

Managing Emails on SharePoint

harmon.ie Solution

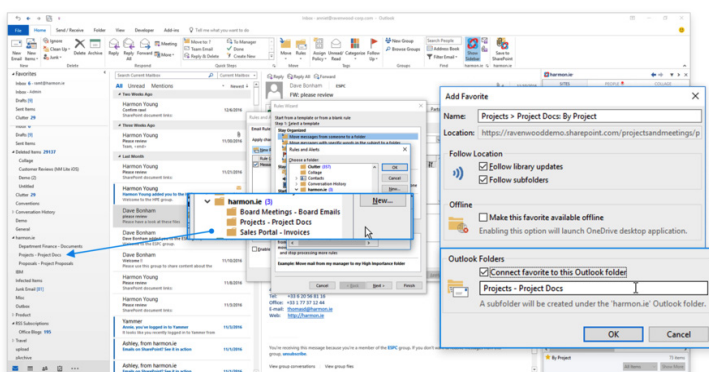
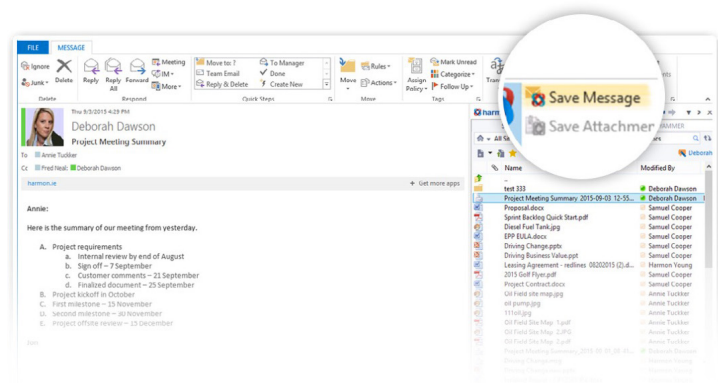
The Challenge:

Email is used routinely for correspondence, to share documents, and to manage tasks. These email messages are stored chaotically within users' email inboxes. As such, emails are hard to find, and they are at risk of permanent deletion. Documents, on the other hand, are typically classified in SharePoint using metadata to help users find them. When you think about it, an email is really just another type of document, **so why do we treat it differently than documents?**

harmon.ie's Solution:

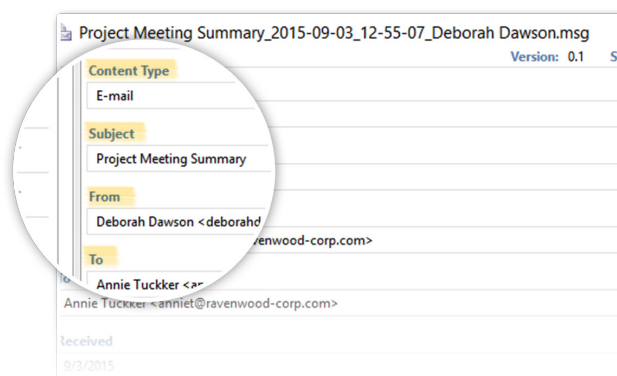
harmon.ie helps you treat email messages like the documents they really are, by making them readily accessible in SharePoint. **Here's how it works:**

Store email messages in SharePoint by dragging and dropping them from your Inbox to the harmon.ie sidebar in Outlook. By staying within the Outlook window, you remain in focus while helping to organize emails and documents in SharePoint. Or you can automatically set emails to be uploaded to SharePoint when you send them.

