# Colligo Email Manager
### Simple, powerful SharePoint access in Outlook, in the office or on the move

## Colligo Email Manager for Windows

Powerful Windows app to drive SharePoint adoption, increase productivity, streamline collaboration, and mitigate corporate risk.

Seamless integration makes it simple to manage emails and attachments in SharePoint, Office 365 and OneDrive for Business right inside Microsoft Outlook.

**NEW!** Now includes ADFS, distributed infrastructure support.

> *"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
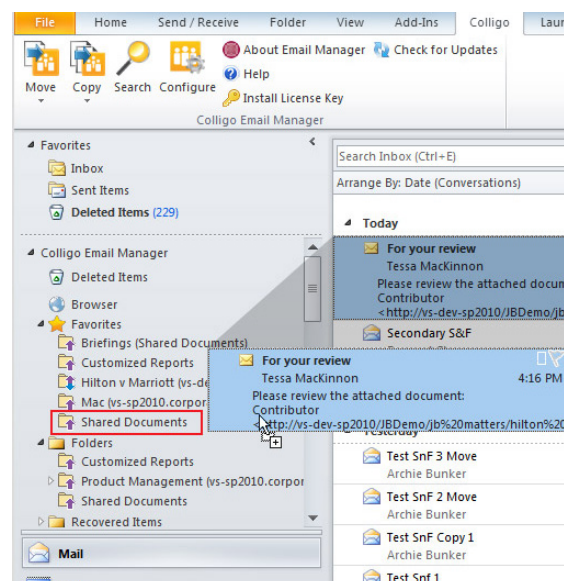
- Improve collaboration, document management, and project management

- Increase the quantity of content captured and tagged in SharePoint

- Ensure mobile and remote productivity with offline access and powerful sync technology

- Improve compliance and drive records retention

- Reduce uncontrolled content in personal archives and PSTs

- Drive SharePoint adoption with unparalleled ease-of-use

- Available in English, French, German and Spanish

- Supports SharePoint 2007/2010/2013 Office 365 and OneDrive for Business

- For Outlook on Windows XP/Vista/7/8

## File

**Drive SharePoint adoption and increase efficiency with seamless SharePoint-Outlook integration**
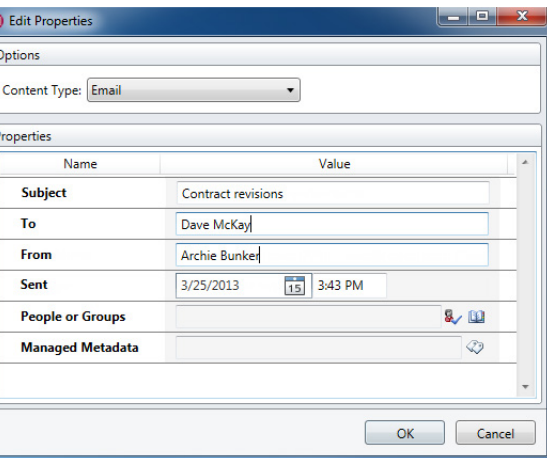
- File emails and attachments to SharePoint, online and offline

- Easy to use drag-and-drop, point-and-click within Outlook for filing emails & attachments to SharePoint

- Use smart file naming: Sender, Date-Time, Subject

- Conflict resolution for duplicate email/attachment upload

- Automatically file emails to SharePoint using Send-and-File

- Background file upload so users can continue to use Outlook

- Easily store items in the correct SharePoint location with ad-hoc filing for fast navigation of any size folder hierarchy

- Automatically save emails to SharePoint using Outlook rules

- Declare email records using SharePoint's in-place records management

## Tag

### Increase compliance and streamline collaboration with industry-leading metadata capabilities

- Automatically tag emails 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), & person/group metadata

- Use custom metadata to categorize emails according to regulatory or organizational requirements

