Management Software Solution That Eliminates Content Duplication

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Effectively managing email is an essential component of enterprise content management, and organizations who make use of SharePoint are fortunate to benefit from third-party solutions that significantly extend SharePointâ€™s email management capabilities. Choosing the right SharePoint email management solution can significantly increase the quantity of content stored in SharePoint, and minimize the effect on users. Organizations should look for SharePoint email solutions that offer SharePoint Outlook integration, so users do not have to alter the way they work, while the company receives the benefits of managing email in SharePoint.

SharePoint Email Management

SharePoint provides a number of advantages with regard to email management, including lower administrative overhead, the ability to set global retention policies, and strong search capabilities. SharePoint allows users to simply create, delete, and set authorizations on shared folders, while automatically deleting or routing specific emails to your archives. Much of the automation is dependant on the data in the metadata, that may also be used to manage or locate various emails and attachments.

Outlook SharePoint Integration

There are a lot of options that can increase SharePoint adoption throughout the company, but the most important aspect would be the perceived ease-of-use. Email management solutions that incorporate SharePoint with Outlook eliminate context shifting for end users, and encourage adoption of SharePoint as enterprise email repository.

Choosing a Solution

As companies look for a means to fix facilitate SharePoint email management, there are a number of features that should be considered:

â€¢ Simple user interface - Probably the most important factor in immediate adoption. It must be simple and easy , to move emails to SharePoint, using familiar drag-and-drop functionality. Solutions that permit the user to transfer mail to SharePoint from within Outlook significantly reduce the learning curve and speed SharePoint user adoption.

â€¢ Email attachment management - Look for SharePoint email management solutions which provide strong attachment handling capabilities. Replacing attachments with links can further encourage usage of SharePoint and eliminate content duplication.

â€¢ Offline SharePoint access - For organizations with remote or mobile workers, offline SharePoint access is essential to push collaboration and ensure there's the means to access relevant information while away from work.

Choosing the right SharePoint email management solution and encouraging immediate adoption will demand some effort, however, if the users can easily still use familiar tools such as Outlook, SharePoint adoption will be much faster and drive an effective SharePoint deployment.

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Colligo solutions provide a seamless user experience for managing email and documents in a SharePoint Workspace oe in a SharePoint on iPad, whether your SharePoint installation is in the cloud, on premise, or hosted in a hybrid environment.

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