

DG DOCS

Document management
plugin to connect Outlook with
Microsoft 365



Our vision

In today's hybrid workplace, organizations struggle with fragmented document management across Outlook, SharePoint, OneDrive, and Teams. DG DOCS streamlines this by enabling seamless access, saving, and sharing of files — all within Outlook.

Built for Microsoft 365, it eliminates silos and manual steps, combining intuitive usability with enterprise-grade document management — driving productivity while supporting governance and compliance.

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DG DOCS

EMPOWER YOUR
DOCUMENT
MANAGEMENT

Seamless Save from Outlook to Microsoft 365 Platforms

Save individual attachments, entire emails, metadata, or documents from your computer directly into SharePoint, OneDrive, or Microsoft Teams.

Supports metadata tagging and structured navigation of SharePoint libraries and folder hierarchies for organized storage and retrieval.

Support for saving files as list item attachments within SharePoint sites

Smart Attachments and File Sharing

While composing emails, attach files from SharePoint, Teams, or OneDrive as traditional attachment files or as secure sharing links.

To select a file, the plugin allows navigating document libraries directly from Outlook, Keyword-based search to quickly find the file needed, Recent Documents area to share the recently modified files



Turn Outlook into a powerful document management and collaboration hub.

Bridge the gap between email and Microsoft 365 structured content to capture, share, and manage knowledge seamlessly.

Drive adoption, boost productivity, and accelerate your document management journey.

Why DG DOCS



Save Email attachments and metadata from Outlook into SharePoint, Teams and OneDrive



Send Emails with documents and share links from SharePoint, Teams and OneDrive



Accelerates document management journey



Increases productivity with saving users' time



Unlocks automation and streamline business processes



Achieve Records Management and Compliance



Support Contracts, Credentialing, HR, Policies, Finance, Legal, Marketing, Project Management Teams



Helps unleashing AI with authentic knowledge sources