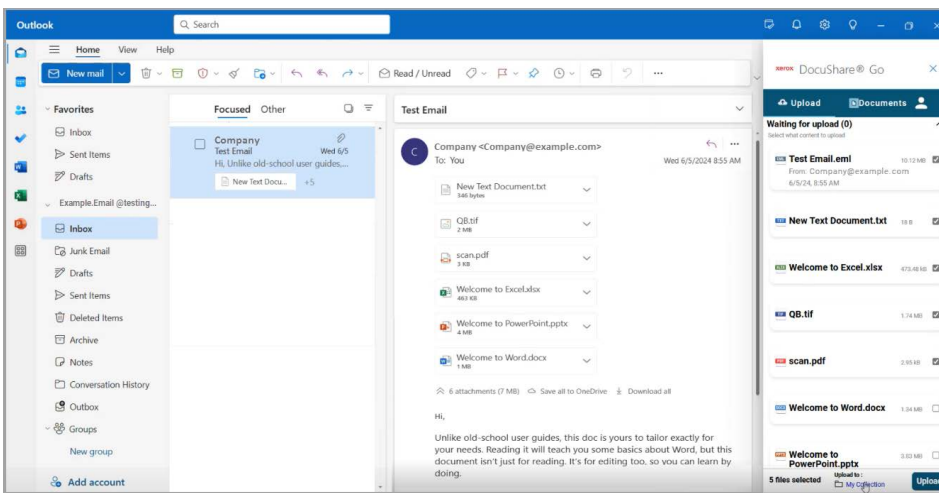# Boost Productivity with DocuShare Go for Outlook

Unlock the full potential of your email with the DocuShare Go Outlook Add-in. Designed with you in mind, this powerful tool seamlessly integrates with Outlook to streamline your email management and boost productivity.

Are you looking to integrate document management seamlessly into your daily email workflow? Imagine spending less time searching for and managing documents, and more time focusing on your core tasks. With the **DocuShare® Go Add-in for Outlook,** you can access and share critical documents directly from your email client, ensuring secure and compliant storage without leaving Outlook. Automate the extraction and indexing of important documents from your emails, organize and archive your emails and attachments more efficiently, and enhance your team's workflow with real-time collaboration—all within Outlook. **How much time could you save, and how much more productive could you be?**

GET MORE DONE IN OUTLOOK

With just a few clicks, you can share emails and attachments directly from your Outlook to DocuShare® Go and smoothly include them from DocuShare® Go in outgoing emails. This enhances efficiency in storage, sharing, and collaboration. The integration transforms isolated workspaces into centralized, collaborative ones and leverages AI-powered data extraction and summarization features to improve efficiency and ensure secure and accessible content anytime, anywhere. Experience the convenience and efficiency of DocuShare Go in Outlook.

MAXIMIZE PRODUCTIVITY IN OUTLOOK

Seamless Integration

Access DocuShare Go in Outlook (web and desktop).

Efficient Document Handling

Upload or drag and drop emails/attachments into DocuShare Go. Share documents in emails.

Accelerate Business Processes

Integrate invoices, contracts, and critical documents into workflows, reducing app switching and saving time.

Centralized Workspace

Store and organize documents in DocuShare Go via Outlook. Save emails, threads, or attachments.

Secure & Compliant

Ensure secure storage and access for authorized users only.

AI-Advanced Extraction

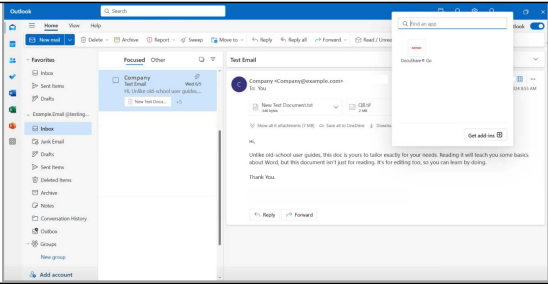AI extracts and indexes documents from emails.

Stay Organized

Organize and archive emails, manage content efficiently.

xerox™

What benefits would you see from organizing and archiving your emails and attachments more efficiently?

Step #1

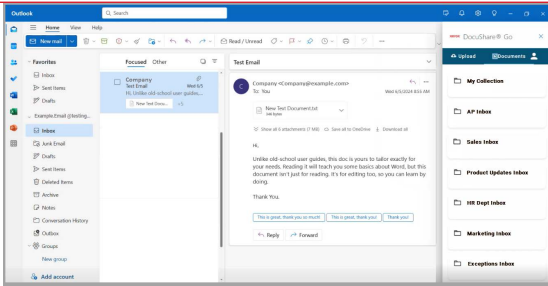Install the Xerox® DocuShare® Go Add-in for Outlook

- Open Microsoft 365 on your desktop or web browser.
- Navigate to the Apps section.
- Search for the 'DocuShare®' add-in for Outlook.
- Follow the prompts to install the add-in.
- *Also available on the Microsoft AppSource.*
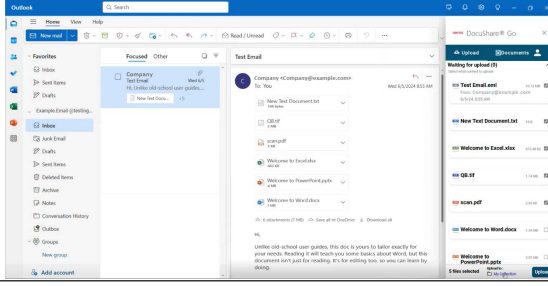
Step #2

Login to DocuShare® Go

- Login to the DocuShare Go add-in for Outlook.
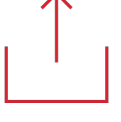- Once logged in, you will have access to your DocuShare Go My Collection, folders and files.
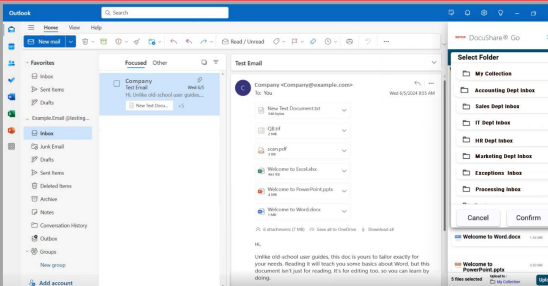
Step #3

Select an email

- Select an email.
- By default, the email message and attachments will be selected.
- Deselect any of the checked boxes you don't want to upload.
- Click 'Upload'.
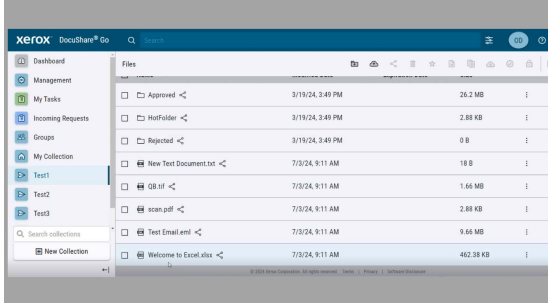
Step #4

Select a location to save

- The 'Select Folder' popup up will appear.
- Select the folder that you would like to save your email message and other attachments.
- Click 'Confirm'.

Step #5

View your attachments in DocuShare Go

- Your attachments are now saved to DocuShare Go.
- NOTE: Similar steps can be taken to attach files from DocuShare Go to your email.

We can enhance efficiencies, transforming they way professionals work.
Learn more at **xerox.com/ecm.**

NOTE: This add-in requires a DocuShare Go account. This add-in is available for all DocuShare Go users. If you don't have a DocuShare Go account, underline click here to fill out a form to be contacted.