



Zoho
Workplace



Business Email and Collaboration tools



thefc.co.uk/workplace





Mail

New Mail ▾

STREAMS ⚙️ +

- Home** 6
 - Marketing
 - Zylker
 - Asia Pacific Sale!** 5
- FOLDERS** +
 - Inbox**
 - Drafts
 - Templates
 - Sent
 - Spam** 2
 - Trash** 7
 - Outbox
 - Designs
- SHARED WITH ME**
 - w Marketing
- TAGS** +
- IEWS**
 - Unread** 1
 - All messages
 - Flagged

Inbox

📧 Zylker... Zo... Burrows An 3:16 PM

📧 Whitehall M... We Need Yo... 11:38 AM

📧 Rebecca A test - test Th... 9:20 AM

📧 Whitehall M... Stay connect... 4:19 AM

📅 Rebecca A Event Invi WED JUN 06

📧 Fabtron Co... what is this? ... WED JUN 06

📅 Eventbrite Your Monthly... WED JUN 06

📅 Thomas Mark Event Invi... TUE JUN 05

📅 Thomas Mark Event Invi... TUE JUN 05

4 📧 Joshua Len... Agile Proce... MON MAY 28

Me Re: Agile Pro... SAT JUN 02

📧 Joshua ... Re: Agile Pro... MON MAY 28

📧 Katheri... Re: Agile Pro... THU MAY 24

📧 Rebecc... Agile Proce... MON MAY 21

📧 Olivia Palm... Hi Rebecca ... SUN MAY 20

📧 tricia ZOHO Sales... WED MAY 09

📧 tricia Chat : Hi - C... THU APR 19

📧 Eventbrite Order Notifi... TUE APR 17

📧 Zylker Man The Monthb... TUE APR 16

Re: Agile Process

joshua@zylker.co

Thu, 26 Apr 2018 00:00

To "Rebecca Anderson"

Tags

Sent by rebecca+aml_pau

That's amazing and I s...
the technology

---- On Sat, 07 Oct 2017

...

www.zylker.com

Tasks

Follow up - Call back on

Group: My Tasks Ass

Notes

Agile Process - T

My Notes > General

Reply - Reply All - For



Secure, feature-rich email for your business

Clean and clutter-free inbox

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

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

Sending out perfect emails

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

Sharing and team collaboration

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

Powerful Admin console

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





- Cliq**
- Home
- My Pins
- Conversations
- Channels [+ Create/Join](#)
- Contacts
- Bots

Search (cmd + shift + /)

#Zylker Sales
9 participants

Wednesday, Oct

Hubspot Bot

Deal Won!
Congratulations on the deal!

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

Tuesday, Nov

You

Team, we need to stay on top of our sales schedule! This week is going to be hectic and let's optimise our
[@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. 👍

- Create Event
- Set Reminder

Today

You

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

12:13 PM



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 online meetings

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

Access across devices

- Robust mobile and desktop app
- Accessible from any browser

Manage chats efficiently

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

Chatbots

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





Zylker Team
Ryan West

- All Unread
- Recent Files
- Favorites
- My Folders
- Shared with Me

TEAM FOLDERS(18)

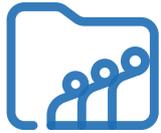
- Company policies
- Compliance
- Event Marketing
- General
- HR
- Legal
- Lister tech
- Marketing**
- Munich networking L...
- Neoprene Infosystem...
- Operations
- Patents
- Patents
- Press Release - 201...
- Work orders managem...

