

# Colligo CONTRIBUTOR™ Add-In for Outlook®



## Integrate SharePoint With Outlook

**Colligo Contributor™ Add-In for Outlook®** is an easy-to-deploy .NET client application that boosts professional productivity, improves content management, and increases the number of emails and documents classified in Microsoft® Office SharePoint®. It delivers instant access to SharePoint libraries and lists – all from within the Microsoft® Office Outlook® interface. Users can drag-and-drop content such as emails and attachments into document libraries and folders, instantly capturing critical metadata.

### Enhance the SharePoint Desktop Experience

- Drag-and-Drop Emails & Attachments
- Automatically Capture Email Metadata
- Specify Custom Metadata
- Update Document Libraries
- Access Custom Lists
- Use Offline & Online

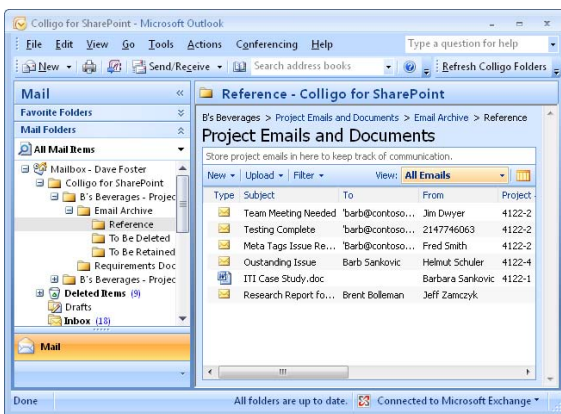
### Improve Adoption of Content Management Best Practices

The majority of content being added to document libraries today originates from email. Yet, the process of moving attachments and emails from Outlook to SharePoint can be frustrating for users and leave valuable metadata behind. They expect the simplicity of drag-and-drop, right click, and desktop integration to easily share, classify, and access information. By providing these features through rich integration with Outlook, organizations can increase the number of emails and attachments being managed in SharePoint, improve the quality of classification, and promote collaboration.

### Integrate SharePoint with Outlook

With Colligo Contributor Add-In for Outlook, users can easily move emails, attachments, and documents between Outlook and SharePoint with a simple drag-and-drop or by using automatic Outlook rules – a powerful capability for email retention and collaboration applications. With emails, Contributor creates a unique filename and captures standard message fields (like To, From, Subject, and Date), mapping them to metadata in the document library. Custom metadata can be added immediately when content is moved or copied within the Outlook Add-In. Content can be cached locally for offline access or be made available online-only.

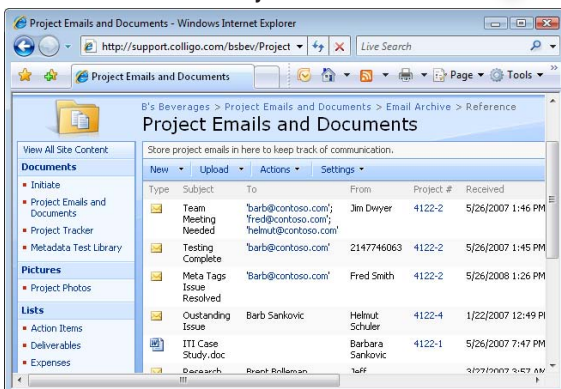
- **Deploys Fast** – 5MB client can be silently installed – no server modifications
- **Improves Access** – caching guarantees fast access both online and offline
- **Drives Adoption** – increases use of SharePoint for content management
- **Optimizes ROI** – maximizes the return on your SharePoint investment



