



# K365 Cloud

Manage Governance in Microsoft 365 with Content  
Manager

**Kapish**

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Manage Governance in Microsoft 365 with Content Manager

Provision sites from creation using the K365 Cloud Web Portal. Create standardised M365 site templates to capture documents from Microsoft 365 (Teams, SharePoint Online) into Content Manager (CM) and automatically apply the correct classification and retention rules to ensure compliant management of these records for their entire lifecycle.

**Simplify and streamline M365 compliance** and user experience via the K365 Cloud Web Portal.

## Key Features

- Web based User and Administration Portal for the management of sites from creation to archiving
- Ability to standardise M365 site templates, including Channels and Tabs.
- Manage single instance electronic documents in Microsoft 365 with compliance metadata automatically
- Synchronise electronic documents from Microsoft 365 to CM with automatic retention of document revision history
- Automatically leave a shortcut in Microsoft 365 for easy reference when moving electronic documents from Microsoft 365 to CM
- Finalise the record in CM when archiving
- Apply different Business Classifications and other configuration at multiple levels across Microsoft 365 including Sites, Channels, Folders and Subfolders
- Minimise system administration by leveraging powerful autoclassification tools
- Provide automatic archiving of deleted documents into CM to avoid compliance breaches from non-compliant document deletions in Microsoft 365
- Apply business rules in bulk across Microsoft 365, Sites, Channels, Folders or Subfolders
- All this and much, much more....

## Specs

### Kapish 365 Cloud Service Extension

- Content Manager 10.0/10.1/23.3 via the CM Service API
- IIS 8.0 or later web server
- Microsoft SQL Server 2019+

### Kapish 365 SharePoint App

- SharePoint Online

## Information for the IT Department

Kapish 365 Cloud (K365) is a server-side web application ("Service Extension") that works in conjunction with CM and the K365 Integrator SharePoint app deployed within an organisation's Microsoft 365 tenancy. K365 automates the capture of Microsoft 365 documents into Content Manager.

Installation of the K365 Service Extension is via a web service, installed under an IIS Web Server on a CM Workgroup server. Installation of the K365 SharePoint app is via the provider-hosted SharePoint App Deployment model and a web part deployed to any site for the administration console.

**Talk to us today to find out how our suite of products & services can help you get the most out of Content Manager**