

Colligo CONTRIBUTOR™ Add-In for Outlook®



Integrate SharePoint With Outlook

Colligo Contributor™ 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 the Microsoft® Outlook® interface. Users can click to 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 email attachments to SharePoint, replacing them with links.

Enhance the SharePoint Desktop Experience

- Save Emails in SharePoint
- Replace Attachments with SharePoint Links
- Automatically Capture Email Metadata
- Specify Custom or Default Metadata
- Update Document Libraries & Lists
- Use Offline & Online

Simplify Access to SharePoint

The Contributor Add-In provides seamless integration between SharePoint and Outlook, improving both the user experience and the adoption of SharePoint for email management. Users can interact directly with SharePoint via the Outlook interface with full email and attachment drag-and-drop, automatic metadata extraction, right-click capabilities, and online and offline access.

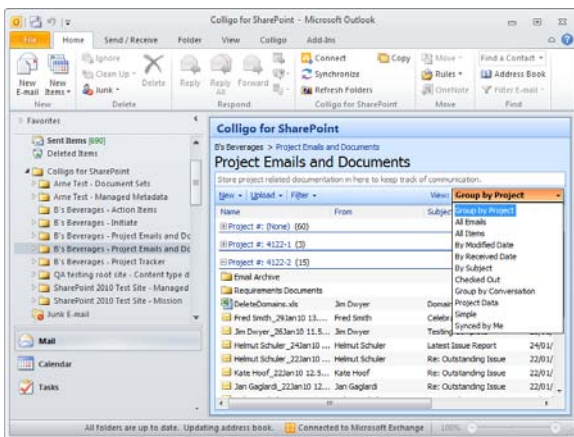
Share & Discover Emails & Attachments

By making it easy to move emails and attachments into SharePoint and capture important metadata, information previously locked in a user's inbox becomes managed, shared, and discoverable. SharePoint becomes a viable replacement for Exchange Public Folders. Advanced capabilities, such as the ability to set default metadata on any folder, make the Contributor Add-In ideal for content management applications.

Smart Storage of Attachments

Automatic attachment handling offloads content from Exchange to SharePoint, providing single instancing and reduced OST/PST size. Emails moved to SharePoint via the Contributor Add-In are stored as .msg files for easy management.

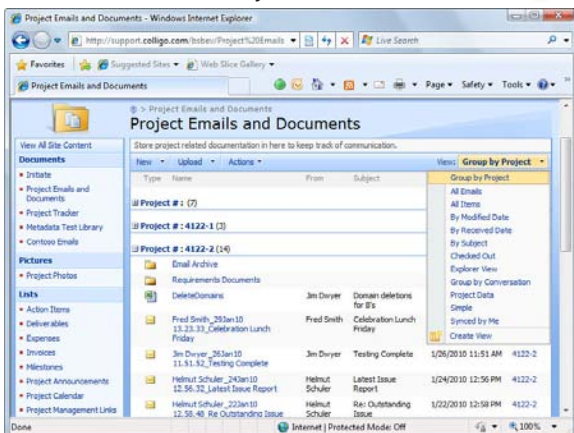
- **Drives Adoption** – increases use of SharePoint for email & content management
- **Optimizes ROI** – maximizes the return on your SharePoint investment
- **Improves Access** – access SharePoint sites from within Outlook
- **Desktop Deployment** – 10MB client can be silently installed – no server modifications



