

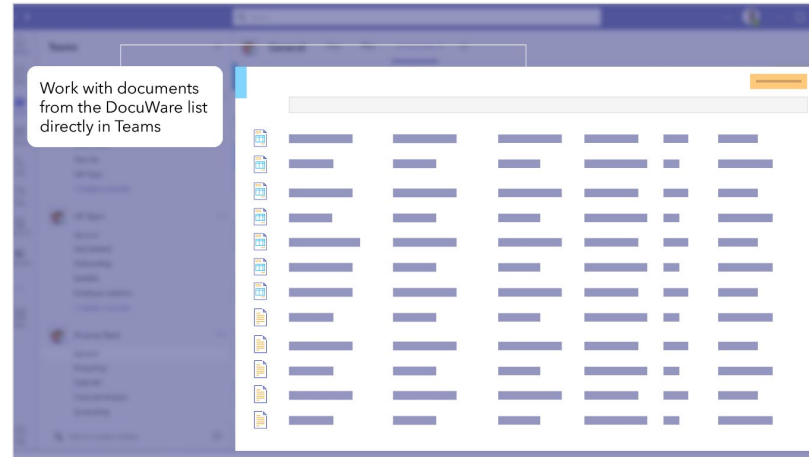
DocuWare Connect to Teams

The connection between this powerful communication platform and DocuWare enhances collaboration, accelerates processes and increases security. Documents can be quickly shared while remaining securely archived. And you can even tackle your current document to-do list straight out of Teams.

Simple add-on for those who primarily work in Microsoft Teams

Files and documents are often scattered throughout channels and chats in Microsoft Teams making them hard to find later. When they are stored in DocuWare, they are indexed and filed in a clear and well-organized way in one central location, and ready to be retrieved together with related documents and email.

By integrating DocuWare Lists into the communication platform - which is usually open all the time - you give your employees quick and uncomplicated access to the documents they need. Plus they get an overview of all pending workflow tasks, such as order requests, invoice approvals or feedback to job applicants



Documents in a DocuWare list can be opened and edited directly from Teams

DocuWare and Teams: Working Together

With DocuWare Connect to Teams, you can broaden the application possibilities of your messaging and communication platform. To get a sense of how Microsoft Teams and DocuWare work together, here are some examples :

- **Share archived documents in Teams:** Make a vendor's bid stored in DocuWare available to a project group in Microsoft Teams with a simple link.

- **Store documents that were shared in Teams:** During a meeting with a customer, your contact provides you with additional documents about the project via chat. You simply file the documents securely in DocuWare during the meeting - so they can be instantly accessed by all authorized employees involved.
- **Integrate document lists into Teams:** Add a list of current product brochures as a tab in the Sales Teams channel so that the documents are available exactly where everyone is exchanging ideas.
- **Integrate workflow tasks into Teams:** Not only do you have a better overview of your tasks running through DocuWare Workflows, you can even complete them directly from within Teams.



Centrally archived. Documents from Microsoft Teams are stored in DocuWare in a long-term, audit-proof manner and available to all authorized users - at any time and from anywhere..



Compliance support. Make sure files from Teams that are treated as key business documents are stored to fulfill regulatory requirements.



Seamless integration. Share documents stored in DocuWare in Teams. Archive files used in Teams in DocuWare. And integrate DocuWare Lists into Teams.



User-friendly. DocuWare documents and tasks can be found right where users are: in Microsoft Teams.

Get started with Connect to Teams

DocuWare Cloud

Integration with Microsoft Teams is a feature provided with every DocuWare Cloud license. The required DocuWare App for Microsoft Teams can be found within Microsoft Teams in the Apps section.

On-Premises

If you are using DocuWare as an on-premises system, Connect to Teams is available as an add-on module. The required DocuWare App for Microsoft Teams can be found within Microsoft Teams in the Apps section.

About DocuWare

DocuWare is a leading provider of document management and workflow automation solutions. Together with its 800+ strong partner network, DocuWare has helped approximately 17,000 customers across 100+ countries simplify their work through digitizing, automating and transforming key processes. DocuWare's corporate headquarters are located in Germany. The company maintains office locations in Beacon, New York; Barcelona, Spain; Brisbane, Australia; Paris, France; Reading, UK and Sofia, Bulgaria.



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