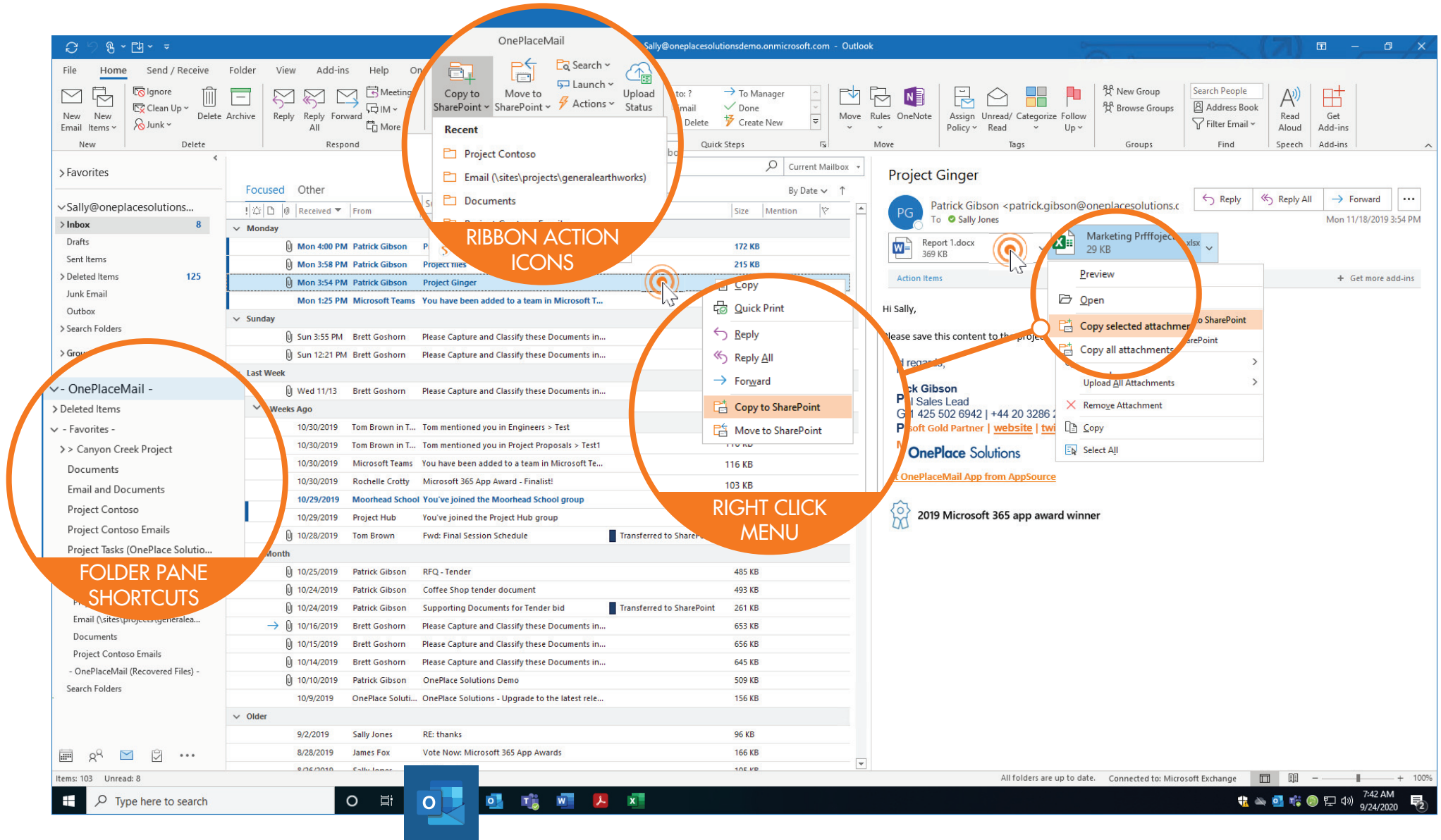


Where to find OnePlaceMail in Outlook

