

harmon.ie 6.8:

# Improve SharePoint Search within Outlook

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Leveraging your organization's Information



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Too Many Emails...  
Too Many Documents...

**Across too many apps**



**Audience question #1:**

# **Which Apps are you using?**

- SharePoint**
- OneDrive**
- Teams**
- Yammer**
- Planner**

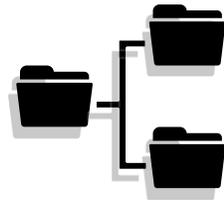
# Leveraging SharePoint & Office 365

Making the Right thing the easy thing



## CAPTURE

emails and documents  
to SharePoint from  
Outlook



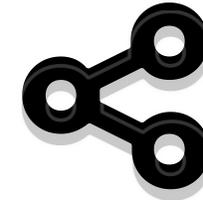
## CLASSIFY

emails and documents  
with metadata



## DISCOVER

emails and documents  
quickly



## SHARE

emails and  
documents with  
colleagues

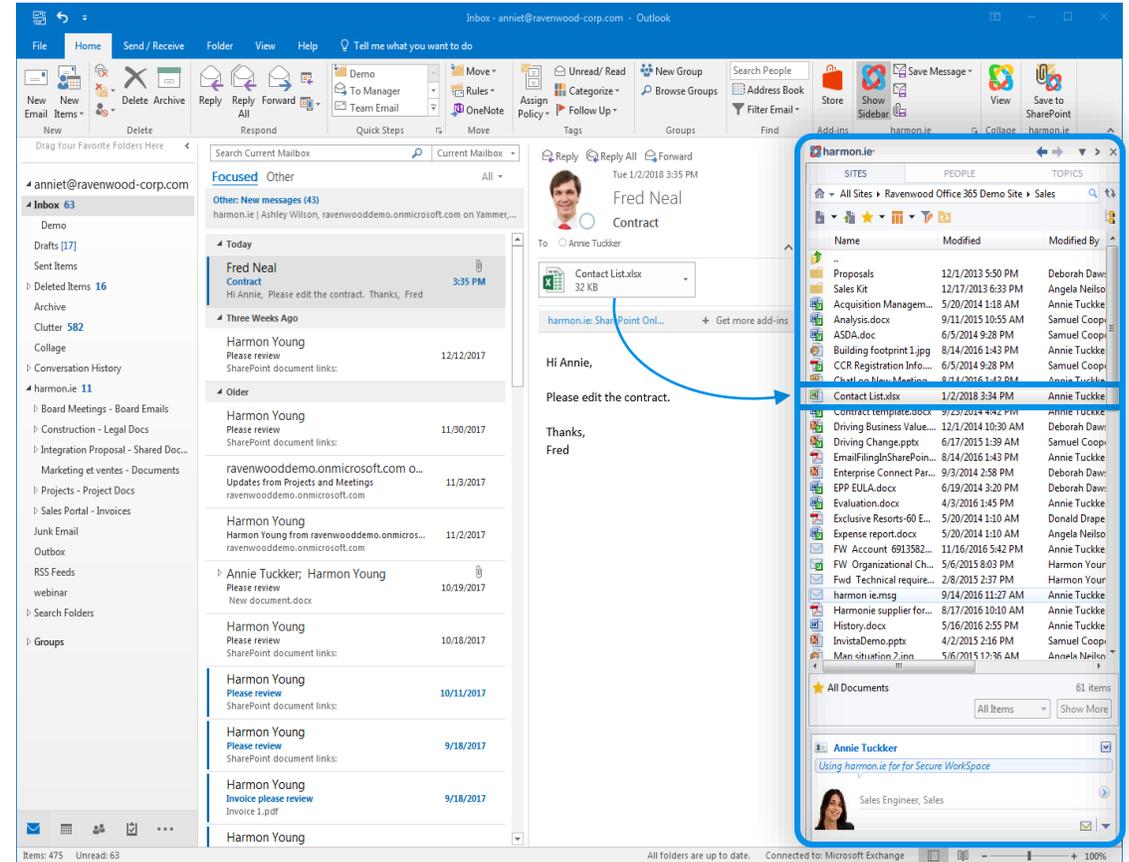
**Audience question #2:**

## **Are you already using harmon.ie?**

- Yes, we have purchased licenses**
- We are currently evaluation harmon.ie**
- We would like to speak with a harmonie representative**

