



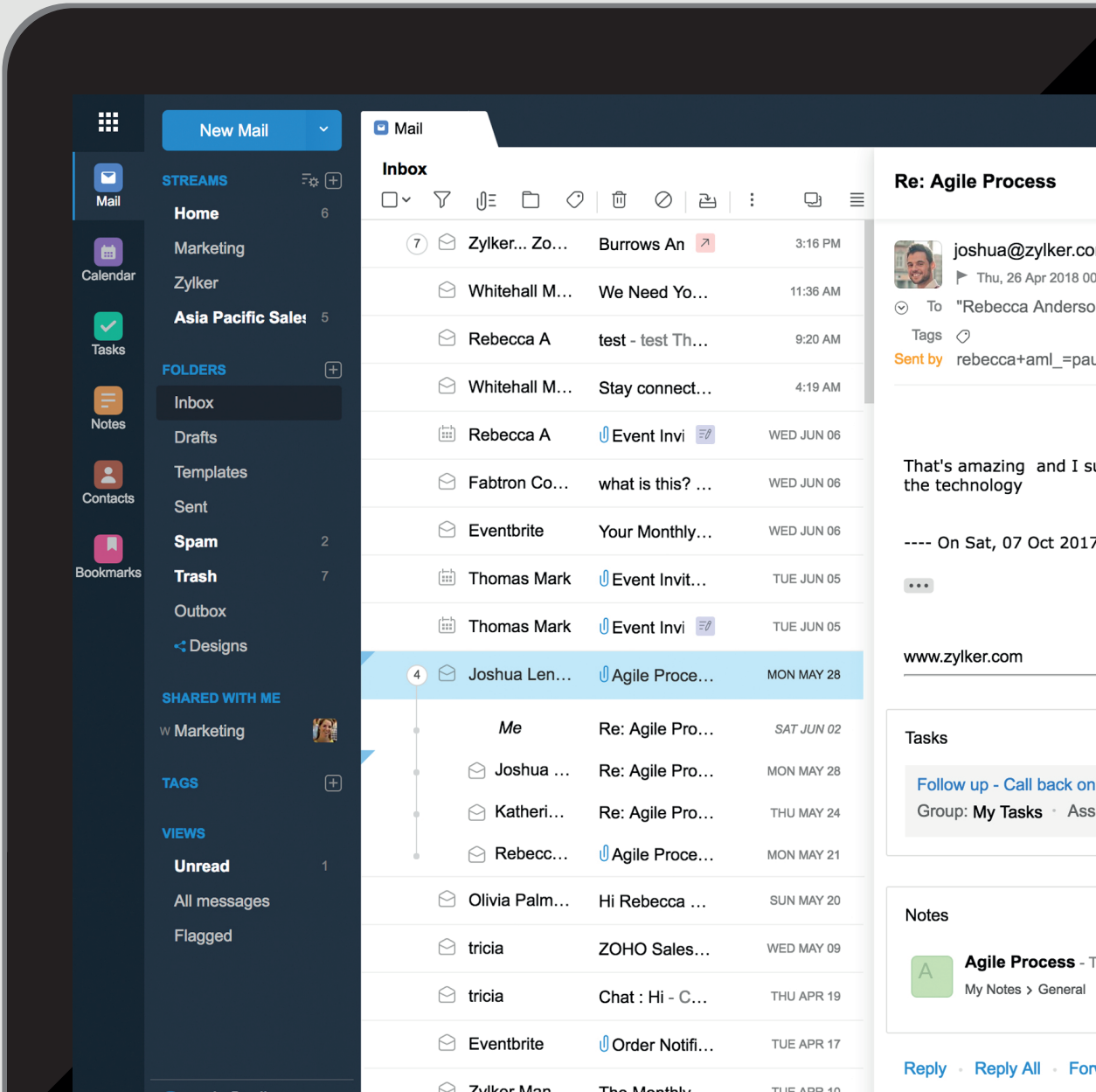
Zoho
Workplace



Business Email and Collaboration tools



the fc.co.uk/workplace





Secure, feature-rich email for your business

Clean and clutter-free inbox

- Advanced Search and Sort options
- Filters to organize emails
- Archival and eDiscovery

