



Only on
HUAWEI CLOUD

OneOffice LITE

Overview of OneOffice **LITE**



OneOffice

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Mission - A simple, complete & secure platform to empower productive teams

Why?

1. Secure

Private local servers, end-end encryption

2. Complete & Easy-to-use

All features in one convenient place

3. Cost Effective

Technology, servers, updates, IT



Introduction



- All modules needed by the modern organization
- Latest technology stack → speed & performance
- Best in-class security – Advanced controls
- Real-time collaboration & sharing
- Mobile & desktop applications
 - drive, calls, documents, emails & authentication

OneOffice Lite



- 50GB of combined email & drive
- Online drive
- Online document editor – DOC, XLS, PPT
- Can be easily upgraded to OneOffice Standard

Main Features

- Full **productivity** – Word, PPT, XLS, Visio
- Real **collaboration**
- Email, **Calendar, Contacts**
- **Files** & Storage
- **Secure Video** & Chat
- **Projects**
- **Forms**
- **Appointments**
- **Notes**
- **Hybrid**
- **Military-grade Security**
(* **OneOffice Standard**)

<https://OneOffice.ca>



OneOffice LITE

1. Files & Sharing



- Folders & Files
- Desktop sync
- **Live-chat**
- Internal share
- External share w/ different permissions
- **Version control**
- **Audit**
- Comments
- Tags

(* OneOffice Standard)

The screenshot displays the OneDrive web interface. On the left, a navigation pane shows 'All files', 'Recent', 'Favorites', 'Shares', and 'Tags'. The main area shows a list of files and folders with columns for Name, Size, and Modified. The file 'future plans.md' is highlighted. On the right, a chat window is open, showing a conversation about the file. The chat includes a message from 'casper' saying 'I think it is perfect no' and a response from 'Sandra Scott' saying 'could you look'. Other users like 'Louis Johnson' and 'Sandra Scott' are also visible in the chat.

Name	Size	Modified
Customer Upload	0 KB	24 minutes ago
customers	522 KB	7 months ago
Documents	77 KB	7 months ago
Photos	2.5 MB	17 minutes ago
basic-spreadsheet.ods	22 KB	7 months ago
Demo Image - Northern Lights.jpg	219 KB	7 months ago
design proposal.pdf	4.1 MB	7 months ago
future plans.md	< 1 KB	4 minutes ago
Hummingbird.jpg	572 KB	7 months ago
Brochure_201606.pdf	4.8 MB	7 months ago
test file.odt	2 MB	7 months ago
video proposal.mp4	452 KB	7 months ago

2. Documents

- Full Online Editor
- Lightning fast
- Word, PPT, Excel, Visio
- Live-collaboration
- Comments
- Track changes
- PDF / format conversion
- Live presentation
- **Live chats & calls**
(* OneOffice Standard)

<http://OneOffice.ca>

The screenshot displays the OneOffice web editor interface, which is a comprehensive online office suite. It features a top navigation bar with tabs for File, Home, Insert, Layout, Review, and Format. The main workspace is divided into three primary sections:

- Word Processor:** The top section shows a document titled "Lorem ipsum.docx" with a rich text editor. The ribbon includes options for text formatting (bold, italic, underline, color), alignment, and styles. The text "Lorem ipsum dolor sit amet, consectetur adipiscing elit." is visible.
- Slide Presentation:** The middle section displays a presentation slide titled "00-Presentation-Overview...". The slide content includes the OneOffice logo, a list of features (e.g., "The Next-Generation Productivity Suite"), and a "What we Offer" section with a circular diagram.
- Spreadsheet:** The bottom section shows an Excel spreadsheet with a data table and a chart. The table tracks project metrics over eight weeks, and the chart compares planned versus actual hours.

Feature	Initial Estimate	Week1	Week2	Week3	Week4	Week5	Week6	Week7	Week8	Hours Left
Categories	60	20	8	5	1	5	10	0	1	1
Synchronization	60	10	5	2	2	5	10	19	2	
Accounts	60	5	8	2	10	5	10	5	10	
Reminders	60	10	12	2	3	5	10	2	10	
Setting	Start	Week1	Week2	Week3	Week4	Week5	Week6	Week7	Week8	
Planned Hours		30	30	30	30	30	30	30	30	
Actual Hours		45	33	11	16	20	40	26	23	
Remaining Effort	240	195	162	151	135	115	75	49	26	
Ideal Burndown	240	210	180	150	120	90	60	30	0	

3. Emails

- Secure email server
- Lightning fast
- Mobile sync
- Out of office
- Filters
- Files integration

<http://OneOffice.ca>

The screenshot displays an email client interface for 'email@company.com'. The left sidebar shows navigation options: Compose, Mail, Contacts, and Settings. The main area shows a list of emails with columns for sender, subject, and time. The selected email is from 'Medium Daily Digest' with the subject 'ReactJS Best Practices'. The right pane shows the email's header and the start of the article content.

