



# Colligo Content Manager for Microsoft 365

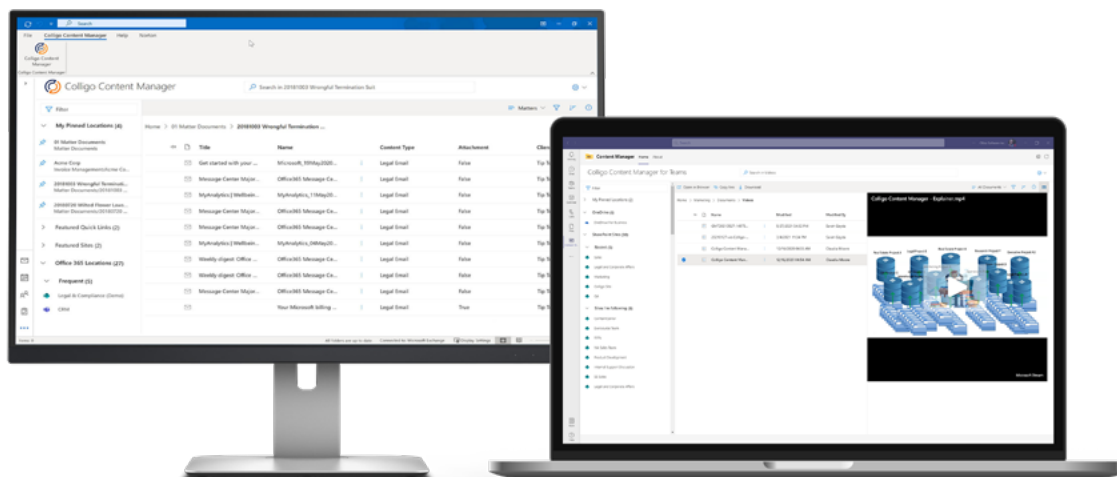
Access and Manage SharePoint from Outlook and Teams



Colligo Content Manager for Microsoft 365 allows you to work where you spend most of your time: Outlook and Teams. A true cloud-based solution built on the latest Microsoft 365 architecture, Content Manager provides full content and document control from one central location for an enhanced user experience and superior governance and compliance.

## **Make SharePoint more usable and accessible - from Outlook, Teams, or the web browser**

- Easily explore and preview any SharePoint file right from Outlook, Teams, or the web browser
- Efficiently search for and filter files & share quick links to the latest versions right from Outlook or Teams
- Pin favourite locations or create a dashboard for quick access to SharePoint files
- Preview any file without leaving Outlook, Teams, or the web browser application
- Drag and drop content into Content Manager (and SharePoint) from any location with auto-applied metadata
- Save time by reducing the need to switch between Outlook, Teams, and SharePoint and get everything you need in a single space



# Features: Colligo Content Manager for Microsoft 365



Colligo brings the best of SharePoint into Outlook and Teams for Microsoft 365. Protect corporate knowledge and make collaboration simple with Colligo's easy-to-use and deploy add-ins.

<b>Capture</b>	Move files to SharePoint or Teams while capturing metadata and setting retention labels
	Bookmark favourite SharePoint/Teams/OneDrive locations
	Move or copy emails to SharePoint/Teams/OneDrive
	Resolve conflicts while uploading files in SharePoint/Teams/OneDrive
<b>Classification</b>	Extract metadata automatically, and manually capture custom fields
	Update metadata for files in SharePoint/Teams/OneDrive
<b>Sort &amp; Filter</b>	Sort and filter files in SharePoint/Teams/OneDrive, all from a single pane within Teams
	Filter search results in SharePoint/Teams/OneDrive
<b>Search</b>	Search SharePoint/Teams/Onedrive for metadata or content
	Create folders in SharePoint/Teams/OneDrive
<b>Browsing</b>	Centralized navigation of all SharePoint/Teams/OneDrive sites from Outlook
	Enhanced review of file contents in SharePoint/Teams/OneDrive
	Launch files from SharePoint/Teams/OneDrive in native applications
	Keep track of recently used locations
<b>Share &amp; Collaborate</b>	Share SharePoint/Teams/OneDrive content as a link or attachment in a new chat or channel
	Edit files in SharePoint/Teams/OneDrive
<b>Install &amp; Configuration</b>	Customize a dashboard to give groups of users convenient access to important file locations
	Centrally manage policies and configurations in Colligo Admin Center
<b>Outlook Integration</b>	See summaries of your Inbox, Tasks, and recently uploaded files on the home screen
<b>System Compatibility</b>	Support for iOS, Android, and Windows and Mac
	Available for Outlook 2013, 2016, 2019+, and Web Client
<b>Multi-Cloud</b>	SharePoint, OneDrive, Teams
<b>Deployment Time</b>	Minutes

\* Support for Outlook Pro Plus versions of 2013, 2016, 2019+

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Explore SharePoint right from Outlook and Teams, find and share files faster

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