# Manage Emails with SharePoint

The Challenge:

Email is used routinely for correspondence, to share documents, and to manage tasks. These email messages are stored chaotically within users' email inboxes. As such, emails are hard to find, and they are at risk of permanent deletion. Documents, on the other hand, are typically classified in SharePoint using metadata to help users find them. When you think about it, an email is really just another type of document, **so why do we treat it differently than a document?**

harmon.ie's Solution:

harmon.ie helps you treat email messages like the documents they really are, by making them readily accessible in SharePoint or in Microsoft Teams conversations. **Here's how it works:**

Store
email messages in SharePoint by dragging and dropping them from your Inbox to the harmon.ie sidebar in Outlook. By staying within the Outlook window, you remain in focus while helping to organize emails and documents in SharePoint. Or you can automatically set emails to be uploaded to SharePoint when you send them.
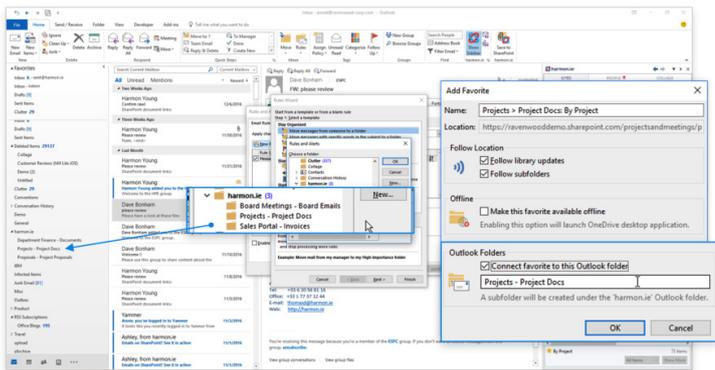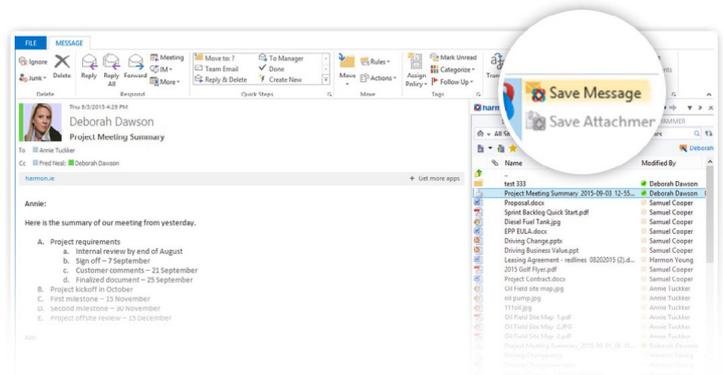

Auto-capture
email messages: designate specific Outlook folders as **drop off folders** that map to SharePoint folders. You have the power to decide which emails to move to the drop off folders, to automatically capture and save them in SharePoint. Outlook rules can be set up to automate the upload process even more.

Classify
email messages in SharePoint or in Microsoft Teams conversations. harmon.ie automatically maps email headers such as **To, From, Subject,** and **Received** to SharePoint metadata.
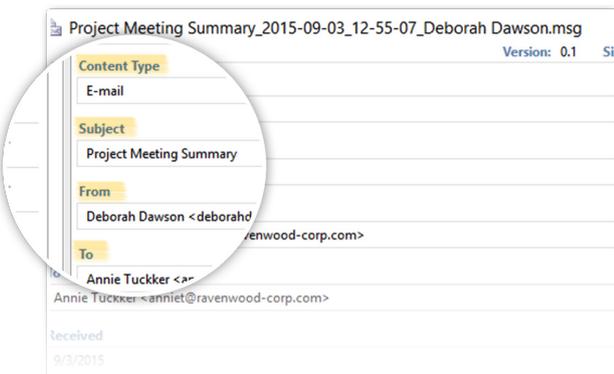
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Retrieve

Retrieve email messages from SharePoint. When classified correctly and efficiently, finding email messages is a snap. harmon.ie provides views, so you can filter emails and documents according to multiple metadata fields. You can even preview emails with a single click.
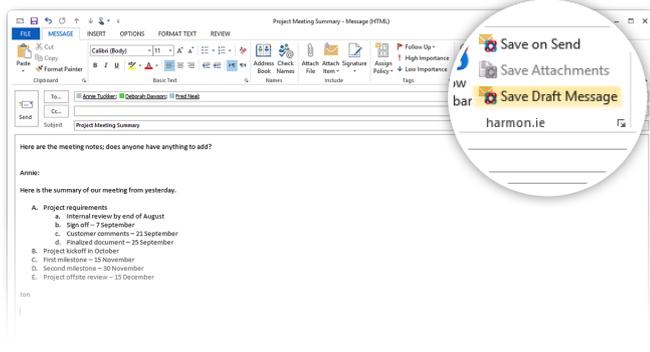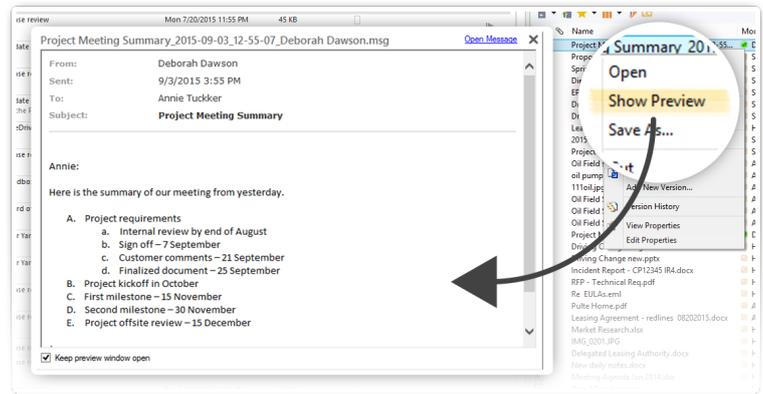
Collaborate

Collaborate with colleagues using email messages stored on SharePoint. Realize all the benefits of SharePoint document collaboration, now for email messages:

- Use draft emails to collaborate internally
- Eliminate email chaos by maintaining only one copy of each email
- Preserve a version history of email exchanges
- Reach out to colleagues in context using Microsoft Teams

harmon.ie Benefits

Easily Store Emails: harmon.ie offers a host of methods to effortlessly upload emails to SharePoint or to Teams conversations; drag-and-drop from your Inbox to the harmon.ie sidebar within Outlook, Save on Send, or auto-capture using Outlook rules.

Easily Classify Emails: harmon.ie helps you classify the email correctly by mapping email headers to SharePoint metadata, and prompting users to supply missing values before checking in an email.

Quickly Find Emails: Emails are easy to find when stored and accurately classified in SharePoint. Use search, filter by tags, column filters, and more, to easily find emails in SharePoint.

Save on Email Storage: Reduce expensive email storage space by keeping only one copy of each email message. One copy of the truth also reduces email chaos.

Fulfill Compliance Requirements: Find emails for discovery, audit, and compliance needs.

About harmon.ie

harmon.ie makes it easy for knowledge workers to capture and classify emails and documents to SharePoint and Teams directly from Outlook, the place they already spend their work time. By making it easy to do the right thing, harmon.ie increases SharePoint adoption, workplace productivity, as well as information governance and compliance. That is why thousands of enterprise customers count on harmon.ie's SharePoint and Office 365-based user experience products for email and records management, collaboration, knowledge retention, and SharePoint adoption. harmon.ie has won numerous Microsoft Best App awards and is a long time Microsoft Partner.

harmon.ie

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