Sharing and team collaboration

- Social media style collaboration with Streams
- Draft email sharing for peer review
- Folder sharing and delegation

Integrated inbox with Calendar, Tasks and Notes

- Resource booking with Calendar
- Manage to-do list with Tasks and Notes
- eWidgets for accessing various applications from mailbox



Powerful Admin console

- Two factor authentication
- S/MIME for high level security
- Creating and managing group email accounts

Sending out perfect emails

- Automated vacation replies
- Recall sent emails
- Undo email sending



-  **Clique** 
- Home



My Pins

Conversations

Channels [+ Create/Join](#)



Contacts +

Bots +

 Search (cmd + shift + f) 

 **#Zylker Sales**
9 participants

Wednesday, October 11, 2017

 **Hubspot Bot** 



Deal Won!
Congratulations on the deal!



Deal details: ZAP D CORP
Deal Owner:
scott.fisher@zylker.com
Deal Value: 100000

Tuesday, November 14, 2017

 **You**


Team, we need to stay on top of our sales schedule! This week is going to be hectic and let's optimise our schedule. [@Li Jung - PM](#) will be handling **ABC Corp** along with [@Ryan West](#). Li and Ryan, please get in touch with Martha - martha@abccorp.com. Guess, she's taking over from Olivia! She's our POC. We've a call set up at 8 PM today, just a briefing. 👍

 1 

-  Create Event
-  Set Reminder

Today

 **You**

 12:13 PM Guys, shall we have a sales meet at [3PM today?](#)



Instant messaging app for your team interactions

Accessible across Workplace suite

- One-to-one messaging and group chat
- Audio and video call options
- Screen sharing and broadcasting

Manage chats efficiently

- Mark messages as important, to-do, etc.
- In-chat reminders
- Separate @mentions view

Manage online meetings

- Initiate meetings from the chat box
- Sync with calendar
- Notifications to participants and MOM reminders with Zia

Chatbots

- Automate daily tasks using chatbots and schedulers
- Smooth integration with other Zoho and non-Zoho apps

Access across devices

- Robust mobile and desktop app
- Accessible from any browser



ZT

Zylker Team

Ryan West

All Unread

Recent Files

Favorites

My Folders

Shared with Me

TEAM FOLDERS(18)

Company policies

Compliance

Event Marketing

General

HR

Legal

Lister tech

Marketing

Munich networking L...

Neoprene Infosystem...

Operations

Patents

Patients

Press Release - 201...

Work orders managem...

Marketing

Admin

6

FOLDERS

UNREAD

NAME

Videos & Images

Uploaded by Ryan West

Stock Images

Uploaded by Scott Fisher

External Partners & Stakeholders

Uploaded by Ryan West

PR launch_2019

Uploaded by Mustafa

Media kit

Uploaded by Ryan West

Social Media Campaigns

Uploaded by Ryan West

Banner ads

Uploaded by Ryan West

Team actions.docx

Uploaded by Ryan West

1 Team_actions properties.docx

Uploaded by Ryan West

Getting Started

Uploaded by Lewis Gardner

Getting Started

Created by Lewis Gardner

Product launch blog

Created by Ryan West

Event leads

Created by Alejandro Mendoza

Lead capturing

Uploaded by Lewis Gardner

Lead capturing

Created by Ryan West

Competitor analysis



File storage and content collaboration platform for teams.

