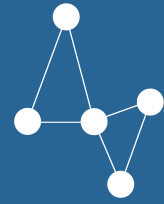


# AvePoint Office Connect for Microsoft SharePoint



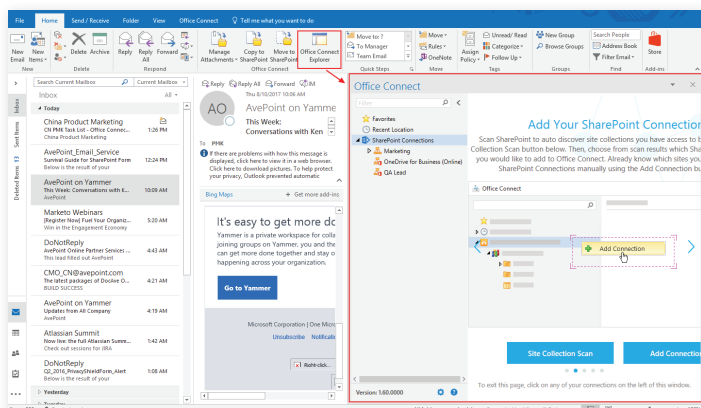
## Simplify Collaboration.

Extend the capability of core end-user applications by integrating the collaborative benefits of SharePoint and Microsoft 365. With unparalleled ease of use, content can be added to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups from Microsoft Outlook, Microsoft Office, and Windows File Explorer with a single click. Share sensitive documents with external stakeholders quickly and securely via an authenticated, encrypted container. With the new option of an Online Manager, any Office Connect deployment is simplified for hybrid or “all-in” Microsoft 365 customers.

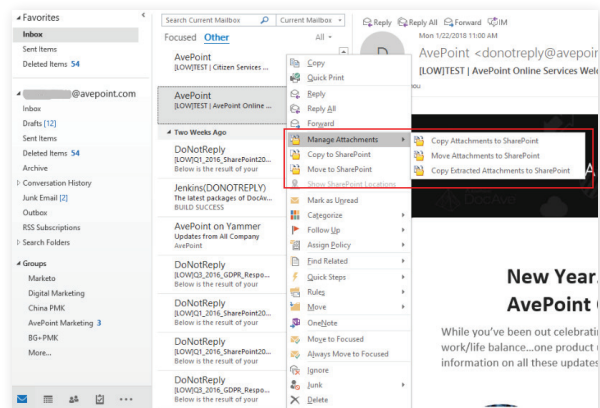
## Technical Overview

### Microsoft Outlook Integration

- **Drag and Drop** – Quickly drag and drop emails and attachments into SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups via the Office Connect Explorer panel and modern add-in. Outlook metadata is automatically captured – such as To, From, Date, and Subject – and additional classification can be applied during the save process.
- **Right-click Menu** – Right-click on an email to copy or move it, or copy, move or extract an attachment, and even copy the whole conversation to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups. In addition, choose an entire email folder to sync to SharePoint automatically.
- **Attachments to Hyperlinks** – Convert attachments to items in SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups retaining full metadata and automatically add the destination URL to the body of an email, meeting or appointment.
- **Archive Attachments to SharePoint** – Save space in Outlook folders by scanning, identifying, and replacing email attachments with SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups links. Archiving can run based on file size, type, and date received.



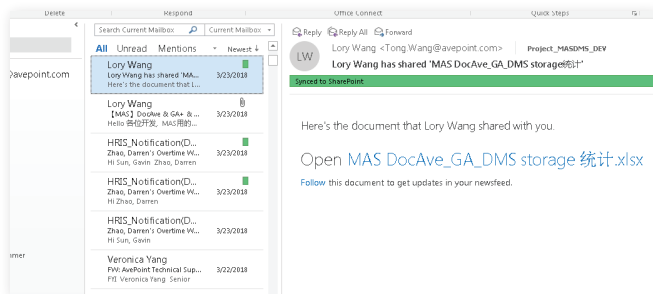
Quickly Drag and Drop Emails into SharePoint



