



Mail Manager integration with



Mail Manager supports the filing and searching of messages located in OneDrive for Business without the need to use locally synced folders. Users can create private locations for their messages to which only they have access. Files and folders remain private in the users OneDrive until they are shared with other users. To add OneDrive as a location for filing and searching, users should open the 'Add Location' window via the Locations tool from the Mail Manager ribbon in Outlook, or during the filing process from the Filing window. From the 'Add Location' window, the user can follow the steps such as selecting the location type, i.e.: 'OneDrive', browse for the file folder, provide a friendly location description, select the Collection for the location, and determine whether the location is for filing only, searching only, or for both filing and searching.

Benefits

OneDrive for Business is a Microsoft cloud storage system that offers more granular control over document access. Integrating with OneDrive provides Mail Manager clients the option to file emails to a location which they have direct control. Users with OneDrive locations can also access these locations from the Mail Manager 365 Mobile App that allows users to stay up to date with email filing when on the go.

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