EMC My Documentum Family

Personal access to content services

Organizations spend billions of dollars to purchase, tailor, deploy, and maintain enterprise content management systems. They make this investment to provide their knowledge workers with centralized access to information and easy collaboration across geographic locations and organizational functions, and to address IT and legal requirements for security, governance, and compliance.

But many organizations never realize the promised benefits of enterprise content management because the functionality is not well integrated into the applications knowledge workers use every day. Today's knowledge workers expect 24/7 access to information via familiar applications. They are unwilling to navigate multiple applications or spend hours on new product training.

The EMC My Documentum family

The EMC® My Documentum® family of products provides knowledge workers with access to the basic content services capabilities of Documentum from within familiar business applications. The family includes several products: EMC My Documentum for Desktop, EMC My Documentum for Microsoft Outlook, EMC My Documentum for Offline, and EMC My Documentum for Microsoft SharePoint. These products provide seamless access to content via popular desktop applications such as Microsoft Outlook, Microsoft SharePoint, and Windows Explorer—whether knowledge workers are online or offline.

With the My Documentum family, knowledge workers can:

- Store business critical content for e-discovery and litigation requests
- Find relevant information quickly and easily by searching the repository
- Manage and work on content even when disconnected from repository (offline), with access to the latest content versions
- Import content into the repository to comply with regulatory requirements or corporate policies
- Share repository-based content

Increase productivity and reduce costs

The My Documentum product family reduces costs and improves return on investment (ROI). Microsoft products provide businesses with familiar, simple, easy-to-use user interfaces to the tools knowledge workers use every day. The My Documentum family provides native integration to Microsoft Windows and Microsoft Office Business Applications. With the My Documentum family, knowledge workers can continue to work through these familiar desktop applications while leveraging Documentum basic content services capabilities, such as online and offline access to information, check-in, check-out, content lifecycles, and versioning.

The My Documentum product family drives personal productivity because knowledge workers can continue to work within familiar interfaces with little to no training, and can find, secure, and manage information faster and with greater ease. ROI on existing enterprise content management investments is improved and adoption amongst knowledge workers is increased.

The Big Picture

- Allows knowledge workers to utilize EMC Documentum content management functionality directly from common desktop applications, from within familiar interfaces

- Provides users the ability to work with content anytime, even when disconnected from the repository

- Extends enterprise content management capabilities to every desktop, enabling organizations to improve ROI on their existing enterprise content management investments

- Provides integration with everyday desktop applications such as Microsoft Outlook, Microsoft Windows Explorer, and Microsoft SharePoint

Improve security and meet governance and compliance requirements

With the My Documentum family, all business-critical information exchanged through common business applications is secured, managed, and archived for governance and compliance requests. And IT can drive adherence to corporate regulatory policies regarding information management.

EMC My Documentum for Microsoft Outlook

My Documentum for Microsoft Outlook delivers best-in-class content management functionality via a seamless integration with the Microsoft Outlook user interface. It blends the familiar, rich user experience of Microsoft Outlook with the power of EMC Documentum enterprise content management capabilities.

My Documentum for Microsoft Outlook extends Outlook's ubiquitous desktop footprint with ECM capabilities to address a pervasive set of content management challenges. Users can save and store e-mails to the repository, automatically extracting and importing metadata such as sender's name, recipient's name, date, and subject. Users also can organize e-mail and documents within a single folder structure for easier navigation and management. And, they can save e-mails and/or attachments in the Documentum content repository in one step while sending an e-mail.

Users have access to the basic Documentum content management features from familiar Outlook menus and toolbars, and can manage content even when offline, or disconnected from the repository for increased efficiency and widespread adoption and use.

EMC My Documentum for Desktop

My Documentum for Desktop provides transparent access to the Documentum repository through Windows Explorer. Certified for use with Microsoft Office, My Documentum for Desktop also enables users to access Documentum content management capabilities such as import, open, browse, check-in/check-out, delete, update metadata, versioning, lifecycle process, and others from within Microsoft Office products. Users can link a PowerPoint presentation to an Excel table, for example, or create inter-document links for PDF files.

My Documentum for Desktop is also integrated with EMC Documentum Branch Office Caching Services, providing enhanced read/write performance for remote users who can access content from the nearest cache.

EMC My Documentum for Offline

My Documentum for Offline provides users transparent access to content managed by the Documentum repository, even when offline. Knowledge workers can edit, add, delete, or subscribe to content while offline. The content will synchronize automatically to the repository when connected. My Documentum for Offline is fully integrated with Microsoft Windows.

EMC My Documentum for Microsoft SharePoint

My Documentum for Microsoft SharePoint enables organizations to take advantage of their investments in Documentum enterprise content management by providing a tight integration with the widely-adopted and familiar SharePoint user experience. SharePoint end-users can leverage their preferred user interface to access, share, and manage content that resides in the Documentum repository. My Documentum for Microsoft SharePoint is built for the SharePoint user and closely mimics the Microsoft Office SharePoint Server user experience. Documentum-specific features are added as natural extensions within the SharePoint environment in order to reduce the burden of end-user training.

My Documentum for Microsoft SharePoint provides a suite of Web Parts that can be easily used with any Windows SharePoint Services (WSS) 3.0 or Microsoft Office SharePoint Server 2007 site. These Web Parts offer seamless, direct user access to a variety of business-critical capabilities provided by the EMC Documentum Content Server via the SharePoint user interface. Customers can configure the Documentum Library Web Part to expose extended functionality provided for virtual documents, lifecycles, and renditions.

By integrating My Documentum for Microsoft SharePoint into a Microsoft SharePoint environment, organizations can deliver the full benefits of enterprise content management to the SharePoint user population, while providing the appropriate level of centralized document control and policy management.

Summary

The EMC My Documentum family enables users to collaborate securely and work within familiar desktop applications, while leveraging content management capabilities. Knowledge workers can work in the way that suits their needs best, while securing, storing, and managing content within Documentum. IT can address its needs for security, governance, and compliance. And companies can increase the adoption of enterprise content management systems.

About EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at www.EMC.com.

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