



Colligo Email Manager & Content Manager for Microsoft 365

Email Capture and SharePoint Collaboration
From Any Device



Take a fresh look at Colligo solutions for Microsoft 365 - productivity tools for a work-from-home world.

Bring email capture plus SharePoint collaboration capabilities right into Outlook when you combine Colligo Email Manager and Content Manager for Microsoft 365.

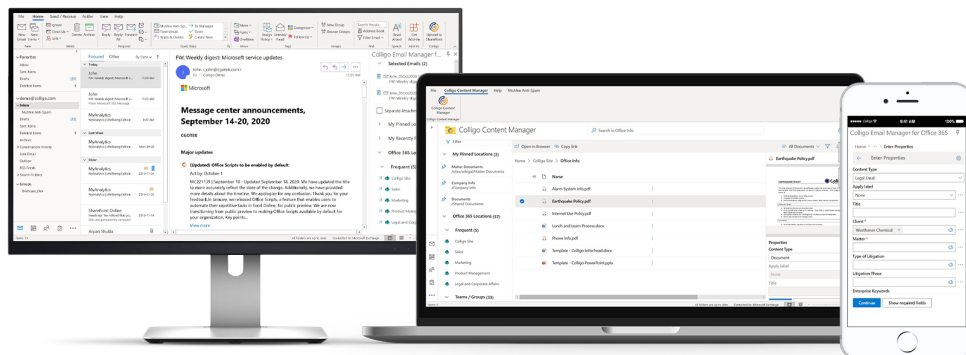
Save and classify emails and attachments, search and collaborate on any SharePoint file, and do it all quickly and seamlessly from any device.

Email Manager - capture and classify emails and attachments, easier than ever!

- Easily file emails and attachments to SharePoint and Teams on-the-go from any device.
- Automatically capture email headers as metadata to easily search and find emails or documents later. Optionally save additional metadata for better discovery and records management.
- Search SharePoint content within Office 365's native interface, without switching apps.
- Email SharePoint content as links for easy collaboration and file-sharing with their peers.

Now, with Content Manager - extend SharePoint collaboration

- Easily explore and preview any SharePoint file right from Outlook on Microsoft 365.
- Efficiently search for and filter files & share quick links to latest file versions right from Outlook.
- Pin favourite locations or create a dashboard for quick access to SharePoint files.



Features: Colligo Email Manager & Content Manager for Microsoft 365



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

Features	Description	Email Manager	Email Manager + Content Manager
Capture	Capture emails and attachments from Outlook to SharePoint/Teams	✓	✓
	Bookmark favourite SharePoint/Teams locations	✓	✓
	Move or copy emails to SharePoint/Teams	✓	✓
	Resolve conflicts while uploading files in SharePoint/Teams	✓	✓
Classification	Extract email and files metadata automatically, and manually capture custom fields	✓	✓
	Update metadata for files in SharePoint/Teams		✓
Sort and Filter	Sort and filter files in SharePoint/Teams		✓
	Filter search results in SharePoint/Teams		✓
Search	Search SharePoint content based on metadata, title, or content		✓
	Create folders in SharePoint/Teams	✓	✓
Browsing	Centralized navigation of all SharePoint/Teams site from Outlook		✓
	Preview of file contents in SharePoint/Teams		✓
	Launch files from SharePoint/Teams in native applications		✓
	Keep track of recently used locations	✓	✓
Share and Collaborate	Email SharePoint content as a link or attachment in a new email	✓	✓
	Edit files in SharePoint/Teams		✓
Install & Configuration	Specify sites that each group of users can access	✓	✓
	Specify policies for each group of users	✓	✓
Analytics and Reporting	Inbox summary, Appointment summary and To-Do List summary		✓
System Compatibility	Support for iOS app, Android app and Windows and Mac	✓	✓
	Available for Outlook 2013, 2016 and Web Client	✓*	✓
Platforms	One Drive (Coming soon)	✓	✓

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

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Outlook Email Capture and SharePoint Collaboration better than ever on Microsoft 365.

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