



Mail Envoy for Outlook

Seamless email management solution for Outlook with SharePoint integration

Bring SharePoint, Office 365, Teams, and OneDrive for Business in the Outlook environment with Mail Envoy. It simplifies the process of capturing, classifying, organizing, and accessing the content from Outlook to the Microsoft 365 environment. Unlock the valuable information kept in personal inboxes while improving collaboration, productivity, and records management across the organization.

Email Manager for SharePoint Online & Microsoft 365



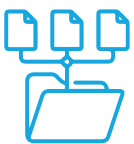
Capture

- Gain valuable insights from Outlook to OneDrive and quickly save the documents.
- Save email information and attachments into SharePoint libraries, lists, OneDrive, Teams, and Groups within the Microsoft 365 environment.



Classify

- Prioritize your communications and easily search emails with content tagging capabilities in the Outlook environment.
- Sort and classify the email content from Outlook using taxonomy, custom property of document libraries including SharePoint metadata.



Organize

- Get complete records of an email message to access your important information anytime and anywhere.
- Reduce record management and security compliance risks with effective email management practices.



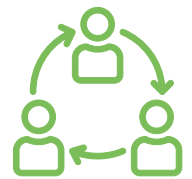
Access

- Easily access SharePoint libraries and folders for uploading your emails and attachments using the familiar interfaces of Microsoft Outlook.
- Reduce email transmission time by bringing SharePoint and Microsoft 365 within Microsoft Outlook.

Features

Email Collaboration

- Save email body and attachments to any document library, document set, folders within the Outlook environment.
- Import emails from Outlook in EML files with attachments and respective email information.
- Find and view different areas of SharePoint with respective access permissions.



Customization

- Easily add and access labels to the files while saving emails or attachments to SharePoint.
- Search for SharePoint lists and document libraries with advanced search capabilities of Microsoft 365.
- Encourage intelligent business processes by completing the additional custom properties while saving to SharePoint.
- Complete additional custom properties and metadata to encourage intelligent business processes while saving to SharePoint.



Records Management

- Ensures the right content in right place with the right email tags while importing them into SharePoint, Teams, and Groups.
- Pin your favorite document libraries and other SharePoint locations to get one-click navigation.
- Leverage the advanced data governance features of Microsoft with content tagging capabilities.
- Get easy access to recently saved locations instead of navigating to the frequently used locations every time.



Easy Access from Anywhere

- Get a seamless Outlook experience while working collaboratively with SharePoint and Microsoft 365.
- Supports Microsoft Outlook on the web and mobile browser to help you stay productive anytime, anywhere.
- Leverage centralized deployment capabilities of Microsoft 365 within the Outlook environment.



Benefits for end-users

- Collaborate, organize, measure, and respond to your high-volume emails to reduce the clutter.
- Seamlessly access SharePoint sites and views within the Outlook environment.
- Capture customized metadata properties of emails and attachments for better searchability.
- Improve discoverability and knowledge sharing with advanced tagging and search functionality.

Benefits for the enterprise

- Ensure fast user adoption of different Microsoft 365 solutions with centralized deployment.
- Boost employee productivity with familiar SharePoint connectivity.
- Leverage Microsoft 365 investment and benefits with a unified email management solution.
- Minimize risk of regulatory and ensure data governance with email saving and tagging capabilities in SharePoint.



Mail Envoy for Outlook is part of the email management solution by BizPortals

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