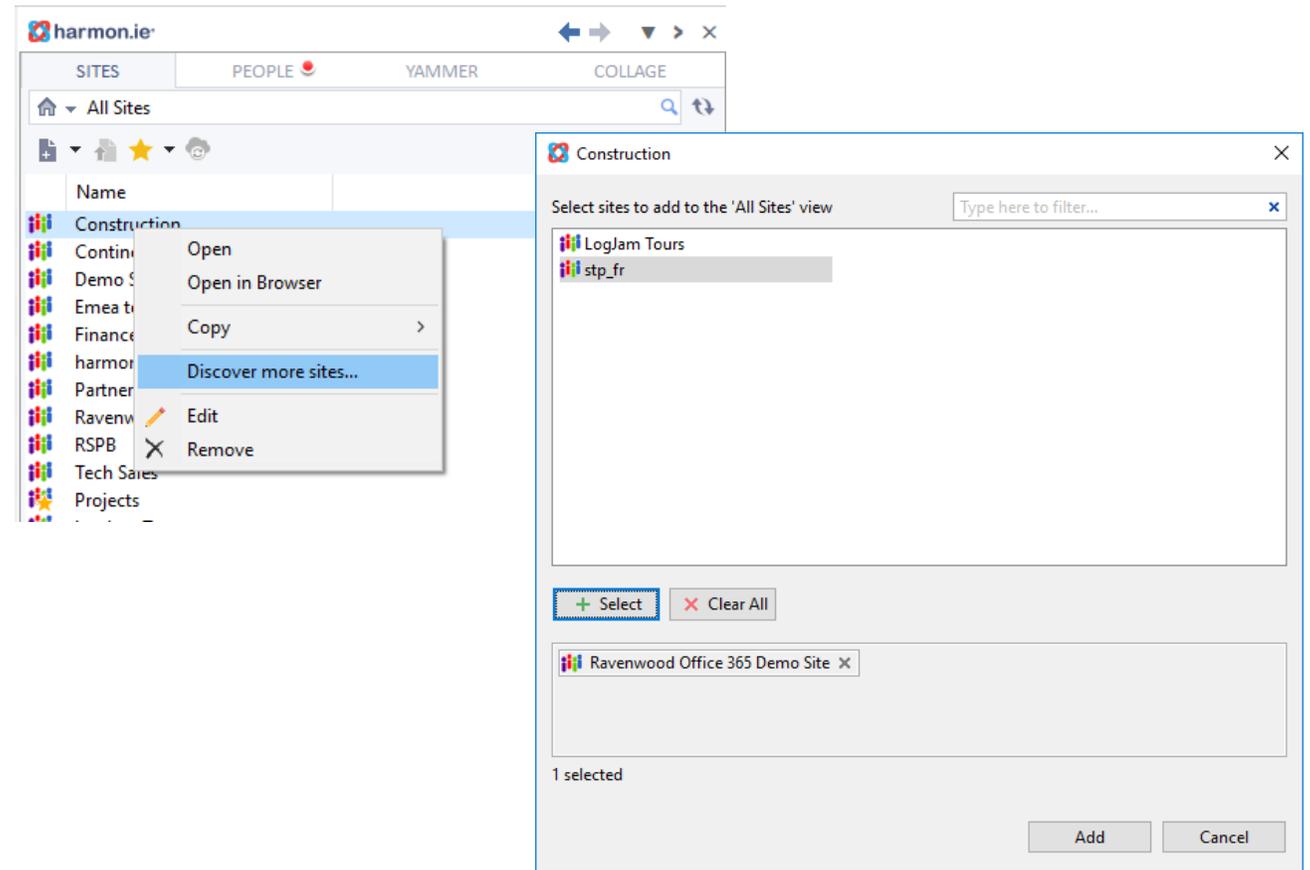
# Harmon.ie – Supporting collaboration

- **Capture** Emails and Documents
- **Classify** emails and documents with smart automation
- **Discover** content with search, easy navigation
- **Share/Collaborate** using links and ad-hoc sharing