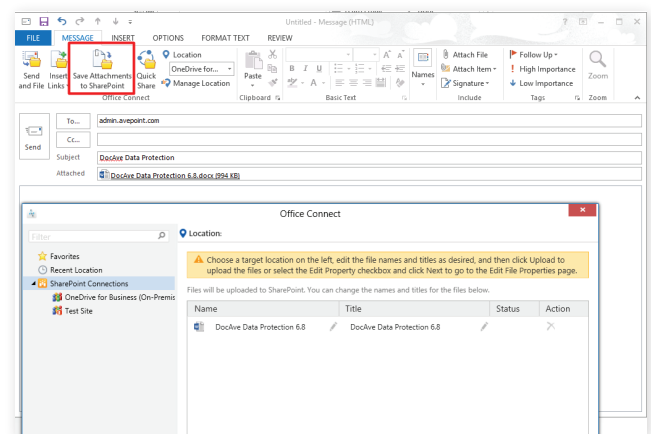
Outlook Right-click Menu

- **Inbox Ribbon Controls** – Additional buttons enable users to save emails, email attachments, and attachments from multiple emails directly to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups.
- **Email Ribbon Controls** – Additional buttons within an Outlook email enable users to add attachments from SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups and save messages to the platform after they are sent.
- **Email Categorization** – Outlook emails are automatically categorized, for all recipients, as they're added to SharePoint with Office Connect providing an at-a-glance indication of which emails have been stored in SharePoint and which have not.
- **Outlook Quick Share** – In one click, documents can be shared with external stakeholders securely via email with “view” or “edit” permissions. Both internal and external users are granted access to the shared files automatically.
- **Outlook Favorites** – Create and maintain your favorite SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups locations to access from Outlook without having to leave the interface.
- **Automated Permissions** – Automatically grant email recipients in the “To” and “CC” fields with “Contribute” or “Read” access permissions, respectively, to SharePoint content.
- **Cross Platform Support** – Provide additional Add-ins to extend Office Connect functionalities to multiple platforms and devices, including Outlook for Windows, Outlook for Mac, Outlook Web App, and Outlook Web App for mobile devices.

#### Archive Attachments to SharePoint



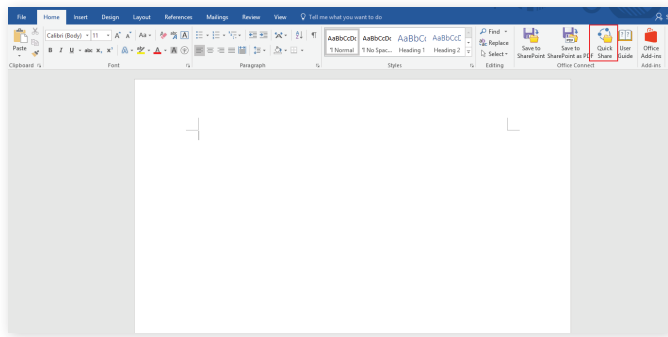
Outlook Quick Share



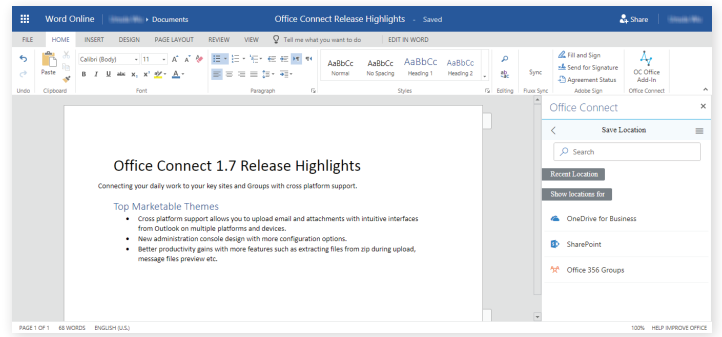
Outlook Web App Add-in

## Microsoft Office Integration

- **SharePoint Save Button** – Save current Office files directly to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups with the click of a button added to the ribbon. Select appropriate metadata upon uploading for records management.
- **Open with OC Explorer** – Navigate directly to the Office Connect interface by clicking “Open with OC Explorer” on the ribbon of a SharePoint library or list.
- **Check in/out Files** – Easily check-in or check-out SharePoint files directly from the Office Connect interface.
- **Office Quick Share** – In a single click, files can be uploaded to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups and shared securely with “view” or “edit” permissions. Files that are already on SharePoint can also be shared directly through the Office app.
- **Modern Add-In** – Save files directly from Word/Excel/PowerPoint Online to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups. Allow editing properties in bulk and apply managed metadata when saving.



