

Email Management on Microsoft Teams



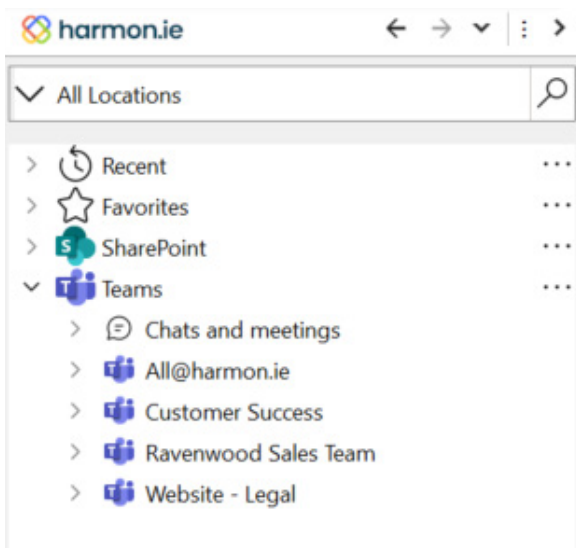
Users love posting to Microsoft Teams to quickly share a thought or a file with colleagues. But this communication is so transient, that shared files are left unmanaged and unclassified. Trying to recall which chat or channel or folder it ended up in days later can lead to frustrating—and sometimes fruitless—scavenger hunts that waste precious working hours.

To counter this chaos and ensure organizations keep their Microsoft Teams environments well organized, harmon.ie enables users to save to, share to, and search Microsoft Teams right from their Outlook inbox and make sure emails join the collaboration party.

harmon.ie boosts compliance without sacrificing performance or productivity thanks to its convenient and intuitive solution. It's simply the fastest and easiest way to share emails and attachments to Microsoft Teams from Outlook or securely share Teams files with others over email or to ongoing Teams conversations.

This makes information management a breeze, without burdening users by adding onerous extra steps to their workflows.

Information Management in Microsoft Teams Made Easy



harmon.ie brings all the information you need into one, well-organized, tree view in Outlook. This includes every file and document ever shared on Teams, SharePoint, and even One Drive. This user-friendly view across all of Microsoft 365's file-sharing and storage offerings helps workers comply with Information Management initiatives and protocols.

Why use Outlook for this? Knowledge workers spend 57% of their time in collaboration applications for activities such as meetings and email. Home to the vast majority of this activity, the top 25% of Outlook users spend almost nine hours a week using the application. It is where users begin and end their days, making it the best place to bring together all Microsoft 365 apps.

57% time

SPENT IN
COLLABORATION APPS
(s.a. Outlook, Teams)

25% users

SPEND 9 HOURS A WEEK
IN OUTLOOK

Why not use the default “Share to Teams” button in Outlook for this?

Microsoft 365’s out-of-the-box functionality isn’t nearly robust or versatile enough for organizations relying on Teams for true collaboration. Here’s how harmon.ie and the default “Share to Teams” functionality in Outlook compare.

With harmon.ie

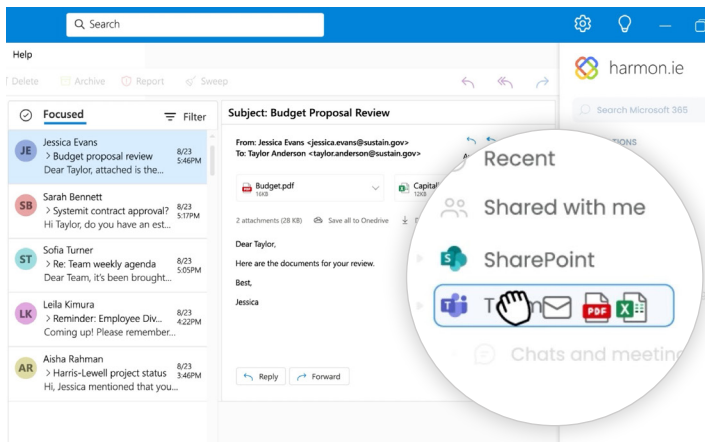
- ✓ **Emails automatically open in Outlook**
Users can click on a message shared to Teams and instantly download attachments, reply, or forward it.
- ✓ **A virtual shared inbox**
When sharing a file to Teams, users can create an email view that filters out non-email shared content and displays email-specific metadata.
- ✓ **Treats attachments as discrete files**
Users can share just the email, specific attachments, or the whole package. This provides flexibility in terms of what information is shared along with how it’s organized.
- ✓ **Organize and classify while you share**
Emails and attachments can be shared to any location (channel, chat, subfolder) on Teams while also adding metadata and having the option of adding an update to the Posts tab as well, all in a single, streamlined workflow.

