



Colligo Email Manager for Microsoft 365

Save Emails and Email Attachments Directly to SharePoint and Teams Without Leaving Outlook—On Any Device



Colligo Email Manager for Microsoft 365 helps you capture, classify, and tag emails and attachments from Outlook into SharePoint and Teams. With it, your teams can capture email and metadata into SharePoint from any device.

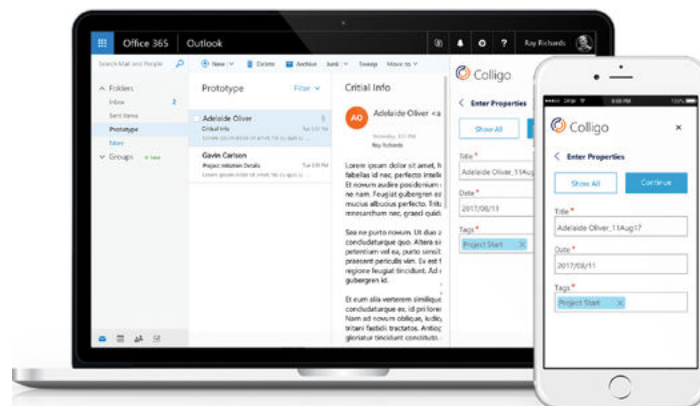
Unlock better search and browsing, collaboration, and sharing from SharePoint with Colligo Email Manager.

Benefits for end-users:

- Easily file emails and attachments to SharePoint and Teams on-the-go with a familiar experience across devices utilizing the power of Colligo Intelligence.
- Automatically extract metadata properties of emails and attachments or manually capture custom fields.
- Search SharePoint content within Microsoft 365's native interface, without the need to switch apps.
- Email SharePoint content as links for easy collaboration and file-sharing with their teams.
- Leverage the power of the cloud and provide a better user experience, with a highly scalable and more stable application, right from Outlook.

Benefits for the enterprise:

- Drive consumption and user-adoption of SharePoint and Teams as your system for records and knowledge management.
- Leverage Microsoft 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.
- Quickly deploy the app using the simple Microsoft 365 add-in framework so users get instant access.
- Enable 'frictionless' compliance with company or industry policies by making filing easier for end-users.



Filing	<ul style="list-style-type: none">• File email and attachments to SharePoint Online, Teams, and OneDrive• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Browse SharePoint, Teams, and OneDrive
Search	<ul style="list-style-type: none">• Search SharePoint, Teams, and OneDrive
Share	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Centralized and simplified deployment via the Microsoft 365 add-in framework• Admin capabilities to push sites, policies and streams (libraries) to users
Authentication	<ul style="list-style-type: none">• Microsoft 365, Azure AD
System Compatibility	<ul style="list-style-type: none">• SharePoint Online• SharePoint 2013/2016/2019 (Including ProPlus and Office 365)• Virtualization Services (Including Xen Desktop, XenApp, Terminal Services)• Office 2016• iOS Outlook App• Android Outlook App
Language	<ul style="list-style-type: none">• English
Multi-cloud/Platform	<ul style="list-style-type: none">• SharePoint Online, Teams and OneDrive

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

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