Shared workspaces - Team Folders

- Unified space to store, share, and work together
- Granular level access controls
- In-built office suite

Work outside your team

- Share files externally
- Set password and expiry dates
- Create multiple links and monitor access stats

Stay in sync

- Work offline, sync when online
- Sync only the files you want to work on
- Mobile apps that keep you connected at all times

Analytics & data administration

- Comprehensive usage stats
- Activity reports and audit trail
- Transfer file ownership

Guaranteed security

- SOC type II and ISO 27001 compliant
- Encryption in transit and at rest
- 24/7 secured data centers



FILE




Spread Smiles

Last edited by Anil a few seconds ago


COMPOSE

REVIEW

DIST



All it takes is a sn



Anil

It's a lovely Monday morning! But you are feeling g
enter your office making a mental list of things tha



Online word processing tool with real-time collaboration

The word processor for today's teams

From powerful tools to the beautiful, minimalistic design that doesn't overwhelm you, Writer is crafted for modern teams and their workflows.

Improve your writing with Zia

Zia, Writer's AI-powered writing assistant is trained to understand and polish your writing. She's smart enough to make grammar, style and readability suggestions based on the context of your sentences.

Bring everybody to the same page

Share your work with others and collaborate with them in real time. Track their changes and initiate contextual discussions using comments.

Automate your paperwork

Put an end to mundane work. Writer can bring in your sales or form data from Zoho CRM and Zoho Forms and generate personalized copies of template documents in bulk.

Get contracts signed

Manage NDA's or contracts from start to finish. With built-in Zoho Sign integration, Writer handles everything from document creation to automated signature collection in one platform.



Sheet



File Edit View Insert Format Data Tools



Tahoma



10



O58

fx

	A	B	C	D	E	F	G	H	I
1	Order ID	Date	Sales Rep	Region	Item	Units	Unit Price	Sales	
2	1	1 Jan, 2018	Sasha	Central	Pencil	43	\$3	\$129	
3	2	1 Jan, 2018	Mark	Central	Binder	81	\$20	\$1,620	
4	3	2 Jan, 2018	Sasha	Central	Pen Set	96	\$5	\$480	
5	4	2 Jan, 2018	Sasha	Central	Pen Set	96	\$5	\$480	
6	5	2 Jan, 2018	Sasha	Central	Binder	57	\$20	\$1,140	
7	6	3 Jan, 2018	Sasha	Central	Pencil	66	\$2	\$132	
8	7	3 Jan, 2018	Jim	Central	Pen Set	62	\$5	\$310	
9	8	3 Jan, 2018	Mark	West	Binder	29	\$2	\$58	
10	9	3 Jan, 2018	Mark	Central	Pen Set	64	\$9	\$576	
11	10	3 Jan, 2018	Jim	Central	Pen Set	55	\$12	\$660	
12	11	5 Jan, 2018	Mark	Central	Binder	87	\$15	\$1,305	
13	12	5 Jan, 2018	Sasha	Central	Pencil	35	\$5	\$175	
14	13	6 Jan, 2018	Sasha	West	Pencil	36	\$5	\$180	
15	14	6 Jan, 2018	Mark	East	Binder	94	\$20	\$1,880	
16	15	6 Jan, 2018	Sasha	Central	Pencil	67	\$1	\$67	
17	16	6 Jan, 2018	Sasha	East	Pencil	75	\$2	\$150	
18	17	6 Jan, 2018	Sasha	Central	Binder	80	\$9	\$720	
19	18	6 Jan, 2018	Jim	East	Pen Set	50	\$5	\$250	
20	19	7 Jan, 2018	Jim	Central	Binder	7	\$20	\$140	
21	20	7 Jan, 2018	Mark	Central	Desk	2	\$125	\$250	
22	21	7 Jan, 2018	Sasha	West	Pencil	90	\$5	\$450	
23	22	8 Jan, 2018	Sasha	West	Binder	81	\$20	\$1,620	
24	23	8 Jan, 2018	Mark	Central	Desk	5	\$125	\$625	
25	24	8 Jan, 2018	Sasha	Central	Binder	4	\$5	\$20	

★ Sales Report

Sum of

\$150K

\$100K

\$50K

\$0

\$80K

\$70K

\$60K

\$50K

Jan



Online spreadsheet for collaborative teams

Smart data cleaning tool

- Remove duplicate records
- Rectify inconsistencies in data
- Find and fill in random values

