inteliCapture Add-In for Outlook
File email for Microsoft Outlook to SharePoint

BUSINESS PROBLEM

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.
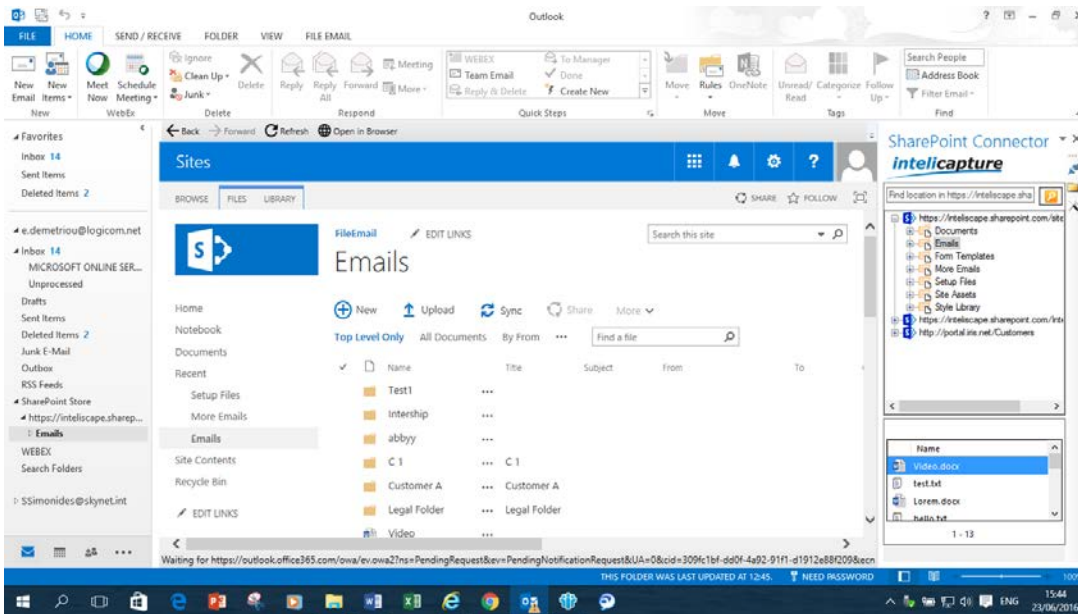
SOLUTION

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® Outlook®.

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

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

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