

# Scinaptic OnePlaceMail™

## Feature List

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## Key Features

- ✓ **Outlook add-in**  
OnePlaceMail integrates seamlessly with Microsoft Outlook and Microsoft SharePoint
- ✓ **Simple & friendly user interface**  
Drag-and-drop multiple messages, attachments and pictures to SharePoint
- ✓ **Automatic capture of email metadata**  
Email attributes are automatically captured (To, Cc, Date Received, Date Sent, Category and others)
- ✓ **Dynamic meta-data**  
At point of upload the File Upload Window will appear. You will be prompted for the metadata including any custom columns in SharePoint
- ✓ **Auto upload to specific libraries/lists**  
Ability to upload items without completing the File Upload Window
- ✓ **Right-click send to**  
OnePlaceMail integrates with the Windows right-click 'send to' menu. Files on network drives and personal folders can be uploaded in the same way as emails and attachments
- ✓ **Security**  
OnePlaceMail adheres to SharePoint security so users can only upload to libraries they have access to
- ✓ **Compatibility**  
Compatible with Windows SharePoint Services 3.0 (WSS 3.0) and Microsoft Office SharePoint Server 2007 (MOSS 2007). Compatible with Outlook 2003 and Outlook 2007
- ✓ **Personalised library list**  
OnePlaceMail provides an intuitive navigation tree of all SharePoint sites, libraries and folders the user has access to. Add favourite SharePoint libraries/lists in the form of Outlook folders in your My OnePlaceMail area of Outlook
- ✓ **Quick and easy to install and configure**  
OnePlaceMail is compatible with Windows XP and Vista. Once installed the user will be filing emails instantly. Simply works with your existing SharePoint business solutions
- ✓ **High performance & fast navigation through very large site and folder structures**  
OnePlaceMail supports very large site and folder structures without loss of performance
- ✓ **No impact on performance of launching and using Outlook**  
OnePlaceMail has no impact on the performance when launching and using Outlook
- ✓ **Central client deployment and configuration**  
.msi file for automated installation & powerful central client configuration

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## Additional Features

- ✓ Support for multiple content types
- ✓ Support for multiple library types: document & picture libraries
- ✓ Support for multiple list types: custom, picture, contacts, announcement, events/calendar, task, project task, issues tracking lists
- ✓ Support for version control, check-in/check-out
- ✓ Support for SharePoint default values to streamline data entry
- ✓ Data validation prior to upload
- ✓ Ability to automatically set the title column with the email subject or filename
- ✓ Rename files upon upload
- ✓ Upload files to SharePoint from Microsoft Office
- ✓ Automatic email alerts for uploaded content
- ✓ Support for automated client installation
- ✓ Integration with SharePoint central records repository
- ✓ Set retention policies on SharePoint content types
- ✓ Open emails stored in SharePoint directly from Outlook, reply to them and perform any other Outlook function on it
- ✓ Preserve email attachments in .msg file
- ✓ Search and filter emails, attachments and documents via email, metadata or item content directly from within Outlook
- ✓ Create views and reports based on metadata
- ✓ View SharePoint content directly from within Outlook
- ✓ File to library/list: browse and select any library/list you have access to
- ✓ File to folders: browse and select any folder (within the selected library/list) you have access to
- ✓ View SharePoint folders: view SharePoint folder content directly from the File Upload Window. This is a great feature if you cannot remember the contents of a folder and you wish to preview the folder's contents on the fly to decide whether it is a suitable destination folder for your current upload
- ✓ Create new folders on the fly
- ✓ Create new list items on the fly (for single and multiple lookup columns values)
- ✓ Dynamic columns: any changes made in SharePoint are immediately available in the File Upload Window