



# Colligo Document Manager for Office 365

Search for and save Excel, Word and PowerPoint files directly to SharePoint



Colligo Document Manager for Office 365 lets you search for, open, and save files to Microsoft SharePoint and Teams right from Office 365—with full metadata and retention label support. With it, your teams can find content and collaborate faster.

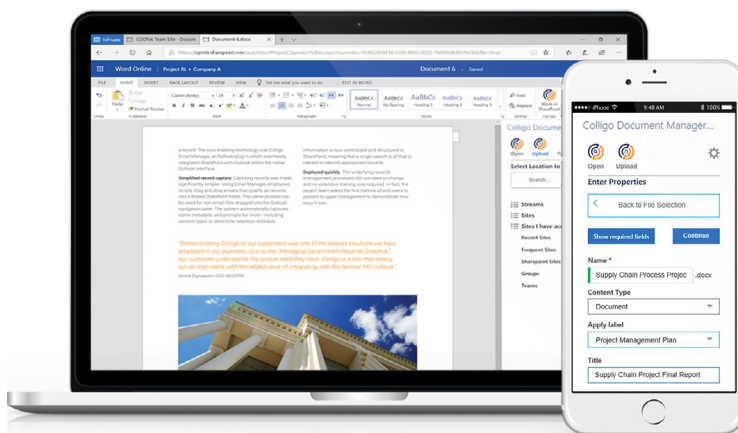
Users get instant access wherever they are logged in, and don't need to know how to use or navigate SharePoint itself.

## Benefits for end-users:

- Easily save Microsoft Office files to SharePoint and Teams on-the-go with a familiar experience across devices.
- Automatically extract file metadata properties or manually prompt for and capture custom fields.
- Search for or browse SharePoint content within Office 365's native interfaces, without the need to switch apps.
- Quickly find the right place to save content via quick links to recent and frequently-used SharePoint sites.

## Benefits for the company:

- Quickly deploy the app using the simple Office 365 add-in framework so users get instant access.
- Drive consumption and user-adoption of SharePoint as your system for records and knowledge management.
- Leverage Office 365 and support BYOD without compromising information management compliance.
- Centrally configure site access for users and groups with an administrative tool non-IT can use.



# Features: Colligo Document Manager for Office 365



<b>Filing</b>	<ul style="list-style-type: none"><li>• The ability to save office files (Word/Excel/PPT) with metadata to SharePoint from within each app</li><li>• Version support</li><li>• Conflict Resolution</li><li>• The ability to create a folder within a SharePoint library</li></ul>
<b>Classification</b>	<ul style="list-style-type: none"><li>• Prompts for whatever metadata is configured for a selected content type</li><li>• Allows users to select content types (associated with that library)</li><li>• Prompts for retention labels</li><li>• The ability to save with full document set support</li></ul>
<b>View</b>	<ul style="list-style-type: none"><li>• SharePoint View support</li></ul>
<b>Search</b>	<ul style="list-style-type: none"><li>• Integrated SharePoint search capabilities</li><li>• Full sorting and filtering capabilities when searching</li></ul>
<b>Share</b>	<ul style="list-style-type: none"><li>• Version support</li><li>• Conflict Resolution</li></ul>
<b>Central Administration*</b>	<ul style="list-style-type: none"><li>• Centralized and simplified deployment via the Office 365 add-in framework</li><li>• Admin capabilities to push sites, policies and streams (libraries) to users</li></ul>
<b>Authentication</b>	<ul style="list-style-type: none"><li>• Office 365</li></ul>
<b>System Compatibility</b>	<ul style="list-style-type: none"><li>• SharePoint 2013/2016 (Including ProPlus and Office 365)</li><li>• Virtualization Services (Including Xen Desktop, XenApp, Terminal Services)</li><li>• Office 2016</li><li>• iOS Outlook App</li><li>• Android Outlook App</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li>• English</li></ul>

\* Provided through [Colligo Configuration Manager](#). Please contact Sales for more information.  
Feature list subject to change without notice.

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Colligo Document Manager for Office 365 complements Colligo's email capture solutions.

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