Analyze and visualize data with Zia

- Automated chart and pivot table recommendations
- Instant answers for data-related questions
- Voice command on mobile app

Work together in real-time

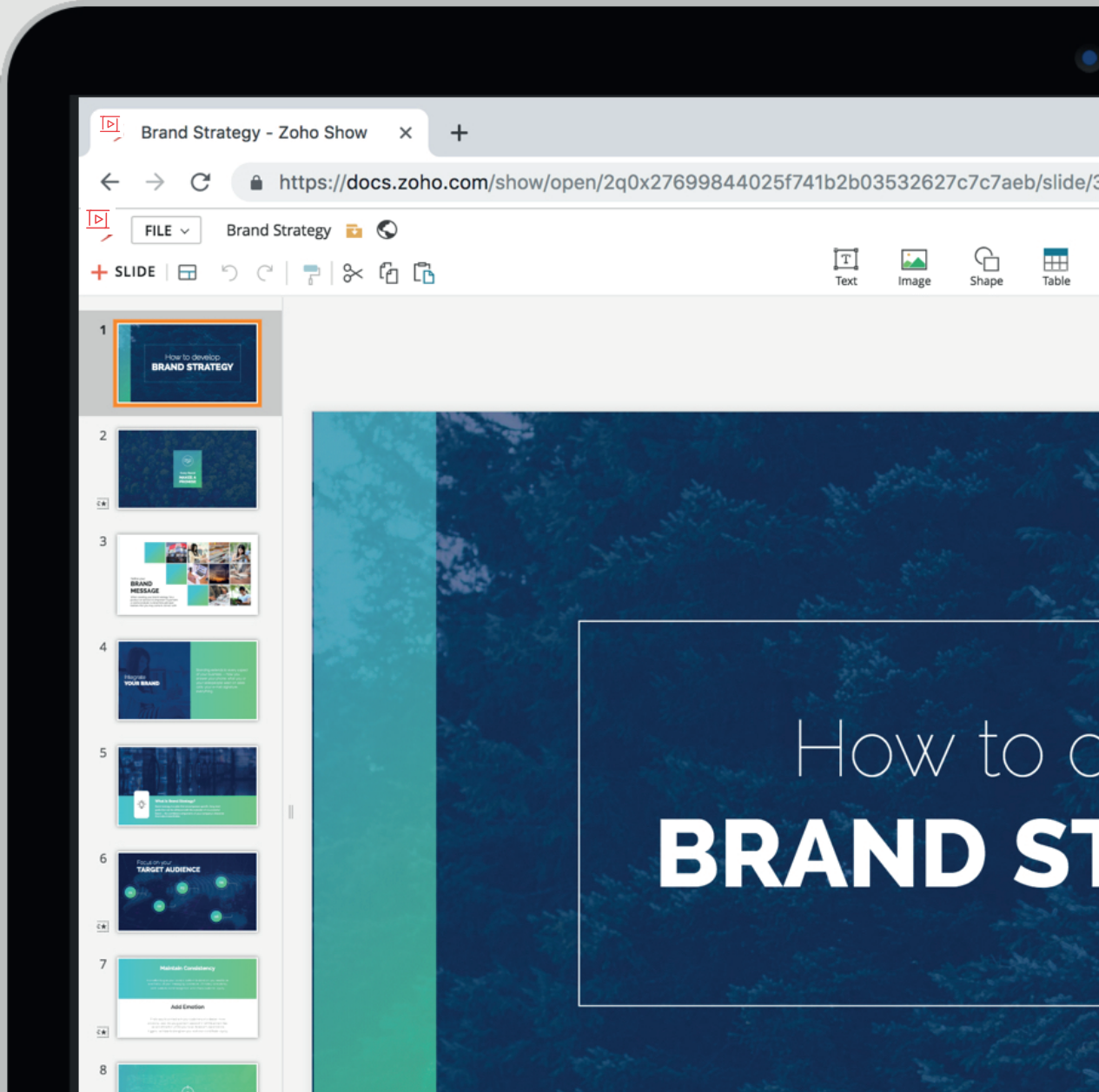
- Cell and range level contextual comments
- User, date, and range specific changelog
- Automatic version backups with reverting options
- Range and user-specific lock settings