Office Quick Share

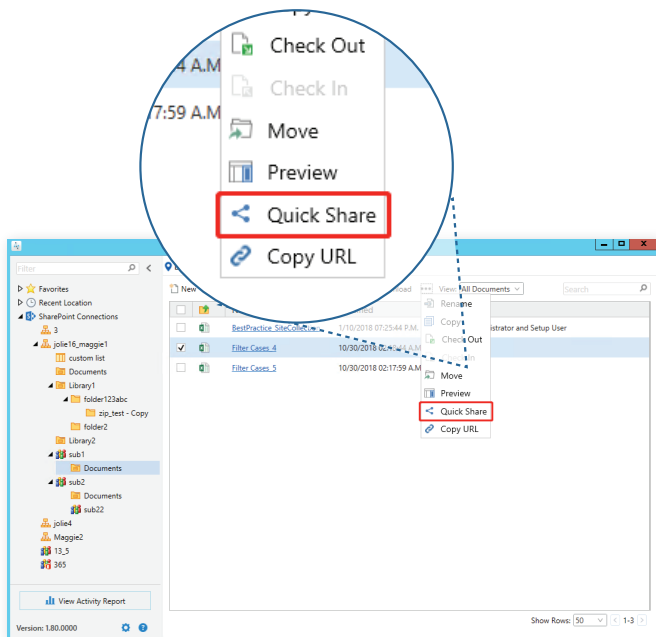
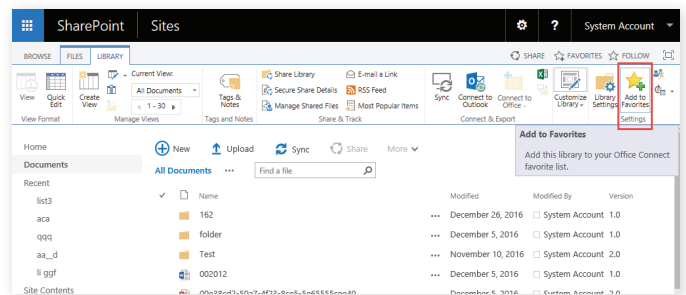


Word Online Add-in – Saving document to selected location

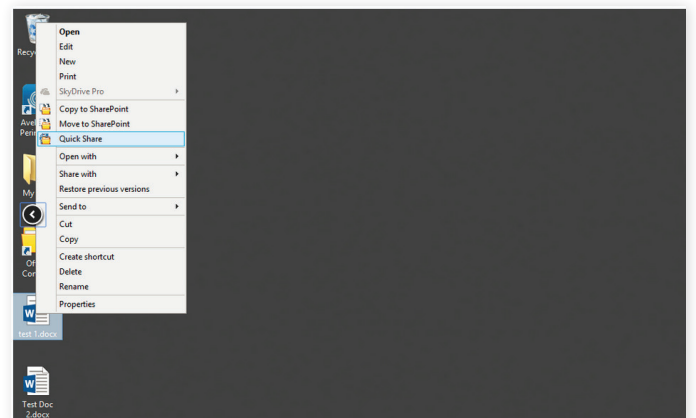
## Desktop Integration

- **Office Connect Explorer** – Navigate, sort, and filter through SharePoint, SharePoint Online, OneDrive for Business, Microsoft 365 Groups sites, libraries and lists, and securely share directly from the desktop.
- **My Drive Integration** – Perimeter’s My Drive integration ([Perimeter](#) is a secure collaboration tool for SharePoint & Microsoft 365) lets internal users upload content directly to Perimeter and share files externally with appropriate access controls in place.
- **Content Classification** – Edit metadata, delete, or drag and drop documents and folders across SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups sites and libraries directly through Office Connect Explorer.
- **Browser View** – Right-click a node in the Explorer window to open a site or library in SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups in your default browser. Avoid searching through a hybrid environment for a site or switching between windows.
- **Bulk Share through Browser View** – Share multiple files and folders from SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups lists and libraries without ever having to leave the desktop view.
- **Desktop Favorites** – Create and maintain favorite SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups locations to access via the Office Connect Explorer window or set favorite locations directly from SharePoint.
- **Desktop Quick Share** – Right-click a document saved on the desktop to upload to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups, and share securely with either “view” or “edit” permissions.

