

Information Governance with SharePoint

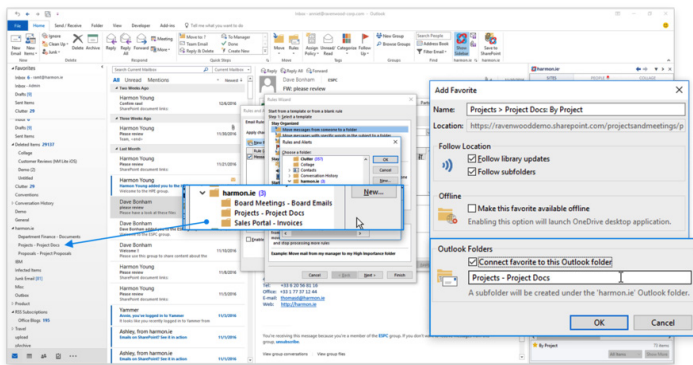
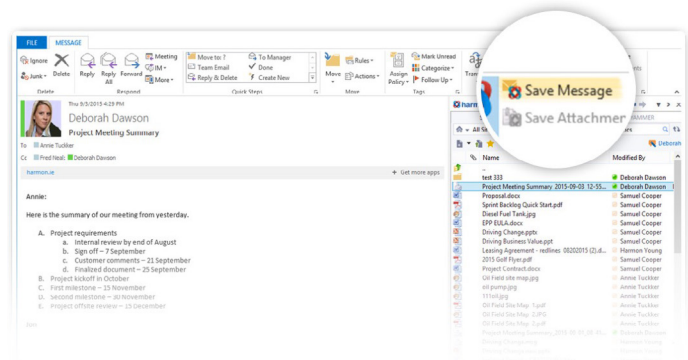
Business Solution

The Challenge:

With so many information compliance requirements today, it's no surprise that organizations are struggling to comply with information governance requirements. Specifically, how can all the important documents and emails be captured and classified so they can be found later on? Plus, how can your organization comply with record keeping laws and avoid the risk of litigation? And, how can all this be done while reducing storage and legal costs?

harmon.ie's Solution:

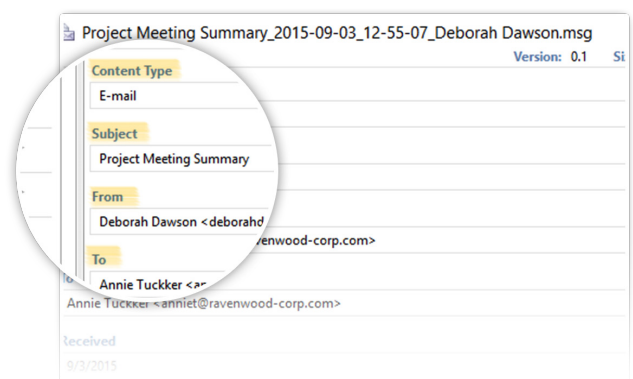
Store email messages and documents in SharePoint or Teams by dragging and dropping them from your Inbox or from Windows Explorer to the harmon.ie sidebar in Outlook.

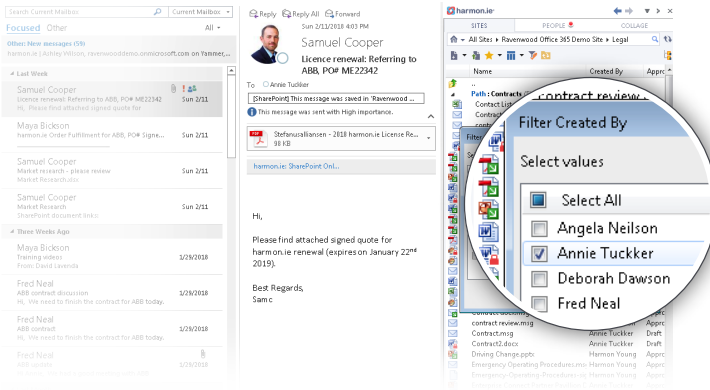


Auto-capture email messages: designate specific Outlook folders as **drop off folders** that map to SharePoint folders. Workers have the power to decide which emails to move to the drop off folders, to automatically capture and save them in SharePoint or Teams. Outlook rules can be set up to automate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

Classify email messages and documents in SharePoint or Teams.

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

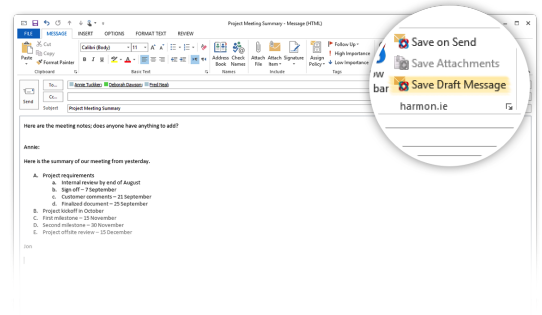




Retrieve email messages, documents, and records from SharePoint, SharePoint Record Center, or Teams for discovery, audits, and compliance requirements. When classified correctly and efficiently, producing email messages and documents is a snap: use favorites, search, filter by tags, column filtering, and more, all from the harmon.ie sidebar in Outlook.

Collaborate with colleagues using email messages and documents stored in SharePoint or Teams. Realize the following benefits of SharePoint information governance using harmon.ie in Outlook:

- Eliminate document and email chaos by maintaining one copy of the truth
- Preserve accurate version history of email exchanges and documents
- Use draft emails to collaborate internally
- Prevent data leakage by sharing secured links instead of attachments
- Reduce litigation risks by being able to find emails and documents quickly



harmon.ie Benefits

Easily Upload and Classify Emails and Documents: harmon.ie offers a host of methods to effortlessly upload documents and emails to SharePoint or Teams, and easily classify them using SharePoint metadata.

Findability: Use favorites, search, filter by tags, column filters, and more, to easily find documents and emails in SharePoint or Teams. Version tracking makes finding the latest version of a document or email easy.

Storage: Reduce expensive email and document storage space by keeping only one copy of each email and document. Eliminate saving unnecessary data.

Fulfill Business Requirements and Reduce Legal Risks: Fulfill important business requirements by making it easy to retrieve emails and documents 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.

