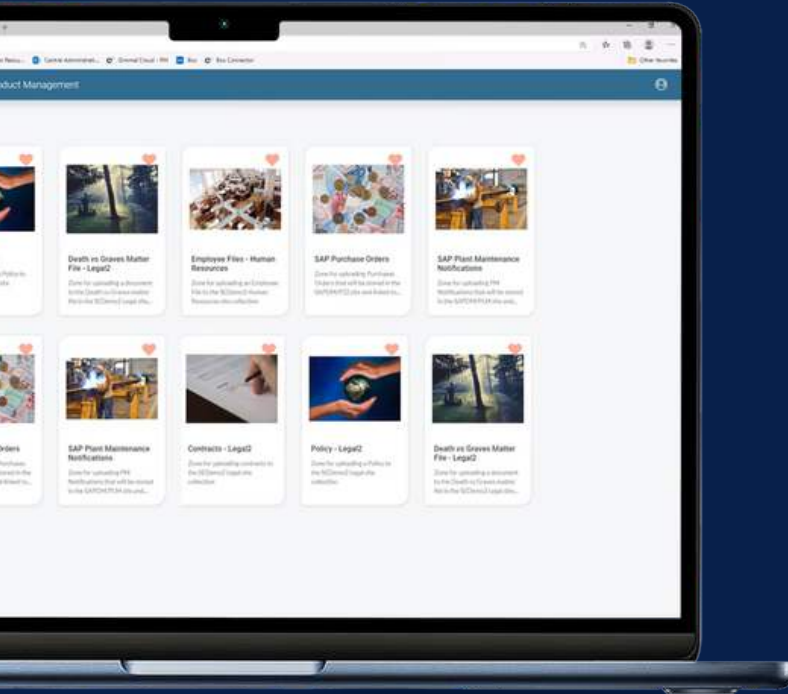


# EASILY UPLOAD AND TAG MICROSOFT TEAMS & SHAREPOINT CONTENT



with Gimmel Drop Zones



**Gimmel Drop Zones allow you to easily upload documents while also giving them meaning.**

With Drop Zones, users can easily drag and drop files into a location with configuration that requests and assigns metadata. Drag and drop documents directly from your Microsoft Teams interface to minimize end user error when uploading new content and improve overall business processes.

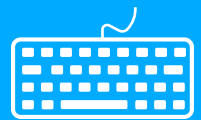
## Key Benefits

- Eliminate end-user error by automating upload and metadata tagging of files
- Ensure Microsoft Teams content is properly managed according to policy
- Avoid content sprawl in SharePoint and Microsoft Teams while maintaining constant visibility of critical business content
- Take advantage of configurable metadata templates and user/admin roles for ease of use when setting up and using Drop Zones

**Drag & Drop**



**Verify  
Metadata**



**Done**

