

AI.SYNCPOINT

Improve information governance with seamless integration between Microsoft SharePoint and Outlook

Microsoft SharePoint Online is a popular option for an electronic document and records management system, but vital to its success is ensuring that it holds all the information required by the user.

A high proportion of business information originates, or is received, through email which could result in loss of record capture caused by information silos if not shared to the central SharePoint location.

The Solution

AI.SYNCPOINT is a straight-forward, cost-effective extension which seamlessly integrates Microsoft Outlook with SharePoint Online, including those as part of Microsoft Teams channels.

- > Users can drag and drop emails into SharePoint Online, OneDrive for Business and Teams which appear and function like regular Outlook folders
- > Email properties (such as From, To, CC and Subject) are extracted and captured as metadata for enhanced search
- > Attachments can be filed separately from emails for safe capture and protection as records
- > Emails and documents live seamlessly side by side and can be easily transferred and managed within SharePoint against the corporate information policy
- > Offline capability allows users to add, view and update content when offline. Content is automatically synchronised when connectivity is restored with full conflict resolution
- > SharePoint search is available directly through Outlook

The Benefits

- > Automates Outlook/ SharePoint compliance requirements
- > Reduces information siloed within emails
- > Enhances user experience for document management and retrieval
- > Easy to use and deploy
- > Increases productivity and SharePoint adoption

AI.SYNCPOINT in the Public Sector

AI.SYNCPOINT is currently employed by organisations across the public sector, including Central Government departments, local and regional authorities, educational bodies, and NHS Trusts, as a powerful tool aiding record retention and classification requirements.

AI.SYNCPOINT can be procured directly and through the UK Government's Digital Marketplace at www.digitalmarketplace.service.gov.uk

Trusted by



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For more information on how you can view, search, access and manage SharePoint libraries from within the familiar Microsoft Outlook interface, contact us about **AI.SYNCPOINT** today.