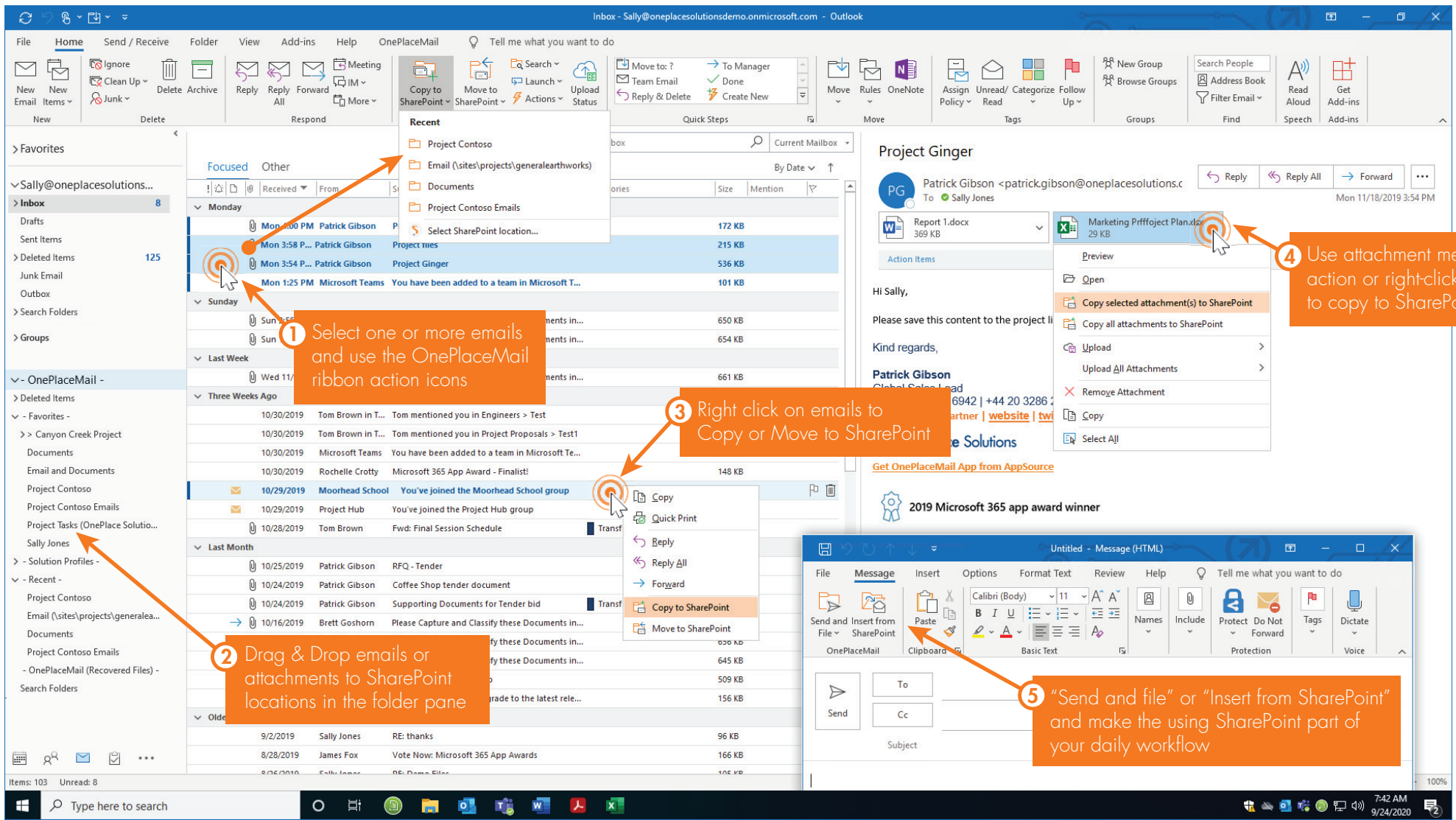


The screenshot shows the Outlook interface with several annotations:

