

# inteliCapture Add-In for Outlook

File email for Microsoft Outlook to SharePoint

### **BUSINESS PROBLEM**

 $\rightarrow$ 

For many organizations today, emails are an important part of managing the correspondence with customers, partners, associates and suppliers.

However, most users have their customers' emails saved in their MS Outlook personal subfolders. As a result, when they need to refer back to their correspondence with external parties, they waste a lot of time in searching for emails.

In other cases valuable messages are lost or mistakenly deleted. At the same time, users do not have the overall picture of the customer correspondence.

Although many organizations store their documents in a Document Management System, they fail to store in the same location the relevant correspondence for these documents.

## SOLUTION

**inteliCapture Add-In for Outlook** increases adoption of SharePoint for email and content management. It delivers instant 2-way access, both online and offline, to SharePoint libraries and lists – all from within Microsoft<sup>®</sup> Outlook<sup>®</sup>.

Users can click the "Send & File button" or simply drag-and-drop emails and attachments into document libraries and folders, instantly capturing critical metadata. The built-in Attachment Manager enables users to easily move emails or just the email attachments to SharePoint.

## Features

<ul> <li>Save emails in SharePoint libraries</li> </ul>	<ul> <li>Access SharePoint sites from within Outlook</li> </ul>
<ul> <li>Retain just the email attachments in SharePoint libraries.</li> </ul>	Optimize your ROI on SharePoint
<ul> <li>Automatically capture email metadata</li> </ul>	<ul> <li>On Cloud &amp; On Premise Functionality</li> </ul>
<ul> <li>Instantly set custom or default metadata</li> </ul>	Access SharePoint libraries from within Outlook
Discover & Share Emails & Attachments	<ul> <li>Unique reference number to every incoming and outgoing email</li> </ul>
<ul> <li>Document Preview Functionality</li> </ul>	<ul> <li>Location Search Functionality in tree view for Document Libraries</li> </ul>
<ul> <li>Document Sets Support</li> </ul>	<ul> <li>Basic Outlook Folder Sync</li> </ul>



#### SharePoint & Outlook Integration

Add-In for Outlook brings SharePoint content to the Outlook interface, providing an intuitive experience for SharePoint on the desktop, online and offline.



## **SharePoint Connector**

o⊇ 📰 🗢 ∓ FILE HOME SEND∕RE	CEIVE FOLDER VIEW FILE EMAIL	Inbox - e.demetriou@logicom.net - Outlook		? I – 8 ×
New New WebEx		E Team Email V Done		Search People
<ul> <li>✓ Favorites</li> <li>✓ Favorites</li> <li>✓ Inbox 13</li> <li>Sent Items</li> <li>Deleted Items 2</li> <li>✓ e.demetriou@logicom</li> <li>✓ Inbox 13</li> <li>MICROSOFT ONLINE S</li> <li>Unprocessed</li> <li>Drafts</li> <li>Sent Items</li> </ul>	I ↔     FILE     MESSAGE       Image: Subject     Content Editor       Image: Subject     File To SharePoint       Delete     Outlook Folder:       Image: Subject     Inhox       Image: Subject     SharePoint Folder:       Image: To     Elena Demetriou	-	Z Dom S Zoom Ing Zoom	SharePoint Connector
RSS Feeds A SharePoint Store https://inteliscape.sha Emails b C 1 b Customer A Intership	Click here to dow Content Type Fields t: Thank you for attending [1 do, not_reply@on24event Bena Demetricu To		his message.	B - C Form Templates B - C More Emails B - C Setup Files
Legal Folder Test1	● ▲		× ×	1-2
ITEMS: 39 UNREAD: 13	Ce P3 & D Thank you and enjoy!	é 🧿 🙀 🏶 🔗	SWORE	● ■ ■ - + 100% へ 帧 雪 記 40) ■ ENG 23/06/2016

50 Kennedy Avenue 1076 Strovolos Cyprus, P.O.Box. 22459, CY 1522 Nicosia **T:** +357 22 55 10 10 **F:** +357 22 66 09 69

www.logicomsolutions.net