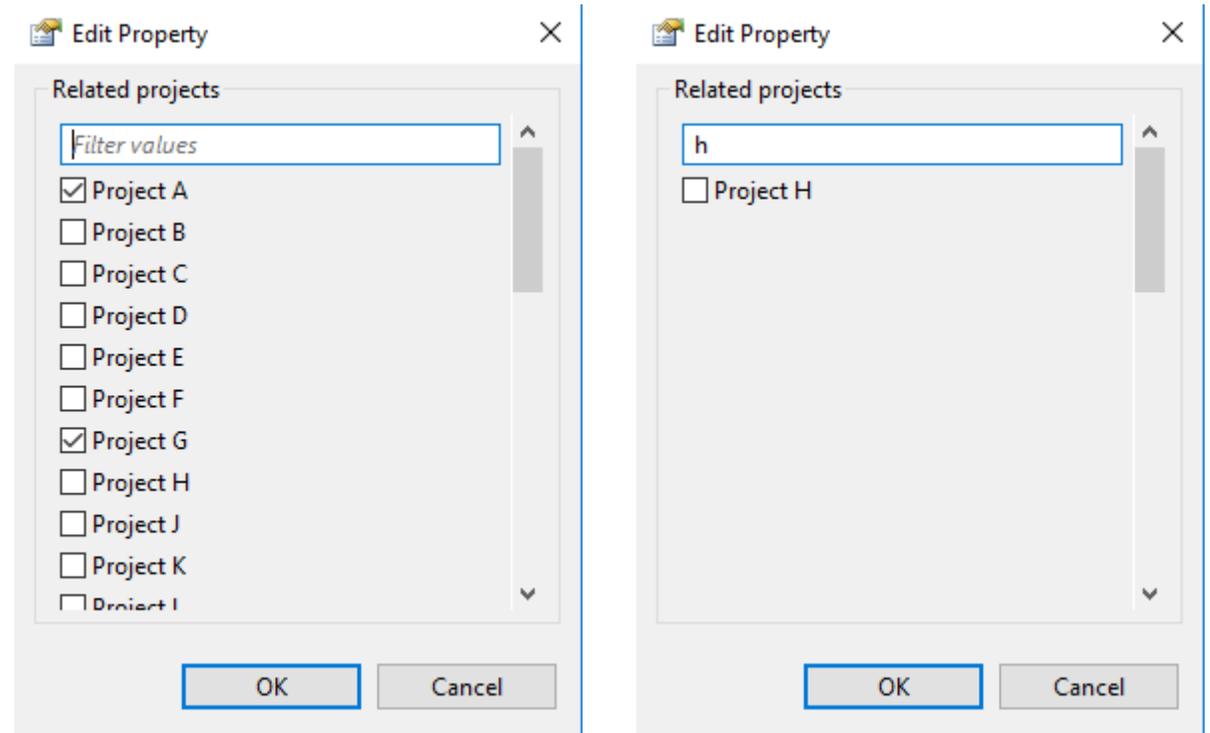
# Capture - Emails and Documents

- Access all your SharePoint sites, Teams and OneDrive in a single interface
- Save content to recent locations quickly
- Discover and add Sites that you have permission to access