Adding a Favorite Site to Office Connect Directly from SharePoint



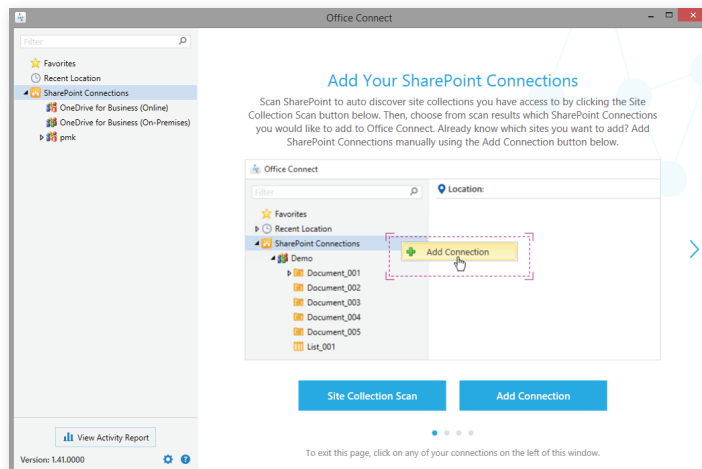
Bulk Share through Browser View



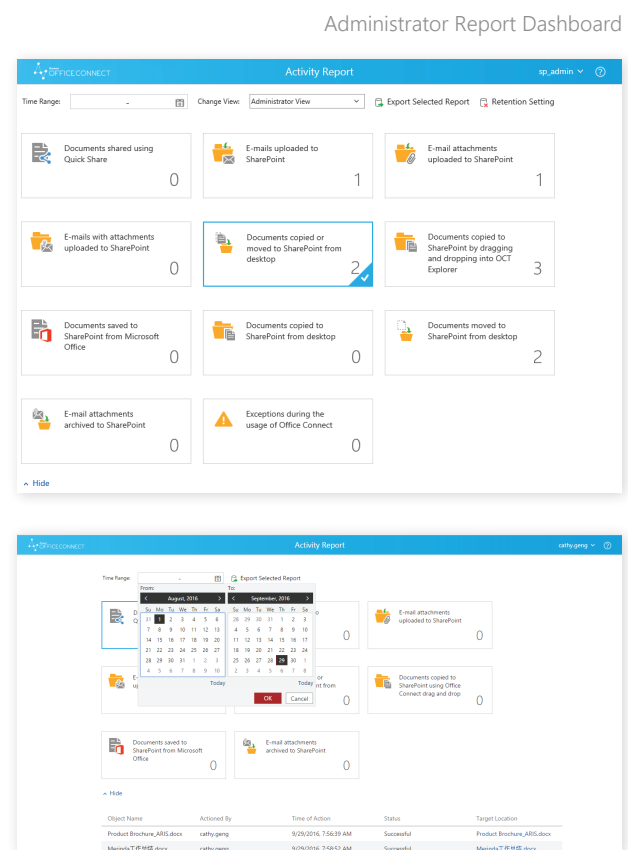
Desktop Quick Share

## Management & Reporting

- **Easy Onboarding** – Eliminate the need for an organization to host its own Manager server through an Online Manager option for hybrid or “all-in” Microsoft 365 customers.
- **Automatic Connection** – Automatically discover and add a user’s OneDrive for Business – either on premises or online – as a connection once installation is complete.
- **Quick Start up Guide** – Guide and prompt new users with an intuitive and easy-to-use start up guide displayed on the right panel of the Explorer window.
- **Administrator Report Dashboard** – View user activities and pending or failed uploads in Office Connect, such as number of documents, emails, and attachments uploaded to SharePoint, SharePoint Online, OneDrive for Business, and Microsoft 365 Groups through Office Apps, Office Connect Explorer, or Quick Share.



Quick Startup Guide



Flexible Reporting

## Supported Technologies

- Supports Microsoft SharePoint Server 2019, 2016 and 2013; Microsoft 365; Microsoft Outlook 2016, 2013, and 2010; Microsoft Office 2016, 2013, and 2010; and Windows File Explorer.
- Supports Windows 10, Windows 8, and Windows 7 operating systems.
- SQL Server 2008 R2 and later versions required.
- AES 256-bit encryption.

## How to Buy AvePoint Products

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