- Reduce uncontrolled content in personal archives and PSTs
- Drive SharePoint adoption by improving ease of use
- Supports SharePoint 2013, SharePoint 2010 and Office 365

File

Drive SharePoint adoption and increase efficiency with seamless SharePoint/Outlook integration

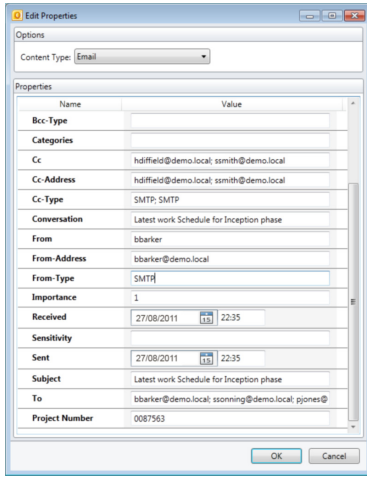
- Represent SharePoint document libraries as folders in the familiar Outlook folder tree
- File email and attachments to SharePoint using drag-and-drop or toolbar actions
- Automatically file email to SharePoint using "Send & File"
- Automatically save email to SharePoint using Outlook rules
- Easily store items in the correct SharePoint location with ad-hoc filing that offers fast navigation through folder hierarchies of any size
- Declare email records using SharePoint's in-place records management capabilities



“ Colligo Email Manager was the only solution that provided the seamless SharePoint/Outlook integration and ease-of-use we required. ”

Richard Grove, Senior Product Manager, Webcor Builders





Tag

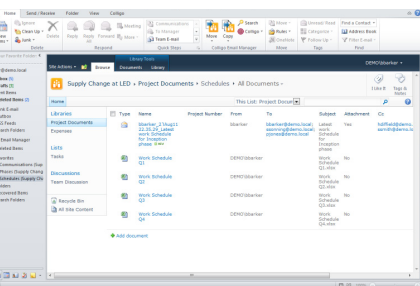
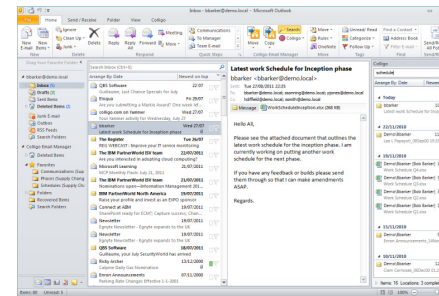
Increase compliance and streamline collaboration with industry-leading metadata capabilities

- Automatically tag email with 22 common properties, such as “To”, “From”, “Subject”, and “Sent Date”
- 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
- Use custom metadata to categorize email according to regulatory or organizational requirements

Find

Improve discoverability and accelerate business processes with federated search

- Search SharePoint for email, documents, images and more, from a search pane within 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
- Attach an item directly from the search results to a new email
- Send a link to an item’s SharePoint location from the search results
- Leverage SharePoint’s powerful search capabilities



View

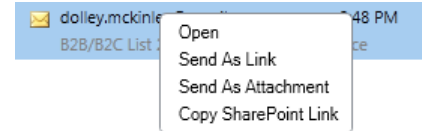
Reduce context-switching by displaying SharePoint and other sites within Outlook

- 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
- Add icons to the Outlook ribbon, for one-click access to frequently-used websites, favorite social networking sites, and web applications

Share

Streamline collaboration, reduce storage costs, and promote SharePoint for enterprise content management

- Prevent multiple copies of the same content and reduce attachment proliferation with fast, right-click access to “Send as Attachment” and “Send as Link”



Connect

Save time and improve discoverability with Business Connectivity Services (BCS) Support

- Manage external LOB content from Outlook
- Tag, view, and find external data stored in line-of-business systems such as SAP, Siebel, and PeopleSoft
- Access external content types, online and offline, through the familiar Outlook user interface

Manage

Increase IT efficiency and reduce costs with centralized administration through Colligo Administrator (optional)

- Centrally administer SharePoint sites, folders, and favorites
- Support corporate governance initiatives with secure, centrally-enforced role- and policy-based SharePoint access
- Ensure appropriate access with configuration on a per-user or departmental basis
- Manage other web application URLs in groups according to business or project needs

Next Steps

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