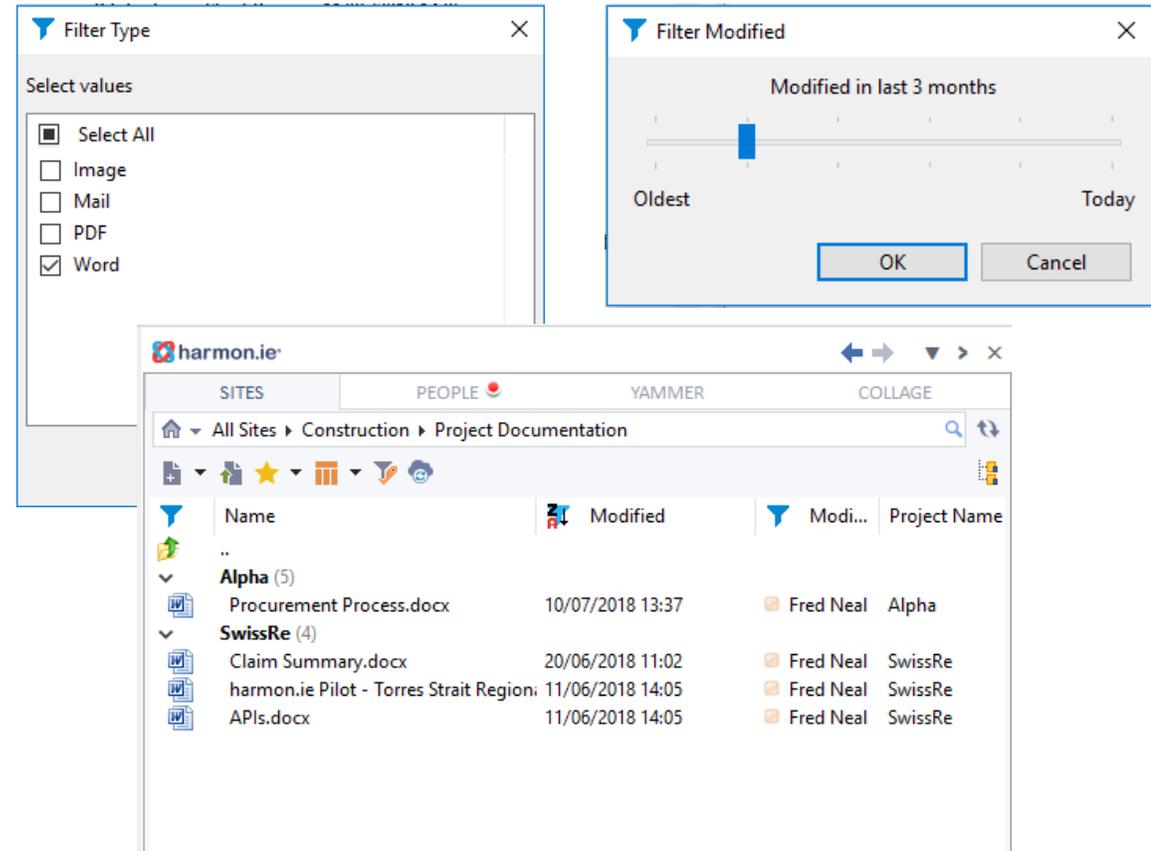
# Classify - Emails and Documents

- Streamlining the user interface to enter/update metadata
- Filter as you type for multi-choice fields



