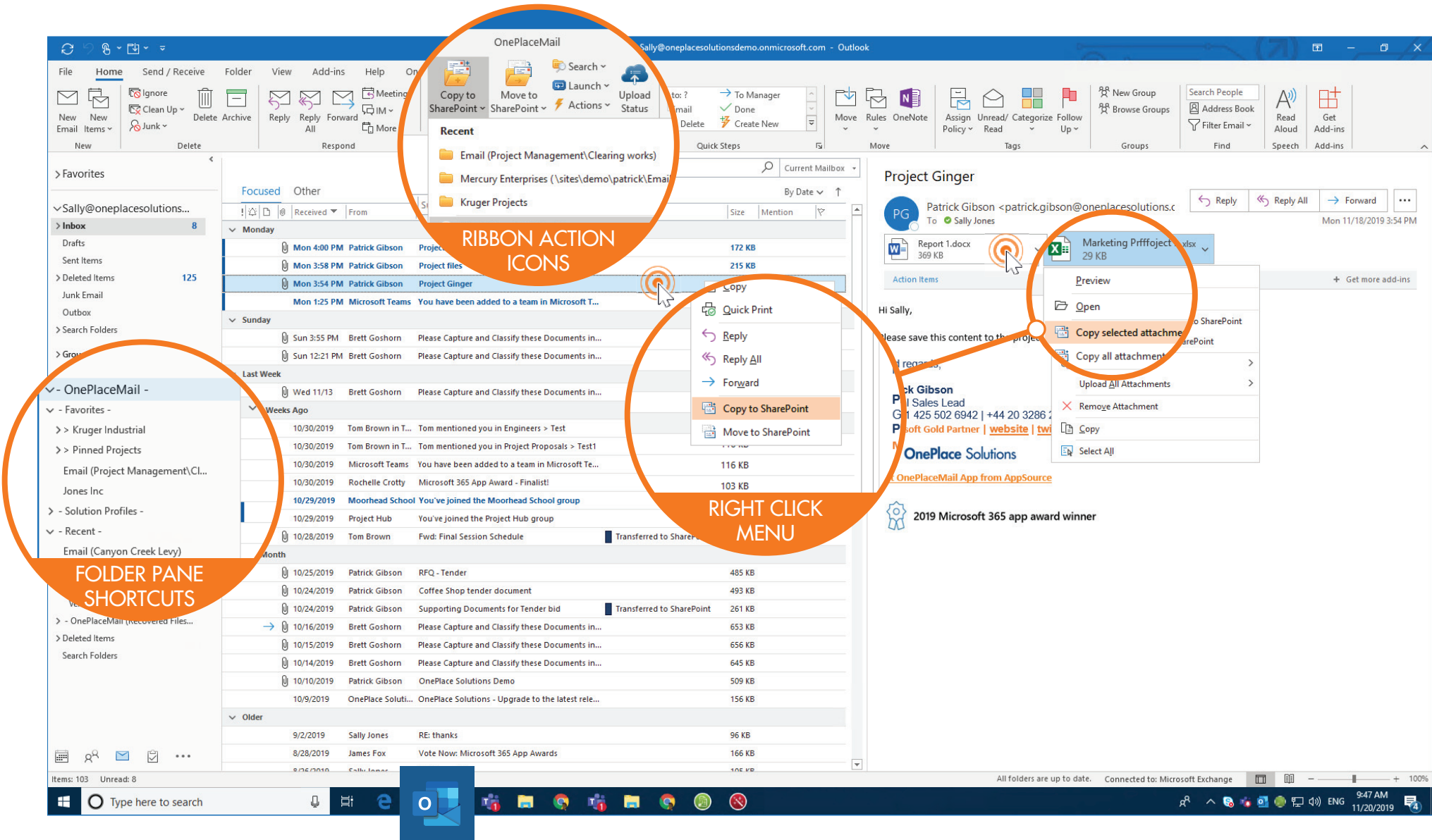


Where to find OnePlaceMail in Outlook

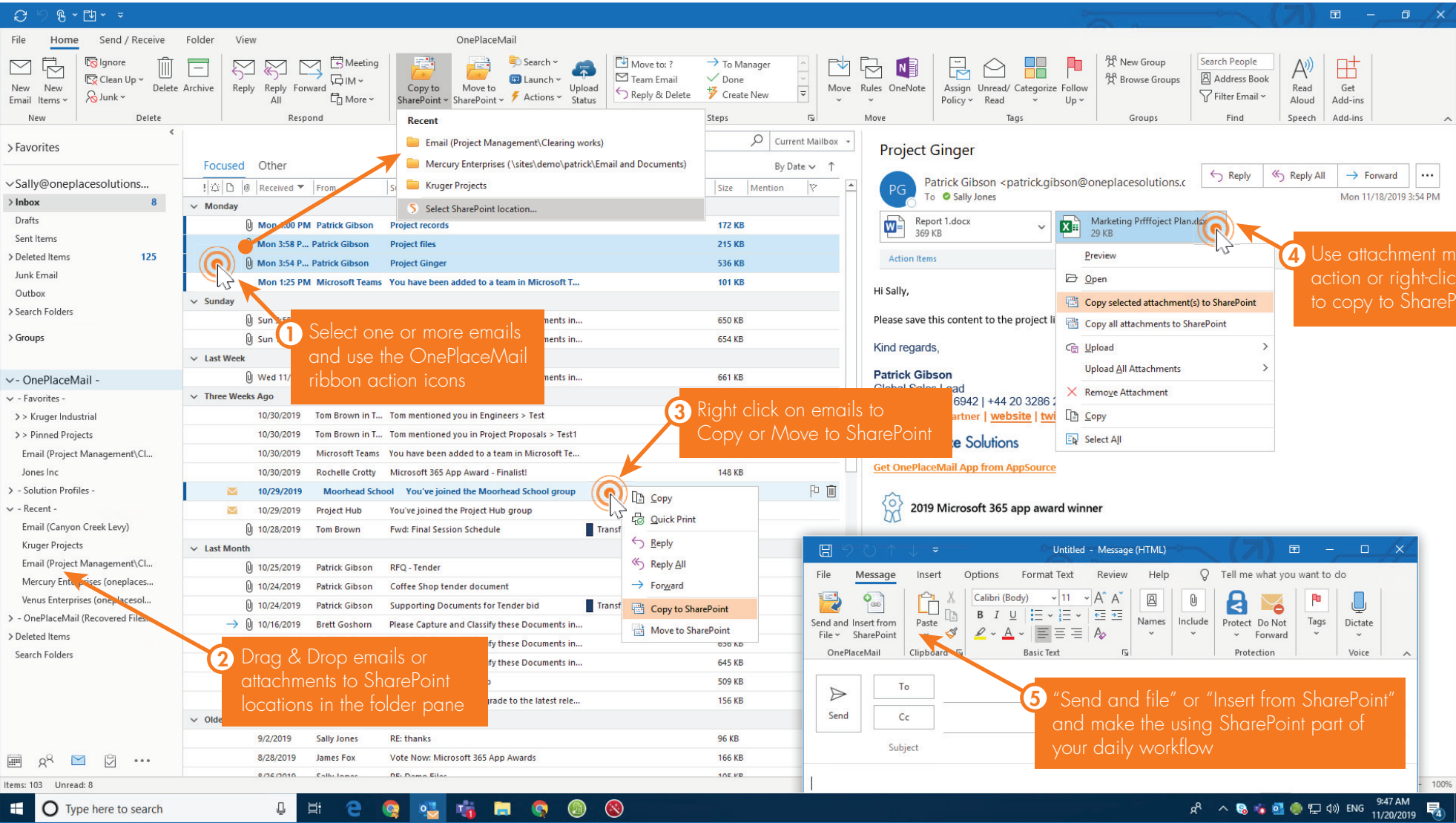


The screenshot shows the Outlook interface with several annotations highlighting where OnePlaceMail is integrated:

- RIBBON ACTION ICONS:** A callout points to the 'Copy to SharePoint' and 'Move to SharePoint' icons in the 'Home' ribbon, under the 'Send & Receive' group.
- FOLDER PANE SHORTCUTS:** A callout points to the 'OnePlaceMail' folder in the left-hand folder pane, under the 'Favorites' section.
- RIGHT CLICK MENU:** A callout points to the 'Copy to SharePoint' option in the right-click context menu for an email.

The email list shows various messages, including one from Patrick Gibson titled 'Project Ginger'.

