Colligo Email Manager for Office 365

Email Records and Knowledge Capture
Into SharePoint From Any Device

Colligo Email Manager for Office 365 works where you work, bringing email capture to your O365 deployment. With it, your teams can capture email and metadata into SharePoint from any device.

The same interface lets them search for SharePoint content to easily collaborate and share files with peers.

Benefits for end-users:

- Easily file emails and attachments to SharePoint on-the-go with a familiar experience across devices.
- Automatically extract metadata properties of emails and attachments or manually capture custom fields.
- Search SharePoint content within Office 365's native interface, without the need to switch apps.
- Email SharePoint content as links for easy collaboration and file-sharing with their teams.

Benefits for the enterprise:

- Drive consumption and user-adoption of SharePoint as your system for records and knowledge management.
- Leverage Office 365 and support BYOD without compromising information management compliance.
- Centrally configure site access for users and groups with an administrative tool non-IT can use.
- Monitor and report on user activity to facilitate decision making and enforce compliance.

Features: Colligo Email Manager for Office 365
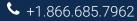
Filing	• File email and attachments to SharePoint online • Configure default actions to move or copy emails • Support for Pinned Locations and Streams for quick email filing • Smart conflict resolution to prevent duplicate names for emails and attachments
Classification	• Automatically extract email 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 site structures
Search	• Search SharePoint content based on title
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*	• Configure users and settings • Set site access to users and user groups
Analytics and Reporting*	• Track user activity and compliance through rich analytics and reporting capabilities
Authentication	• Office 365
System Compatibility	• SharePoint 2013/2016 (Including ProPlus and Office 365) • Virtualization Services (Including Xen Desktop, XenApp, Terminal Services) • Office 2016 • iOS Outlook App • Android Outlook App
Language	• English

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

Feature list subject to change without notice.

The Colligo Email Manager for Office 365 is part of the Colligo email capture solution.

REQUEST A DEMO

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