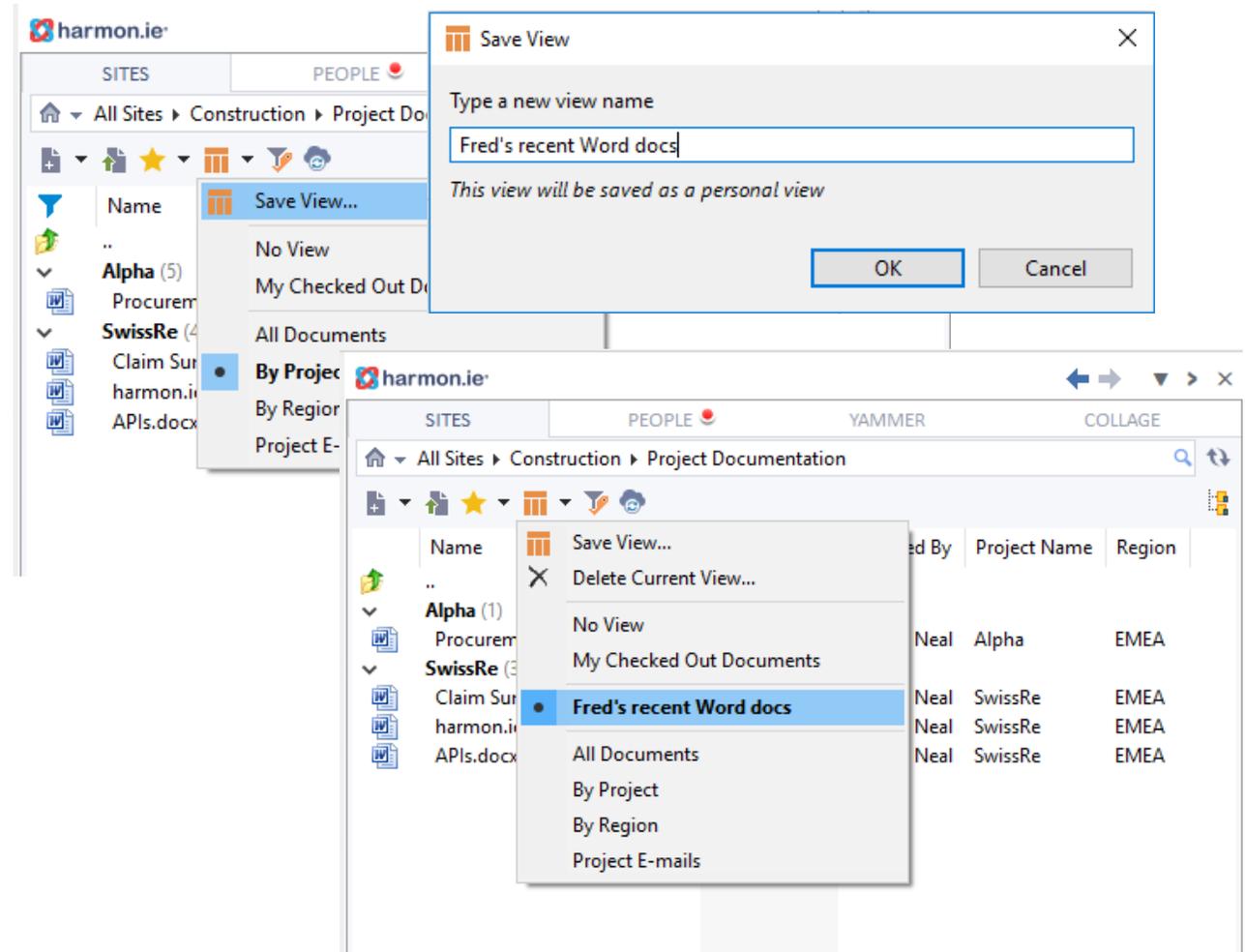
# Discover – Search and easy navigation

- More ways to navigate and find content
- Filter Views by more column types
  - File Type
  - File Size
  - Date
- Filter search results as well