Contributor Add-In in Outlook with Folder Tree

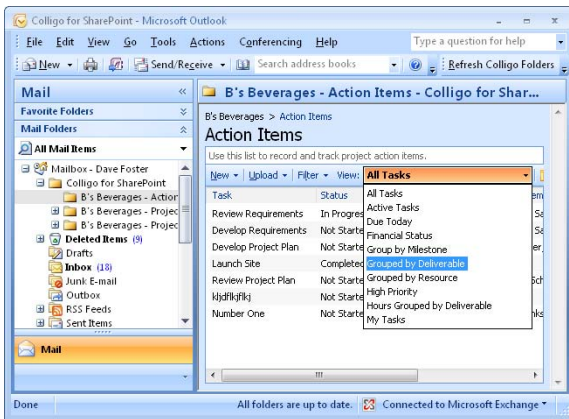


SharePoint Document Library

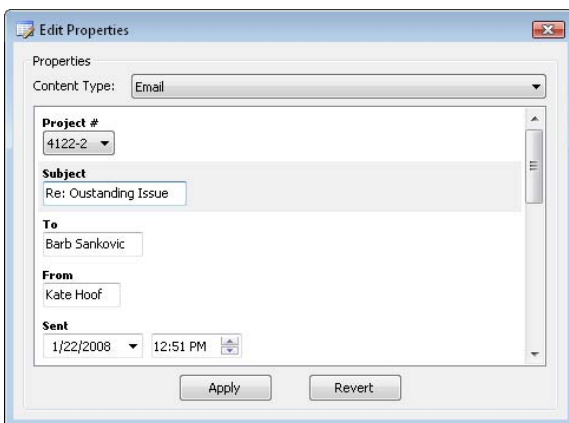




# “Excellent Ease of Use” – eWeek



SharePoint List & Views in Contributor Add-In



Email & Custom Metadata Capture

**Email Drag-and-Drop** – With the Contributor Add-In for Outlook, emails and attachments can be moved or copied to SharePoint document libraries and folders through drag-and-drop or Outlook rules. Message fields, including To, From, CC, Date, and Subject, are instantly captured. Users can set content types and apply custom metadata, then save emails as .msg files with an automatically generated unique name.

**Online & Offline Configuration Options** – The Outlook Add-In allows users to choose whether content is available online-only or cached. Local caching improves user productivity by delivering instant access to content when working over slow connections or when offline. It also offers a number of user interface advantages over the browser, such as double-clicking to open documents or right-clicking to set metadata. For office workers who do not require offline caching, Contributor Add-In is available in online-only configurations.

**Document Libraries** – Specific SharePoint document libraries or folders are linked to Outlook through an easy-to-use button on the Internet Explorer toolbar. The content is then displayed as a tree view in the left hand navigation pane of Outlook. Documents can be easily opened, edited, and saved. Content can then be added to document libraries with a simple drag-and-drop. New documents can also be created online or offline using content types.

**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 and offline to organize and find content. Metadata for documents and list items can be edited or added to one or multiple items at a time, with a simple right-click action. Multi-value lookups are also supported.

**Synchronization & Version Resolution** – Users can select specific documents libraries, folders, or lists for caching. Cached content is kept up-to-date with automatic background sync. If online, modifications to content can immediately trigger synchronization. Check-in and check-out is supported. Elegant conflict resolution, integrated with Microsoft® Word compare and merge, notifies the user if conflicting edits have been made by multiple users while offline.

## COLLIGO CONTRIBUTOR ADD-IN SOFTWARE REQUIREMENTS

- Compatible with WSS 3.0, WSS 2.0, MOSS 2007, or SPS 2003
- Microsoft® Office 2003 or 2007
- .NET Framework 2.0, Windows® 2000/XP/Vista™
- Microsoft Office® 2003 or 2007 Primary Interop Assemblies
- Microsoft Visual Studio® 2005 Tools for Office Second Edition (VSTO 2005 SE) Runtime

## COLLIGO CONTRIBUTOR ADD-IN TRIAL

Colligo Contributor Add-In for Outlook is designed for to boost productivity, improve content management, and increase the number of emails and documents being classified in SharePoint. Information workers can more effectively manage emails, documents, and lists in SharePoint with full read, write, and 2-way synchronization from the Outlook interface.

**Request your free 30-day trial at: [www.colligocontributor.com](http://www.colligocontributor.com)**



Colligo Networks is a leading provider of desktop collaboration solutions. Its client software extends the functionality of collaboration and content management applications like Microsoft SharePoint® and IBM Lotus Notes®. Designed to increase productivity, Colligo products move critical data storage and sync functions from the server to the desktops of information workers. Colligo is a Microsoft Gold Certified ISV partner and IBM Business Partner. Customers include PricewaterhouseCoopers, Siemens, General Motors, KPMG, Qualcomm, and Grant Thornton. For more information visit [www.colligo.com](http://www.colligo.com).

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