- RIBBON ACTION ICONS:** A callout points to the ribbon area, highlighting icons for 'Copy to SharePoint', 'Move to SharePoint', 'Launch', and 'Upload Status'.
- FOLDER PANE SHORTCUTS:** A callout points to the left-hand folder pane, highlighting the 'OnePlaceMail' folder and its sub-items like 'Deleted Items', 'Canyon Creek Project', and 'Project Contoso'.
- RIGHT CLICK MENU:** A callout points to a right-click context menu over an email attachment, highlighting options like 'Copy', 'Quick Print', 'Reply', 'Reply All', 'Forward', 'Copy to SharePoint', and 'Move to SharePoint'.

The main email view shows a list of messages with columns for Date, From, Subject, and Size. The right-hand pane shows the details of a selected email from Patrick Gibson, including attachments like 'Marketing Prffprojec...xlsx' and 'Report 1.docx'.

Ways to save content to SharePoint



1 Select one or more emails and use the OnePlaceMail ribbon action icons

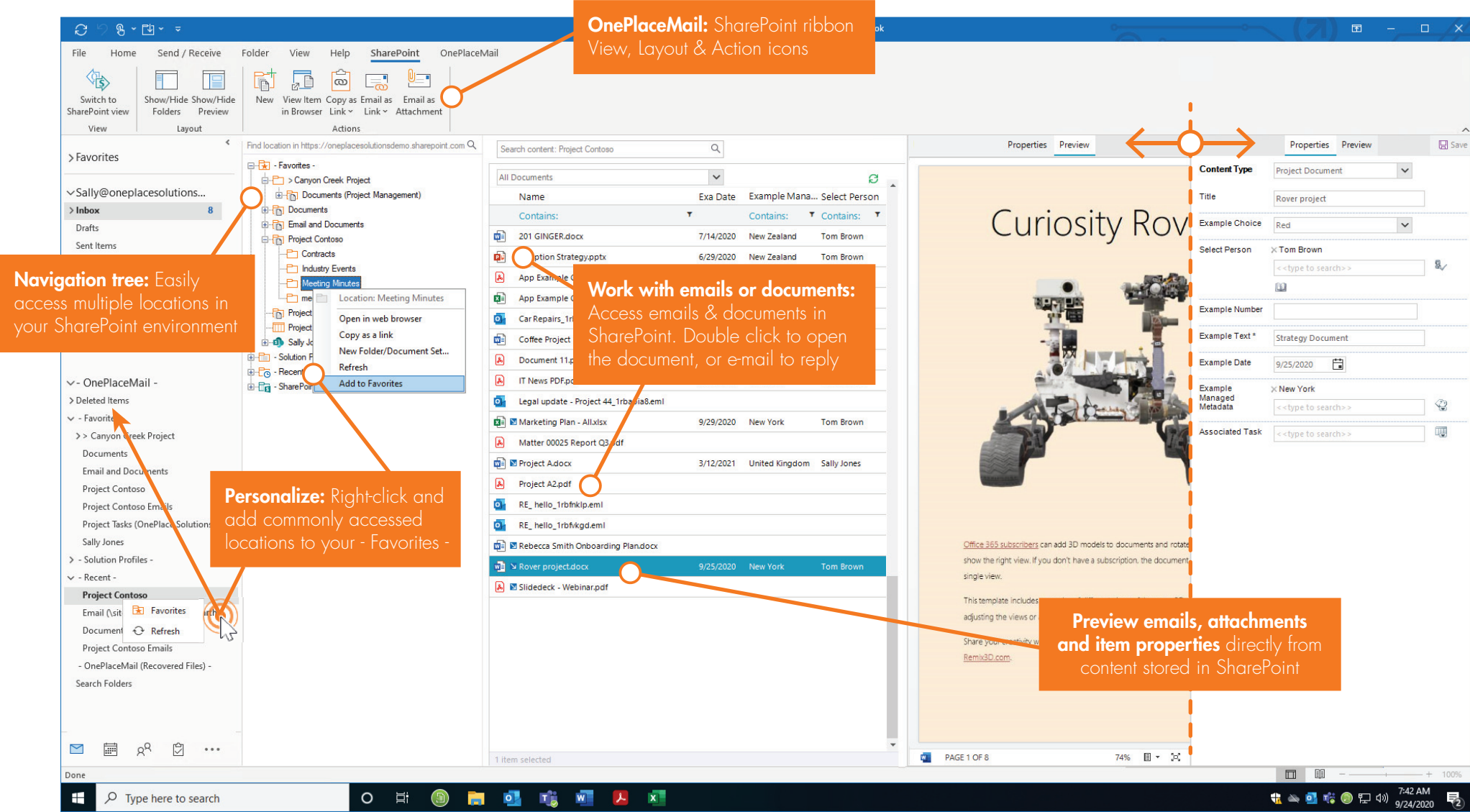
2 Drag & Drop emails or attachments to SharePoint locations in the folder pane