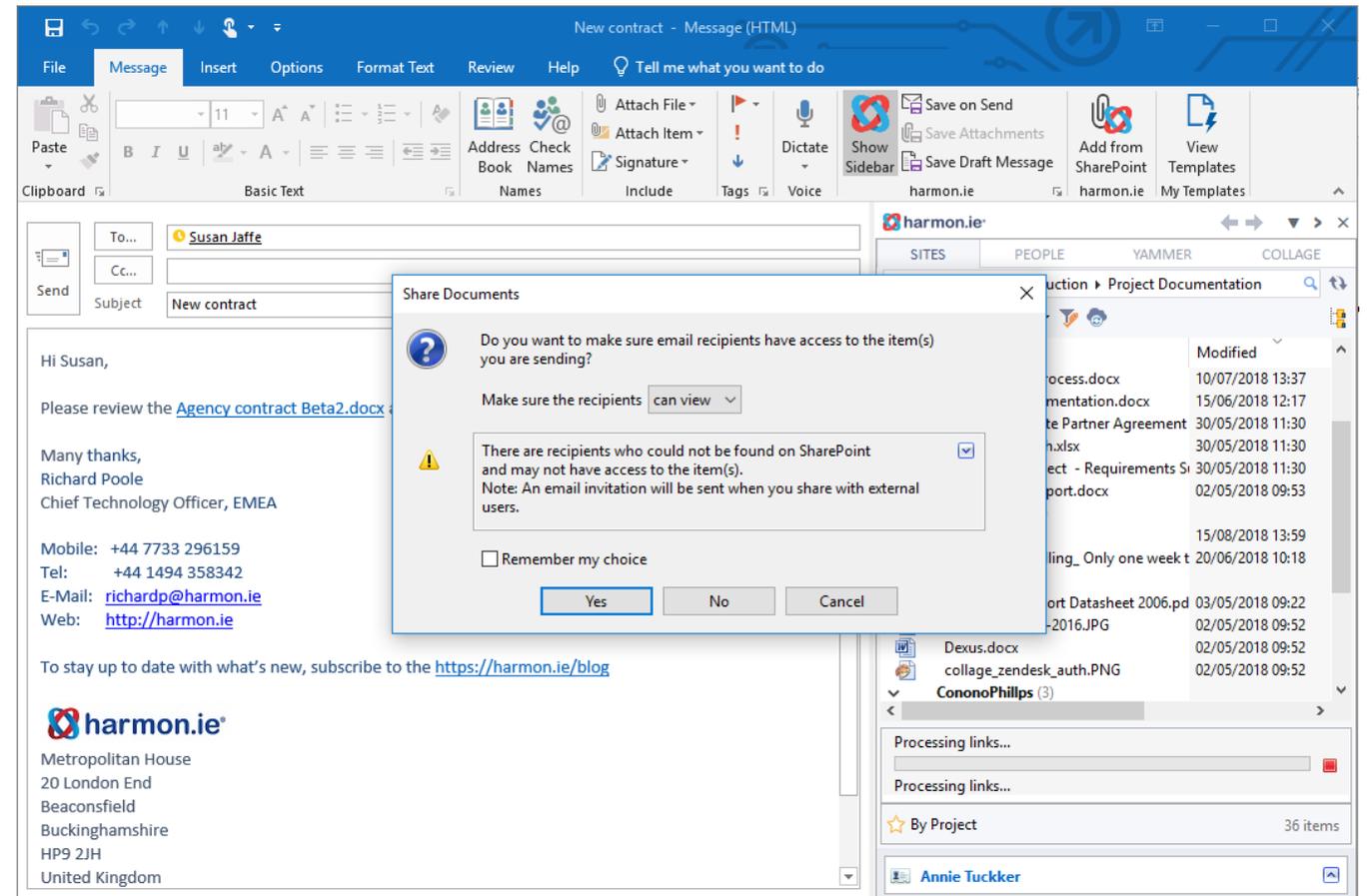
# Discover – Search and easy navigation

- Save as personal SharePoint views
  - Sort
  - Filters
  - Visible columns
  - Column order
  - View name
- Views are usable in both harmon.ie and SharePoint
- Can be deleted by user directly from harmon.ie



# Share – Documents with collaborators

- Send links to documents
- Check permissions
- Adhoc sharing, even with external parties using secure external sharing



# Learn – Online documentation

- User documentation

<http://harmon.ie/documentation/sharepoint/outlook/welcome>

- Training videos

<http://harmon.ie/SharePoint/Product/TrainingVideos>

Try harmon.ie Enterprise for yourself

<https://harmon.ie/enterprise-trial>

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# Thank You