Colligo Email Manager for Microsoft 365



The Email to SharePoint Connector





01

Emails and Attachments (Records)





02

Tagging, Labelling & Automation





03

SharePoint (Adhering to RM Policy)

Realize Time & Cost Savings, Increase Compliance

Storing emails and attachments in a centralized repository like SharePoint Online instead of leaving them in Outlook:

- Is critical for records management, governance
 & compliance
- Strengthens knowledge management and collaboration
- Drives consumption and user-adoption of SharePoint and Teams as your system for records and knowledge management, further leveraging your investment in Microsoft 365

Save Emails to SharePoint from Within Outlook

- Quickly and easily file emails and attachments to SharePoint Online without leaving Outlook
- Empower users to save and auto-apply metadata and retention labels to emails compliantly.
 No app-switching necessary

Search and Share Emails from SharePoint

- Email SharePoint content as links for easy collaboration and file-sharing with team members
- Quickly search across SharePoint right from Outlook for opening or sending files with ease

Features: Colligo Email Manager for Microsoft 365



Filing	 File email and attachments to SharePoint Online, Teams, and OneDrive File singular emails (up to 20 at a time) or in bulk (batches) Configure default actions to move or copy emails Support for Pinned (Favourite) Locations for quick email filing Smart conflict resolution to prevent duplicate names for emails and attachments
Classification	 Automatically extract email metadata and/or manually capture custom fields Ability to hide non-required fields when tagging metadata Support for customized and managed metadata (taxonomies and keywords) and person/group metadata
View	Browse SharePoint, Teams, and OneDrive
Search	Search SharePoint, Teams, and OneDrive
Share	 Email SharePoint content as attachments in a new email Email attachments from SharePoint as links to prevent multiple copies of the same content
Central Administration	 Centralized and simplified deployment via the Microsoft 365 add-in framework Admin capabilities to push sites, policies and streams (libraries) to users
Authentication	Microsoft 365, Azure AD
System Compatibility	 Outlook Desktop for Mac or Windows, Outlook Online or Outlook on mobile devices SharePoint Online
Language	• English
Multi-cloud/Platform	SharePoint Online, Teams and OneDrive







