SharePoint Outlook Perfect for Email Management Solution by DJ Willis

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Effectively managing email is a vital 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. Selecting the best SharePoint email management solution can significantly boost the amount of content stored in SharePoint, and minimize the effect on users. Organizations need to look for SharePoint email solutions that offer SharePoint Outlook integration, so users don't have to change the way they work, while the company receives the benefits of managing email in SharePoint.

SharePoint Email Management

SharePoint provides a number of benefits for email management, including lower administrative overhead, the ability to set global retention policies, and robust search capabilities. SharePoint allows users to simply create, delete, and set permissions on shared folders, while automatically removing or routing specific emails to your archives. A lot of this automation is based on the information within the metadata, that may also be used to organize or locate various emails and attachments.

Outlook SharePoint Integration

There are plenty of options that will increase SharePoint adoption through the company, however the most important factor would be the perceived ease-of-use. Email management solutions that integrate SharePoint with Outlook eliminate context shifting for users, and encourage adoption of SharePoint as enterprise email repository.

Selecting a Solution

As companies choose a solution to facilitate SharePoint email management, there are a variety of features that should be considered:

â€¢Simple user interface - Probably the most essential aspect in immediate adoption. It must be easy and to move emails to SharePoint, using familiar drag-and-drop functionality. Solutions that permit the user to move mail to SharePoint from inside 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 is the means to access relevant information while out of work.

Selecting the best SharePoint email management solution and encouraging immediate adoption will demand some effort, but if the users can continue to use familiar tools like Outlook, SharePoint adoption is going to be much faster and drive an effective SharePoint deployment.

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a Colligo Networks is the leader in email and records management solutions for a Office SharePoint. Enterprises that use email to SharePoint Workspace rely on Colligo's award-winning solution suite to improve collaboration, increase productivity, and mitigate corporate risk.

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