



Zoho  
Workplace



# Business Email and Collaboration tools



[thefc.co.uk/workplace](https://thefc.co.uk/workplace)





**Mail**

**New Mail** ▾

**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 10

**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](http://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, October 10, 2018

**Hubspot Bot**

**Deal Won!**  
Congratulations on the deal!

Deal details: ZAP D CORP  
Deal Owner:  
[scott.fisher@zylker.com](mailto:scott.fisher@zylker.com)  
Deal Value: 100000

Tuesday, November 13, 2018

**You**

Team, we need to stay on top of our sales schedule! This week is going to be hectic and let's optimise our sales 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](mailto: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.

Today

**You**

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

12:13 PM

Create Event

Set Reminder



# 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)

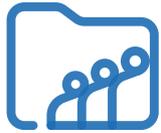
- Company policies
- Compliance
- Event Marketing
- General
- HR
- Legal
- Lister tech
- Marketing**
- Munich networking L...
- Neoprene Infosystem...
- Operations
- Patents
- Patents
- Press Release - 201...
- Work orders managem...

**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

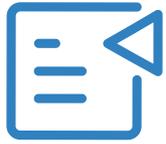


# All it takes is a smile



Anil

It's a lovely Monday morning! But you are feeling grumpy as you enter your office making a mental list of things that...



# 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

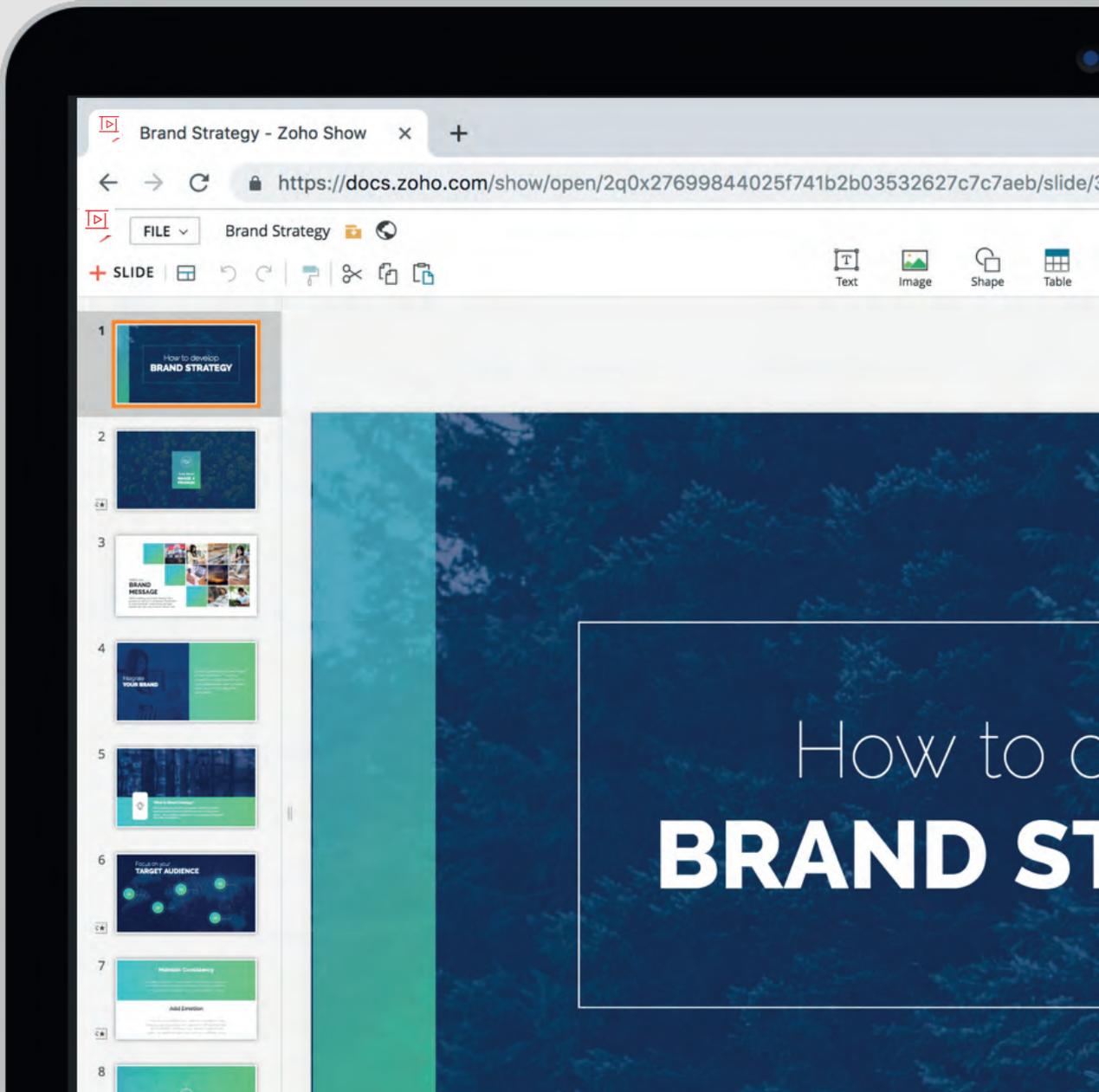
## Analyze and visualize data with Zia

- 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...

- FEEDS
- GROUPS
- TASKS
- MANUALS
- FORUMS
- CUSTOM APPS
- EVENTS
- FILES
- CHANNELS
- MORE

**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.

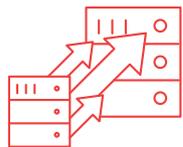


## Have more control

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.



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Starts at **£2.40**/month

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Zoho  
**Workplace**

hello@thefc.co.uk