

# Swift Outlook Email Manager

Swift Outlook Email Manager enables users to quickly and easily manage emails and attachments to and from SharePoint.



- Unlock critical business information trapped in personal mailboxes.
- Comply with information management policies and procedures (including accessibility, retention and disposition).
- Adopt SharePoint as a comprehensive solution for content management across all the functional areas of the organisation.
- Discover content by encouraging the application of metadata to emails and attachments leading to prosperous search results.
- Collaborate more effectively around email content.

## The Features

### Save Emails

Drag and drop one or more emails across into the SharePoint Integration panel, enter any metadata that hasn't already been pre-populated, click 'Save', done!

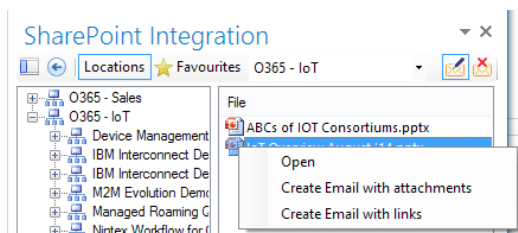
### Save Attachments

Not bothered about the email content? Just drag the attachments you want to save across into the SharePoint Integration panel, you can leave the rest behind.

### Attach Documents

Tired of having to download a document before you send it? Locate the document within the SharePoint Integration panel and simply attach it to an existing draft or create a new email with the attachments.

### View SharePoint Documents



Do you spend most of your time in Outlook but need to view content held in SharePoint? Locate the document within the SharePoint Integration panel and simply double click to open.

### Insert Links

Sharing sensitive content? Insert a link to the document within an email rather than attaching it. Keeping sensitive content in SharePoint will ensure correct authentication occurs before users can access it.

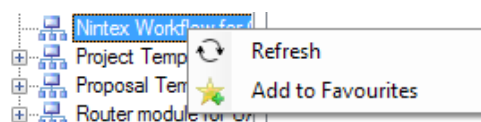
SUBJECT	CATEGORIES
MeetingPoint Documentation	Saved to SharePoint
***order acknowledgement***	Saved to SharePoint

### SharePoint Integration Panel

Show or Hide the intuitive SharePoint Integration panel to access functionality when you need it without sacrificing valuable screen space.

### Mark after Save

Struggling to remember which emails you saved into SharePoint? Select the 'Mark after Save' button which will mark an email with a category after saving into SharePoint.



*continued...*

### Delete after Save

Want to move an email to SharePoint? Select the 'Delete after Save' button to delete the email from your inbox after saving into SharePoint.

### Deploy

The Swift Outlook Email Manager can be deployed locally with minimal effort or globally for organisations with a large number of users.

### Favourites list

Save your favourite locations for quick access in the future and view via the 'Favourites' tab.

### Benefits

- SharePoint 2010 & 2013 compatible
- Office 365 compatible
- Outlook 2010 & 2013 compatible
- Support for SharePoint permissions
- Single Sign-On support
- Optional forms authentication
- Optional fixed authentication
- Core metadata columns supported
- Flexible configuration settings (global/local)

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## Deltascheme Swift products

To see the full family of Deltascheme's Swift products for Microsoft SharePoint, please go to our website:

[www.deltascheme.com/products/product-overview.php](http://www.deltascheme.com/products/product-overview.php)



## About Deltascheme

Deltascheme is a leading provider of business and technical consultancy for Electronic Content Management and Business Process Management solutions based on Microsoft technologies.

Established in 1986, Deltascheme have consistently delivered best-of-breed technologies and proven solutions in answer to the growing business needs of their customers. To find out more about Deltascheme go online to:

[www.deltascheme.com](http://www.deltascheme.com).