- Support individual or bulk metadata tagging for multiple file uploads

## Sync

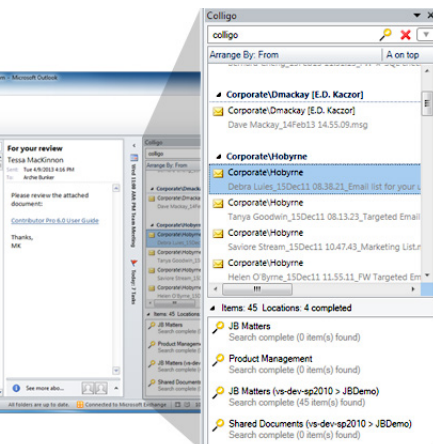### Colligo's powerful sync technology ensures up-to-date content and easy conflict resolution

- Select specific libraries and folders for upload only or offline use

- Synchronize automatically or manually to ensure latest content

- View and manage SharePoint content and emails while offline

## Find

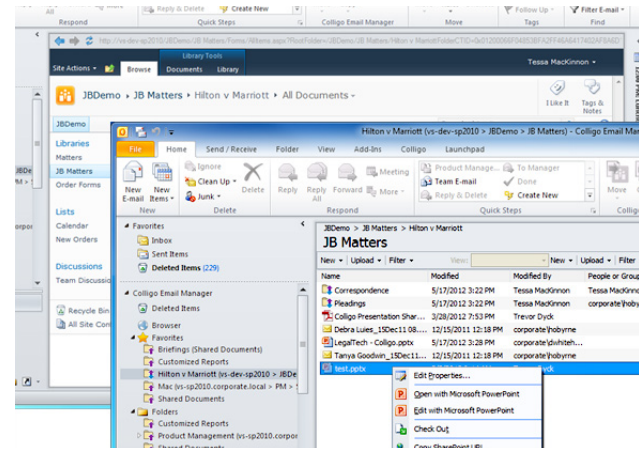### Improve discoverability and accelerate business processes with federated search

- Search SharePoint for emails, 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

**View SharePoint content within Outlook, simply by clicking any SharePoint folder in the Outlook folder tree**
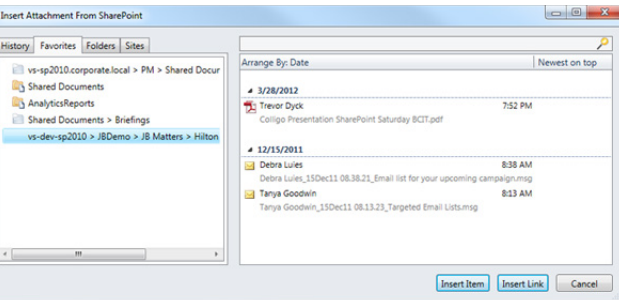
- Browse, open and view files, lists and any other SharePoint content from within Outlook

- View SharePoint content and access SharePoint features such as check-in, check-out within Outlook, online and offline

- SharePoint libraries and folders are represented as folders in the Outlook folder tree; a familiar Outlook experience

## Share

**Streamline collaboration, reduce storage costs, and promote SharePoint for enterprise content management**
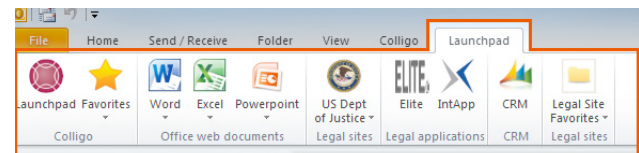
- Email attachments as links to prevent multiple copies of the same content

- Share SharePoint documents with fast, right-click access to 'send as attachment' and 'send as link'

- Copy SharePoint content URL for collaboration

## LaunchPad

**Add quick access icons to the Outlook ribbon for websites, social networking sites, and web applications, right inside Outlook**

- Access web apps, including social networks such as Yammer, Facebook, Twitter and LinkedIn, without leaving Outlook

- Customize Outlook ribbon with links to frequently-visited sites

- Centralized IT administration and control, by user or department

- Configurable icons, names, and groups

- Group URLs according to business or project needs

## Next Steps

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Colligo

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