3 Right click on emails to Copy or Move to SharePoint

4 Use attachment menu action or right-click to copy to SharePoint

5 "Send and file" or "Insert from SharePoint" and make the using SharePoint part of your daily workflow

Navigating SharePoint with OnePlaceMail



OnePlaceMail: SharePoint ribbon View, Layout & Action icons

Navigation tree: Easily access multiple locations in your SharePoint environment

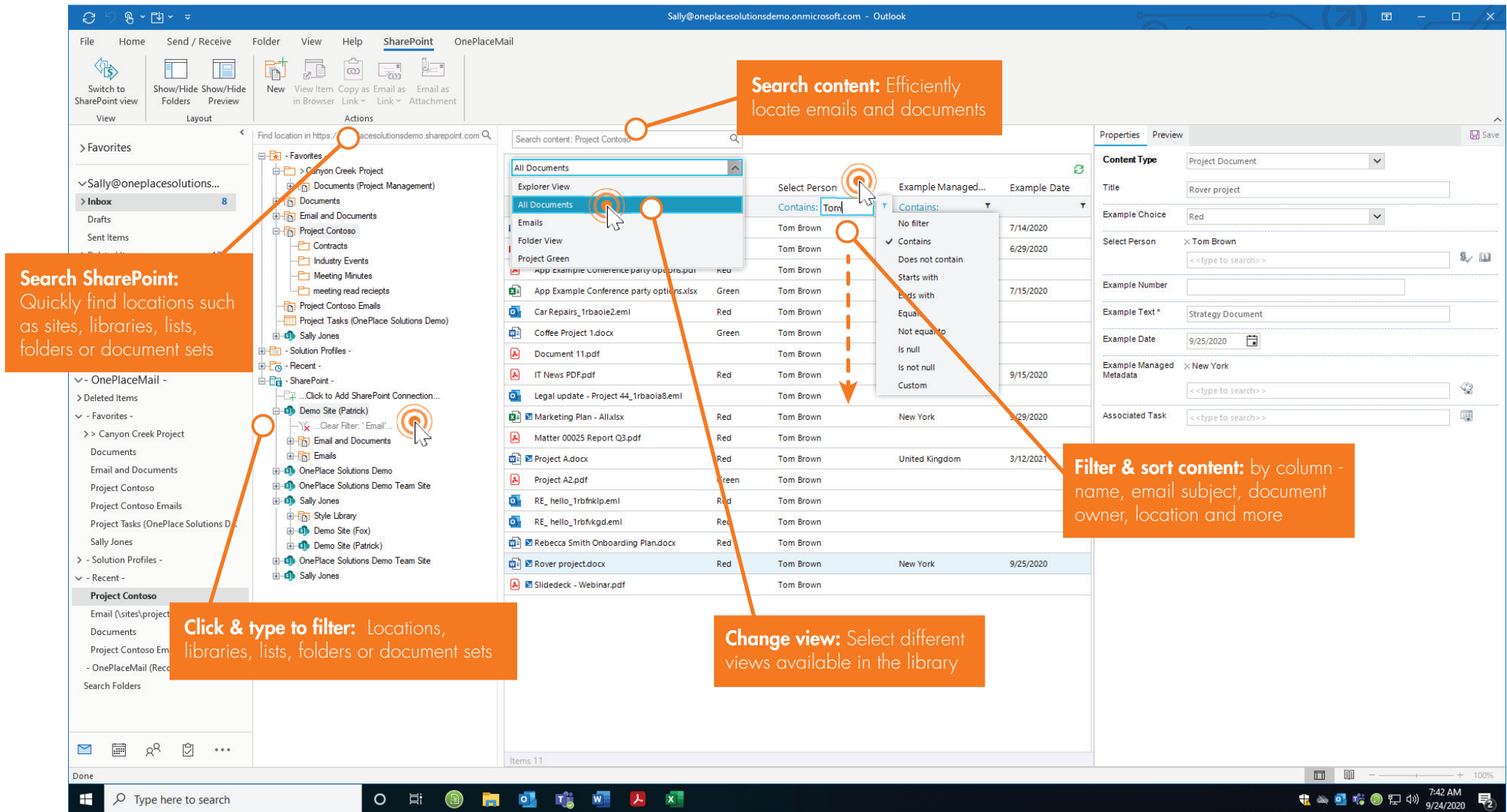
Work with emails or documents: Access emails & documents in SharePoint. Double click to open the document, or e-mail to reply