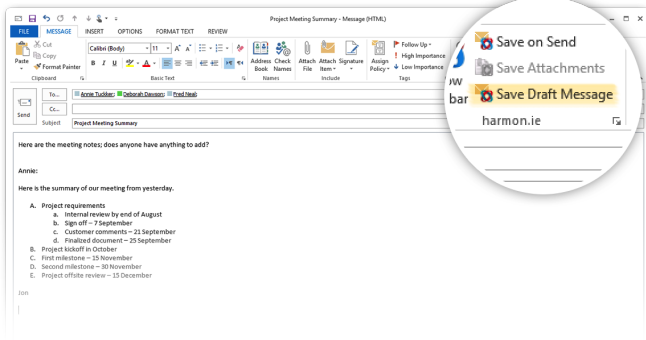
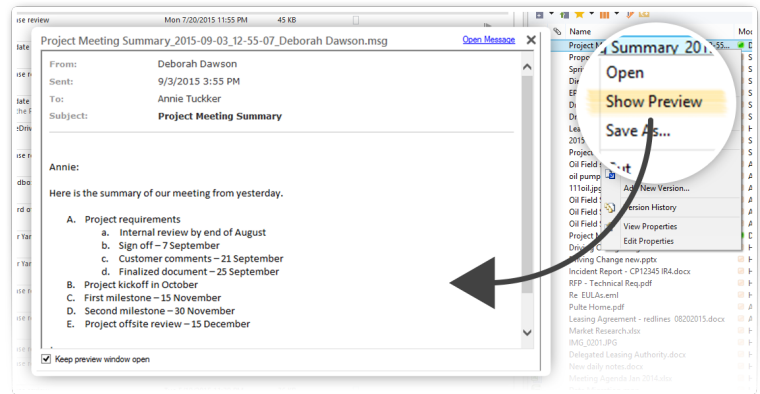


Auto-capture email messages: designate specific Outlook folders as **drop off folders** that map to SharePoint folders. You have the power to decide which emails to move to the drop off folders, to automatically capture and save them in SharePoint. Outlook rules can be set up to automate the upload process even more. For Office 365 users, harmon.ie can also provide smart recommendations about where to store each email in SharePoint.

Classify email messages in SharePoint. harmon.ie automatically maps email headers such as **To, From, Subject, and Received** to SharePoint metadata. Plus, if you are using Office 365, harmon.ie can automatically add topics extracted from email content as SharePoint metadata.



Retrieve email messages from SharePoint. When classified correctly and efficiently, finding email messages is a snap. harmon.ie provides views, so you can filter emails and documents according to multiple metadata fields. You can even preview emails with a single click.



Collaborate with colleagues using email messages stored on SharePoint. Realize all the benefits of SharePoint document collaboration, now for email messages:

- Use draft emails to collaborate internally
- Eliminate email chaos by maintaining only one copy of each email
- Preserve a version history of email exchanges
- Reach out to colleagues in context using Skype for Business or Yammer

harmon.ie Benefits

Easily Store Emails: harmon.ie offers a host of methods to effortlessly upload emails to SharePoint: drag-and-drop from your Inbox to the harmon.ie sidebar within Outlook, Save on Send, auto-capture using Outlook rules. Plus, harmon.ie can recommend SharePoint locations to save each email (requires Office 365).

Easily Classify Emails: harmon.ie helps you classify the email correctly in several ways: it uses AI to predict topic keywords for metadata (requires Office 365), it maps email headers to SharePoint metadata, and it prompts users to supply missing values before checking in an email.

Quickly Find Emails: Emails are easy to find when stored and accurately classified in SharePoint. Use search, filter by tags, column filters, and more, to easily find emails in SharePoint.

Save on Email Storage: Reduce expensive email storage space by keeping only one copy of each email message. One copy of the truth also reduces email chaos.

Fulfill Email-Related Business Requirements: Fulfill important business requirements by making it easy to retrieve emails for discovery, audit, and compliance needs.

About harmon.ie

harmon.ie (www.harmon.ie) makes user experience tools for the digital workspace, built to deliver information the way you think. harmon.ie empowers thousands of enterprise customers to realize the full business value of their existing Microsoft investments. The company is the recipient of a Microsoft Best App Award 2017, is a Microsoft Partner of the Year Finalist, and is an IBM global partner.