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

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

Guaranteed security

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

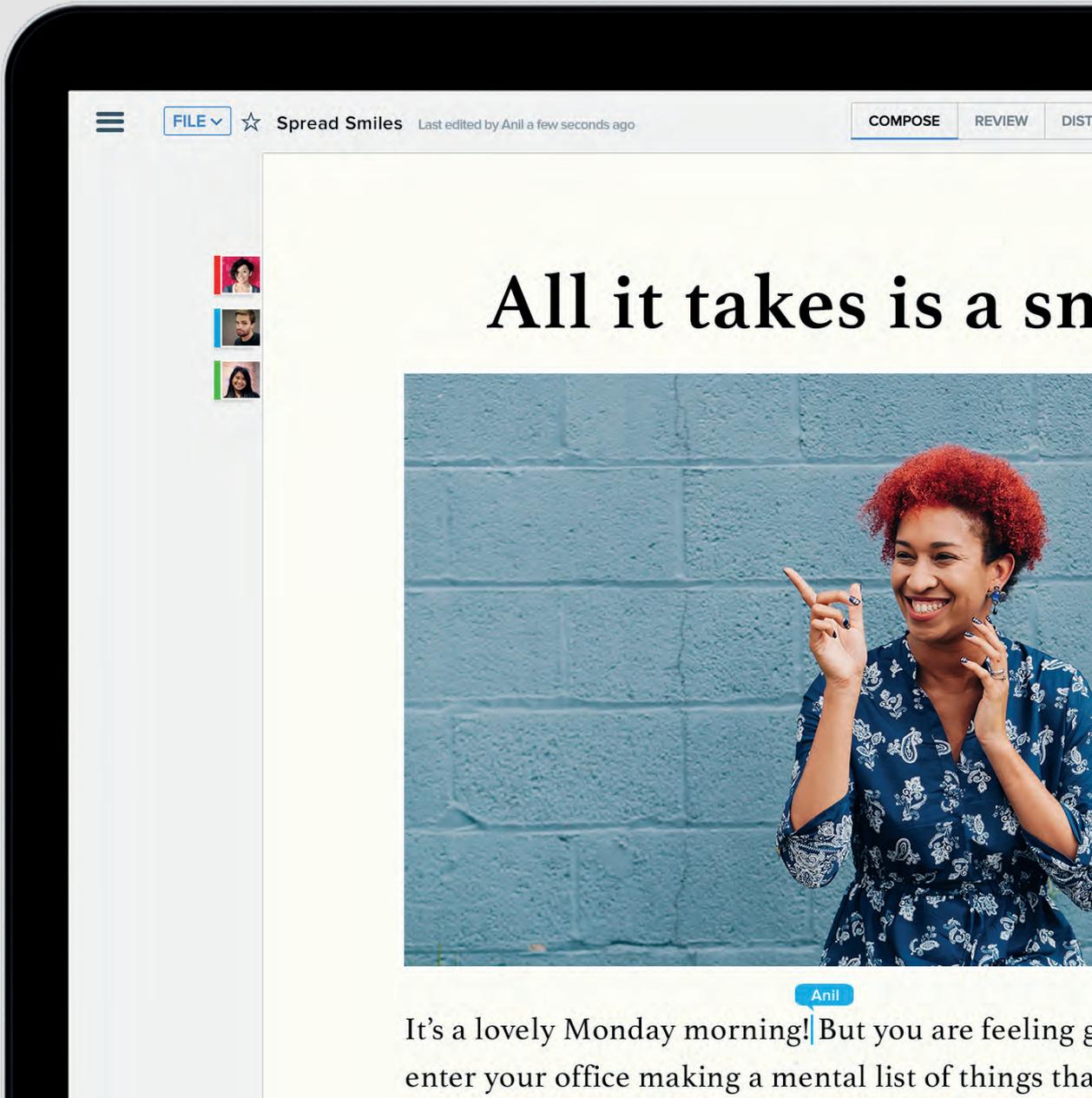
Work outside your team

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

Analytics & data administration

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





FILE ▾



Spread Smiles

Last edited by Anil a few seconds ago

COMPOSE

REVIEW

DIST

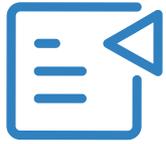


All it takes is a smile



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.

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.

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.

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.

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.