Without harmon.ie

- ✗ **Can’t engage with shared emails on Teams**
Clicking on emails only opens a preview, which can’t be replied to or forwarded without first downloading the email file locally and then opening it in Outlook.
- ✗ **No email or metadata view**
Shared emails don’t display metadata values such as to, from, or cc, just the email subject, which may not be helpful for discovery.
- ✗ **Can’t save attachments without the email**
Users can only save the entire package, which may have a misleading name (the email subject) and make it difficult for collaborators to locate key files.
- ✗ **Can’t organize and share at the same time**
Outlook shares all emails to the Files tab, with no options to place them in a specific subfolder or add metadata. This separates sharing and organizing into two very distinct steps with their own workflows.

Capture & Classify

Important messages and files arrive in your inbox all the time, but they don't always end up saved in the appropriate Microsoft Teams channels. With the harmon.ie 365 Suite—an integrated Outlook add-in—users can upload important messages, documents, and files to the ideal location in Teams right from their Outlook inbox using drag-and-drop functionality.



harmon.ie also extracts and encodes additional metadata fields for shared emails, which can then be viewed, sorted, and searched against in Teams or Outlook. Users can also be prompted to enter additional key metadata values right when they share files and messages, ensuring every addition is appropriately tagged.

Find & Discover

With everyone in your organization sharing email messages and collaborating on files in Microsoft Teams, it's the ultimate repository for everything. However, users may not always know which specific location the file or message they need was saved in. With harmon.ie, users can search in Teams right from within Outlook, using text search, filters, favorites, and flexible views to narrow things down.

Emails saved to Teams using harmon.ie are categorized with the Teams location, for immediate access.

Share & Edit

With harmon.ie, colleagues can share emails as files, saving them into folders on Teams instead of forwarding them from one inbox to another. This creates a single, shareable file for each message, stored in the same location as other related documents, such as PDFs or spreadsheets, and posted into the appropriate channel.

When it's time to share a file from Teams with others, harmon.ie users can easily share messages and documents using secure links, even verifying that email recipients can open them before they're sent off. By avoiding sending files as attachments, organizations can minimize document chaos and version control issues and ensure proper governance and compliance remain in place. Doing that all from their Outlook inbox creates a scalable, frictionless model for users to securely share Teams files.

You can open files saved in Teams for viewing and editing. You can even edit PDF files saved to Teams.



FW: Property Lease - NC

Harmon Young
To: Angela Neilson; Annie Tucker;

[Teams] This message was saved in 'Website - Legal > General'

Accident and Incident Reporting Instructions.pdf
90 KB

Benefits



With harmon.ie's solutions in place, organizations can tear down the virtual walls between email and collaboration to unlock even more value from Microsoft Teams. As with all collaboration solutions, its utility only grows as more people use it consistently. harmon.ie's products make tricky tasks a cinch so colleagues more reliably and consistently follow best practices and increase compliance.

✔ Turn Emails into Shareable Assets

Shifting collaboration around emails from Outlook to Microsoft Teams boosts the value of the platform. By giving everyone involved access to important email messages and attachments in the same place where other related files are stored, Teams becomes the central, standard repository for key information. When it's time to collaborate with a colleague, they can share links to specific emails or files so everyone is working off the same versions.

✔ Keep Microsoft Teams Organized

Since users can drag and drop messages and attachments directly from their inbox into specific channels and subfolders on Teams, important information gets stored in the right place right away. With the ability to drill down into channels to find the ideal location to save files and emails right from their Outlook view, compliance is a cinch.

✔ Increase Productivity

harmon.ie reduces context switching, allowing users to quickly find and share important messages and files regardless of whether they're currently in Microsoft Teams or Outlook. By promoting and simplifying the sharing of important emails and file attachments to Microsoft Teams, everyone has access to the information they need to promptly make decisions, take action, and complete tasks..

✔ Boost Information Management & Compliance on Teams

By capturing metadata as soon as files or messages are shared to Teams, IT has a leg up on ensuring emails are properly retained or destroyed according to compliance requirements. That metadata also sets the stage for Information Management-driven automation and fueling AI-powered functionality.

✔ Speedy Search & Improved Discovery

The ability to search for and view shared emails and their attachments along with other files in a Teams channel is a game-changer for sales, account management, customer support, and finance functions. Integrated metadata collection gives colleagues even more tools to find the information they need.