Convert printouts into digital data

- Choose, crop, and convert images into spreadsheet data
- Preview and correct before inserting.
- Insert with date formats intact

Integration with other applications

- Automated workflows via Zapier and Zoho Flow
- Bring in contextual data using custom functions
- Collect data using Forms





An online presentation tool that lets you create, collaborate, and deliver ideas.

Build ideas with ease

- Clean and minimalist design
- Effortless adaptation with easy learning curve
- Choose from an array of templates

Capture audience interest

- Organize your data with charts, tables, and smart elements
- Steer your presentations with visuals rather than words
- Create your own path animations in no time

Bring your team together

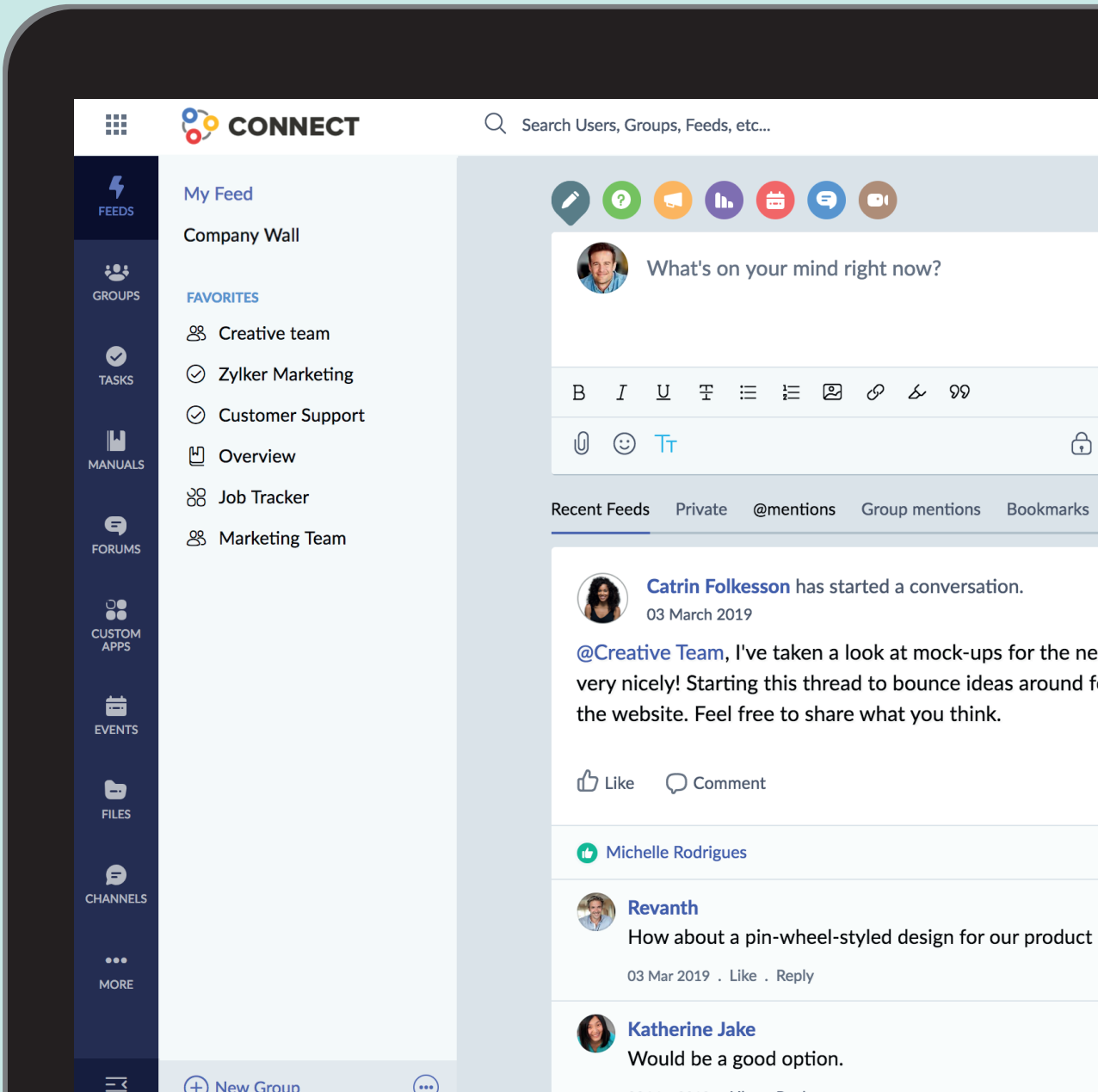
- Real-time editing
- Contextual commenting
- Lock slides for to avoid unauthorized edits