Colligo Contributor Add-In for Outlook

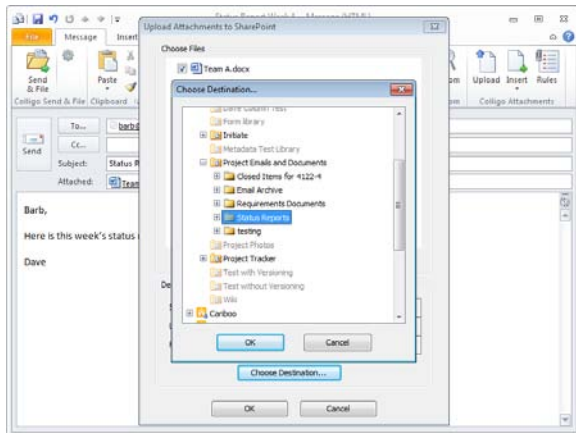


SharePoint Document Library

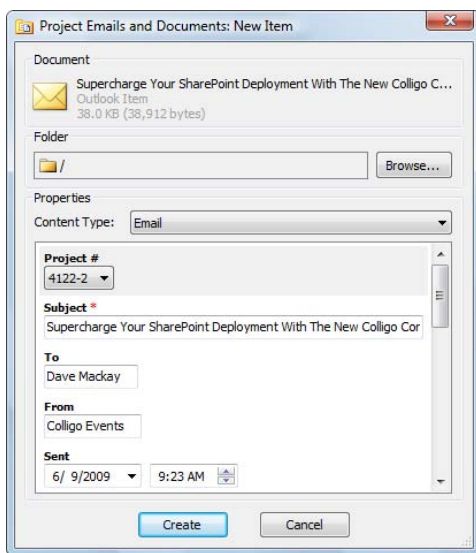




“Excellent Ease of Use” - eWeek



Easily Upload Attachments to SharePoint



Custom Metadata Capture & Edit

Email Management - Users can easily save emails and attachments to SharePoint through Send & File, drag-and-drop, or Outlook rules. Entire Outlook folders can be copied to SharePoint. Email message fields (To, From, etc.) are instantly captured and users can set content types and custom metadata. Emails are saved as .msg files with unique names.

Attachments Replaced with SharePoint Links - Users can instantly upload attachments to SharePoint and replace them with links. Customizable email send rules prompt users to upload attachments before sending, reducing email size, overcoming OST/PST limitations, and converting users to SharePoint based collaboration.

Online & Offline Availability - Users can choose whether content is available online-only or cached. Local caching delivers instant access when working offline or over slow connections.

Document Libraries - Specific SharePoint document libraries or folders are linked to Outlook through buttons on the Internet Explorer or Outlook toolbars. Content is displayed as a tree view in the left hand navigation pane of Outlook. Documents and items in document sets can be easily opened, edited, and saved. Files and folders can be added to document libraries with a simple drag-and-drop. New documents can be created online or offline using content types. Contributor also supports in-place records management.

Custom & Standard Lists - The Contributor Add-In provides access to custom lists and many standard lists including events, issues, links, contacts, announcements, tasks, and agendas. SharePoint list items are added and edited with just a few clicks from within the Outlook interface. Changes made in Outlook are automatically updated in SharePoint.

Views & Metadata - Views can be used online or offline to organize and find content. Metadata for documents and list items can be set for one or multiple items at once, with a simple right-click. Users can set enterprise managed and keyword metadata using the term store selector. Users can set default metadata for folders and lists to automate the classification of content.

Synchronization & Version Resolution - Users can select specific libraries, folders, or lists for caching. Cached content is kept up-to-date with automatic background sync. Configuration options can be set by individual users or locked by IT with the Configuration Editor. Check-in and check-out is supported. Elegant conflict resolution, integrated with Microsoft® Word compare and merge, notifies if conflicting edits have been made by multiple users.

COLLIGO CONTRIBUTOR ADD-IN SOFTWARE SPECIFICATIONS

- WSS 2.0/3.0, SharePoint Foundation, SharePoint Server 2003/2007/2010
- Microsoft® Office 2003/2007/2010
- .NET Framework 2.0 or higher, Windows® XP/Vista/7
- Terminal Server environments supported
- Supported Languages: English, French, German, and Spanish

COLLIGO CONTRIBUTOR ADD-IN TRIAL

Request your FREE 30-day trial at www.colligocontributor.com.

EXTENSIBLE PLATFORM FOR CONFIGURATION AND CUSTOM APPLICATIONS

All Colligo Contributor® products are built on a common run-time platform that is extensible through an Application Programming Interface (API). Custom interfaces can be built on the run-time using the Software Development Kit (SDK). More information at www.colligo.com/contributor_sdk/



Colligo's award-winning solutions extend the collaboration and content management functionality of Microsoft SharePoint. Colligo drives SharePoint adoption by providing an intuitive experience that better integrates SharePoint into the way users work, whether online or offline.



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