Ways to save content to SharePoint



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

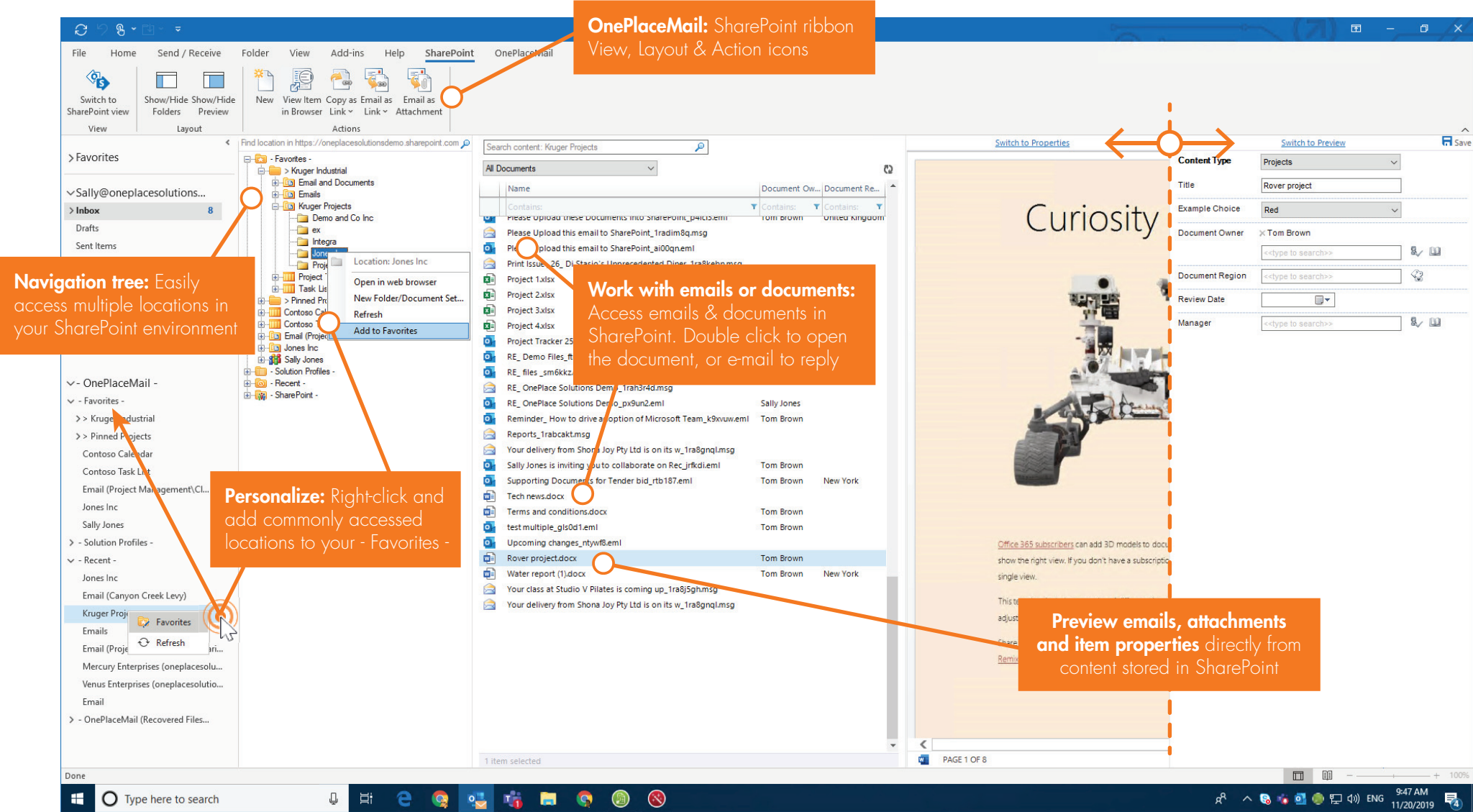
2 Drag & Drop emails or attachments to SharePoint locations in the folder pane

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

Content Type

Field	Value
Content Type	Projects
Title	Rover project
Example Choice	Red
Document Owner	Tom Brown
Document Region	<<type to search>>
Review Date	<<type to search>>
Manager	<<type to search>>

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

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

Change view: Select different views available in the library

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