Reach millions around the globe

- Publish slides and embed them onto your blogs and websites
- Manage published versions
- Broadcast to remote audience across the globe

Multi platform support

- Access slides on the go - Android and iOS mobile app
- Stage your slides through Apple and Android TV
- Smart watch integrations





Social Intranet that lets your organization communicate and work together efficiently.

Communication, without barriers.

- Social media style feeds to start conversations and stay updated.
- More context with polls, questions, and announcements.
- Fully searchable archive of conversations.

Improved team collaboration spaces.

- Groups with built-in apps to enhance productivity.
- Granular permissions to manage members.
- Integrations to bring all applications together.

Task management, simplified.

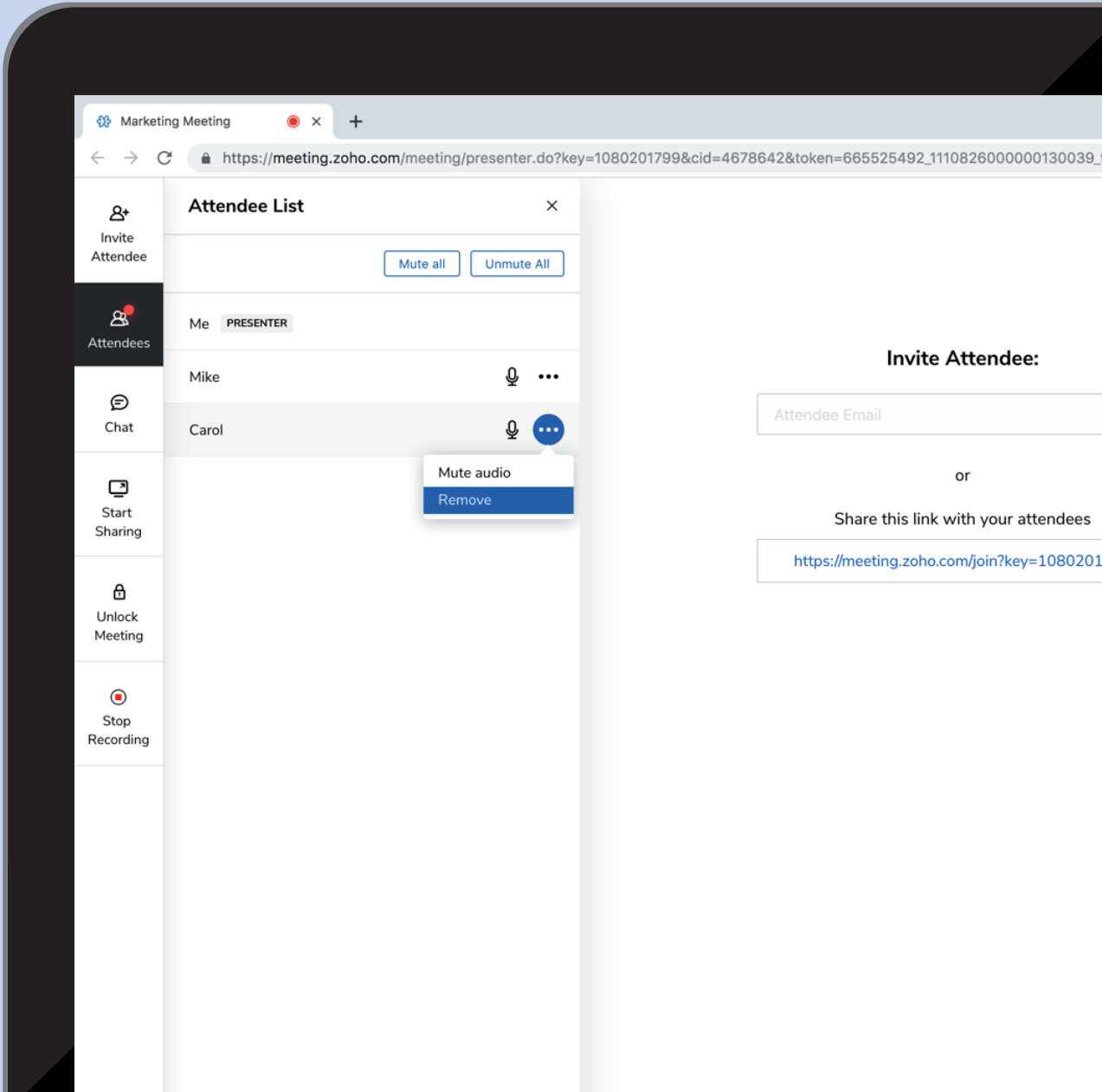
- Kanban boards to organize tasks.
- Task status to track progress, checklists, reminders, templates, and more.
- Board statistics and task reports that give the whole picture.

