

# Information Governance with SharePoint

harmon.ie provides the following benefits:

## Findability

Less overall information to sift through to find the documents you need when you need them.  
Version tracking makes document relevance clear.

## Avoid Legal Risk

Reduced vulnerability to legal action that can take advantage of poor recordkeeping practices.  
Less likelihood of spoliation sanctions due to recovered "not here" information.

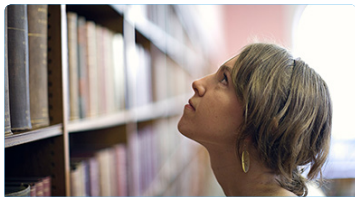
## Reduce Legal Costs

Reduced cost of defence against e-Discovery actions, through far less information exposed to the discovery process.

## Storage

A significant and permanent reduction in storage costs and overhead due to the elimination of unnecessary storage.

harmon.ie Enables You to Manage Emails Using SharePoint for:



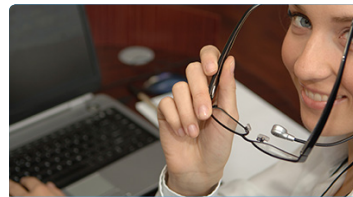
## Retaining Knowledge

harmon.ie makes it easy to store, classify, and retrieve emails and documents using SharePoint, so workers can find critical business information fast.



## Managing Projects

harmon.ie simplifies storing emails, documents, tasks, calendar events, announcements, and discussions in SharePoint, so projects stay on track.



## Managing Client, Cases & Products

harmon.ie makes it easy to store, classify, and retrieve client-related emails and documents on SharePoint. Working with customers, suppliers, and partners has never been easier.



## Managing Records

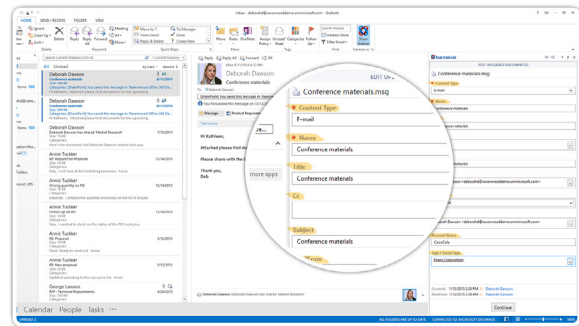
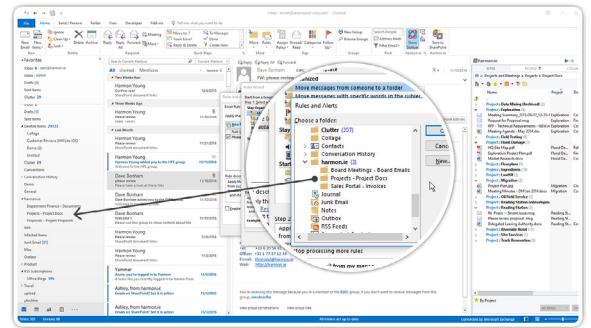
harmon.ie makes it easy to capture and classify emails and documents using SharePoint. With all records classified accurately, finding them for audits and discovery is simple.

## About harmon.ie

harmon.ie humanizes the digital experience by providing a suite of user experience products that empower today's distributed workforce to get work done on their own terms. We put the human in the center, insulating information workers from technology complexity and allowing them to complete workplace tasks directly from the friendly confines of their email client. Thousands of enterprise customers count on harmon.ie to provide humanized information governance, collaboration, knowledge retention, and email and records management using SharePoint, Office 365 and other collaboration tools. harmon.ie is a Microsoft Partner of the Year Finalist and an IBM global partner.

# Auto-capture

email messages and documents from Outlook directly into SharePoint using harmon.ie. Using simple Outlook rules to designate specific Outlook folders as 'drop off folders' that map to SharePoint folders, workers have the power to decide which emails automatically get captured and saved in SharePoint. By staying within email and making it easy, harmon.ie puts the control in the hands of information worker, thereby humanizing the Information Governance process.

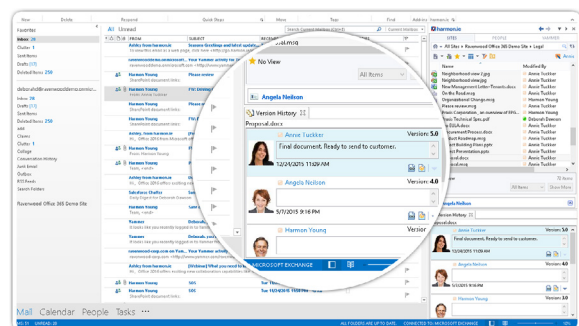
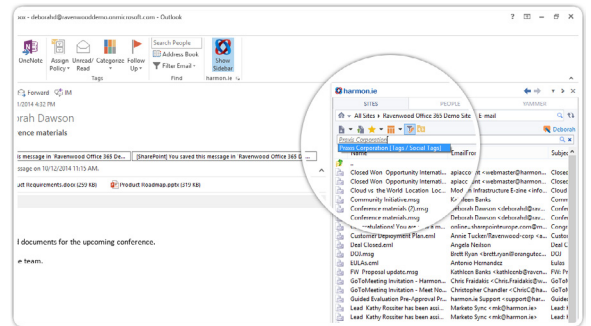


# Classify

email and documents messages in SharePoint. harmon.ie automatically prompts you for required metadata, so you can be assured that documents and email are classified accurately and completely. harmon.ie even maps email headers such as 'To,' 'From,' 'Subject,' and 'Received' to SharePoint metadata, making it effortless to comply with email retention policies.

# Find and retrieve

email messages, documents, and records from SharePoint (and SharePoint Record Center) for discovery, audits, and compliance requirements. When classified correctly and efficiently, producing email messages and documents is a snap. By making the right thing the easy thing, your workers will be compliant with information governance requirements without the hassle of uploading emails and documents to SharePoint from the browser.



# Collaborate

with colleagues using email messages and documents stored on SharePoint. Realize the following benefits of SharePoint information governance from the place you already spend your worktime...email:

- Eliminate document chaos by having one copy of the truth.
- Maintain accurate version history of emails and documents.
- Prevent data leakage by sharing secured links instead of attachments.
- Reduce litigation risks by being able to discover emails and documents quickly.