Personalize: Right-click and add commonly accessed locations to your - Favorites -

Preview emails, attachments and item properties directly from content stored in SharePoint

| Name | Exa Date | Example Mana... | Select Person |
|---------------------------------------|-----------|-----------------|---------------|
| 201 GINGER.docx | 7/14/2020 | New Zealand | Tom Brown |
| Option Strategy.pptx | 6/29/2020 | New Zealand | Tom Brown |
| Legal update - Project 44_1trbafk8eml | | | |
| Marketing Plan - All.xlsx | 9/29/2020 | New York | Tom Brown |
| Matter 00025 Report Q3.pdf | | | |
| Project A.docx | 3/12/2021 | United Kingdom | Sally Jones |
| Project A2.pdf | | | |
| RE_hello_1trbfkkip.eml | | | |
| RE_hello_1trbfkgd.eml | | | |
| Rebecca Smith Onboarding Plan.docx | | | |
| Rover project.docx | 9/25/2020 | New York | Tom Brown |
| Sliddeck - Webinar.pdf | | | |

Search and filter SharePoint content / locations



Search content: Efficiently locate emails and documents

Search SharePoint: Quickly find locations such as sites, libraries, lists, folders or document sets

Click & type to filter: Locations, libraries, lists, folders or document sets

Change view: Select different views available in the library

Filter & sort content: by column - name, email subject, document owner, location and more

| File Name | Color | Author | Location | Date |
|---|-------|-----------|----------------|-----------|
| All Documents | | | | |
| App Example Conference party options.pdf | Red | Tom Brown | | |
| App Example Conference party options.xlsx | Green | Tom Brown | | |
| Car Repairs_1rba0ie2.eml | Red | Tom Brown | | |
| Coffee Project 1.docx | Green | Tom Brown | | |
| Document 11.pdf | Red | Tom Brown | | |
| IT News PDF.pdf | Red | Tom Brown | | |
| Legal update - Project 44_1rba0ia8.eml | | Tom Brown | | |
| Marketing Plan - All.xlsx | Red | Tom Brown | New York | 2/29/2020 |
| Matter 00025 Report Q3.pdf | Red | Tom Brown | | |
| Project A.docx | Red | Tom Brown | United Kingdom | 3/12/2021 |
| Project A2.pdf | Green | Tom Brown | | |
| RE_hello_1rbfnkip.eml | Red | Tom Brown | | |
| RE_hello_1rbfnkgd.eml | Red | Tom Brown | | |
| Rebecca Smith Onboarding Plan.docx | Red | Tom Brown | | |
| Rover project.docx | Red | Tom Brown | New York | 9/25/2020 |
| Sliddeck - Webinar.pdf | | Tom Brown | | |