Knowledge base to create a library of resources.

- Manuals with chapters and articles to organize information.
- Publish to the entire network, or keep it private.
- Share articles and duplicate manuals.

Custom forms and workflows to automate.

- Low code, drag-and-drop form builder.
- Workflows to automate any internal process.
- Gallery of built-in apps to select from.





Web conferencing solution to host online meetings

Web conferencing solution to host online meetings

- Meet instantly, or Schedule for later
- Embed meeting links on your website
- Add meetings to calendar, get RSVPs, and reminder emails

Audio, video, HD screen sharing and recording

- Join using computer audio or dial-in numbers and webcam sharing
- Share presentations and give demos via screen and application sharing
- Play, share and download HD meeting recordings

Moderator controls

- Lock meetings to keep them secure
- Mute participants or remove them
- Share your keyboard and mouse controls

Organizational settings

- Co-branding using organization name and logo
- Enable or disable camera settings for your organization
- Add and manage users

Apps and extensions

- Google Chrome and Firefox Extension
- iOS and Android apps
- Desktop application

Mix and match plans

Pay only for what you use and nothing more.



Cost-optimized for your business

One plan doesn't fit all users.

Construct a perfect plan that works for your company's needs and makes the most out of your money.



Scale up as you grow

Add new employees to the plan that is suitable for them and feel free to move them to a higher plan when their needs evolve.

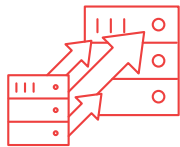


Have more control

Be confident that employees can only perform actions based on the permission they have in a specific plan.

Ready to migrate to Workplace?

Experience a hassle-free shift from your current service.



Seamless migration

Easily make the switch with a single-click migration process without worrying about data loss. You'll have our migration assistance until the last byte.



Migrate in multiple phases

With Split Delivery, run only selected user accounts in Zoho and the remaining in your current service or choose to receive emails in both the services by setting up Dual Delivery.



Stay updated constantly

The migration process is thoroughly monitored. You'll receive instant notifications in the admin console about the transfer.



Workplace on Mobile

Download a single app to manage your entire office agenda and collaboration even when you are away from your desk.



Starts at **£2.40**/month