File Edit View Insert Format Data Tools

Tahoma 10 B I U S A

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 | |

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

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

Integration with other applications

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

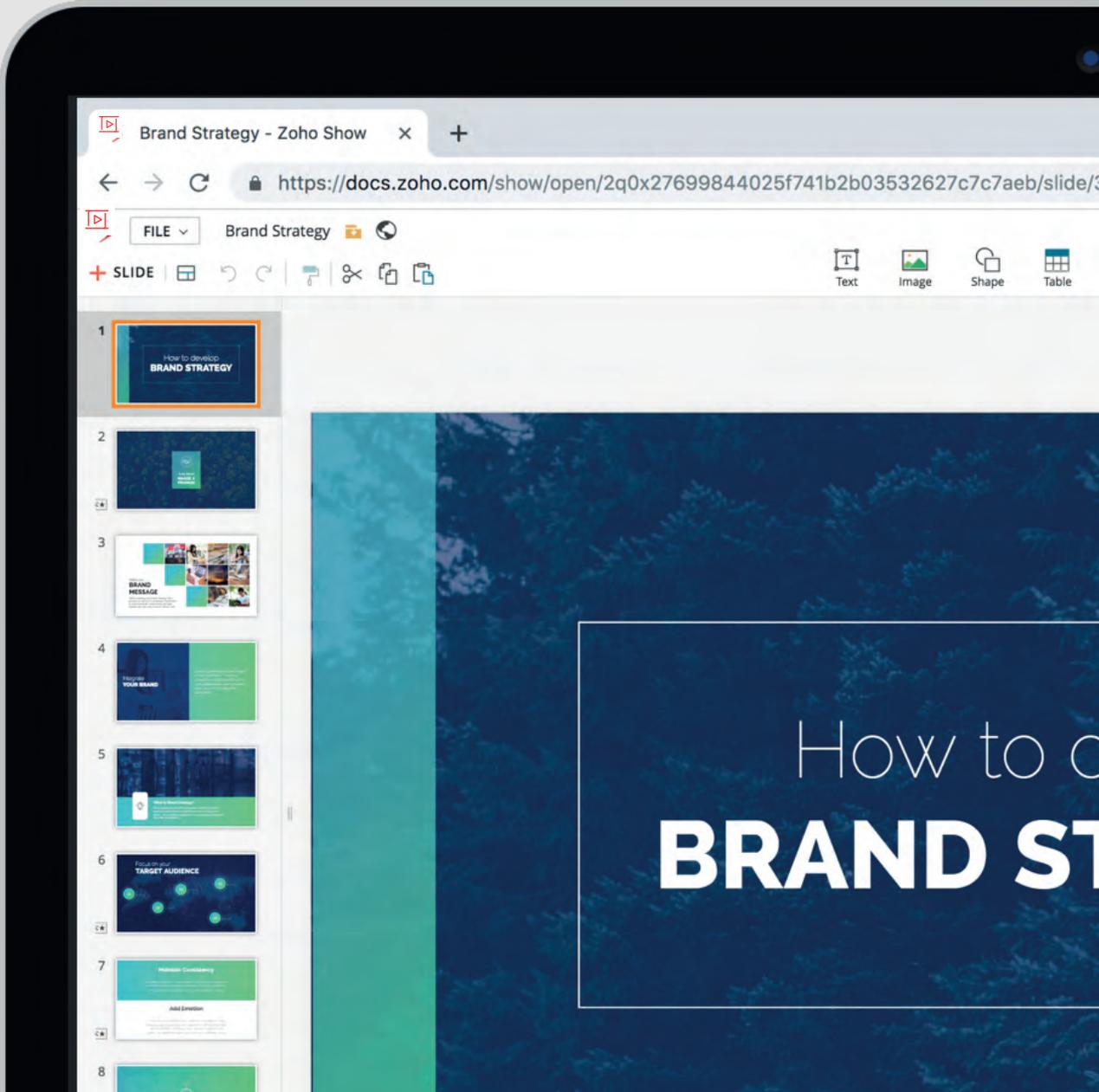
Analyze and visualize data with Zia

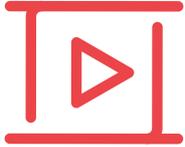
- Automated chart and pivot table recommendations
- Instant answers for data-related questions
- Voice command on mobile app

Convert printouts into digital data

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







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





 Search Users, Groups, Feeds, etc...

My Feed

Company Wall

FAVORITES

- Creative team
- Zylker Marketing
- Customer Support
- Overview
- Job Tracker
- Marketing Team

What's on your mind right now?

B I U T ≡ ≡ ≡ @ # ↻

Recent Feeds Private @mentions Group mentions Bookmarks

 **Catrin Folkesson** has started a conversation.
03 March 2019

@Creative Team, I've taken a look at mock-ups for the new website. They look very nicely! Starting this thread to bounce ideas around for the website. Feel free to share what you think.

👍 Like 💬 Comment

 Michelle Rodrigues

 **Revanth**
How about a pin-wheel-styled design for our product?
03 Mar 2019 · Like · Reply

 **Katherine Jake**
Would be a good option.



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.

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.

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.

Improved team collaboration spaces.

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

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.





Marketing Meeting

https://meeting.zoho.com/meeting/presenter.do?key=1080201799&cid=4678642&token=665525492_1110826000000130039_

Attendee List

Invite Attendee

Mute all Unmute All

Attendees

Me PRESENTER

Mike

Carol

Mute audio

Remove

Invite Attendee:

Attendee Email

or

Share this link with your attendees

<https://meeting.zoho.com/join?key=1080201799>

Chat

Start Sharing

Unlock Meeting

Stop Recording



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

Moderator controls

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

Apps and extensions

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

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

Organizational settings

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



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.

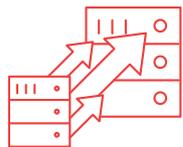


Have more control

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



Zoho
Workplace

hello@thefc.co.uk