ReactJS Best Practices

From: Medium Daily Digest <noreply@medium.com>
To: ramez@classroomapp.com
Reply-To: noreply@medium.com
Date: Fri 07:50

Summary Headers Plain text

Stories for Ramez Rafla @ramez_36300 · Become a member

Medium

TODAY'S HIGHLIGHTS

ReactJS Best Practices

When you start a new project in... must have searched various arti...

8 min read

10 best practices every No... follow

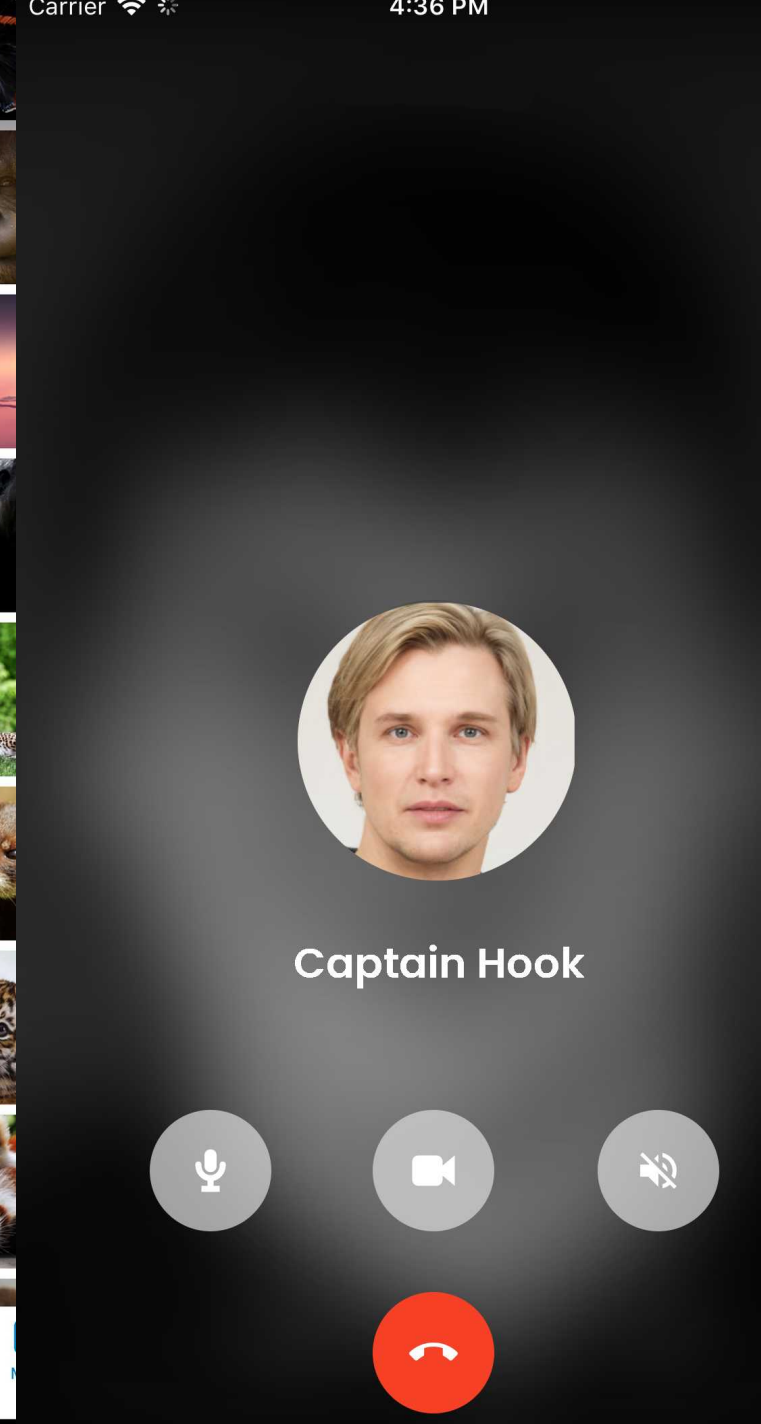
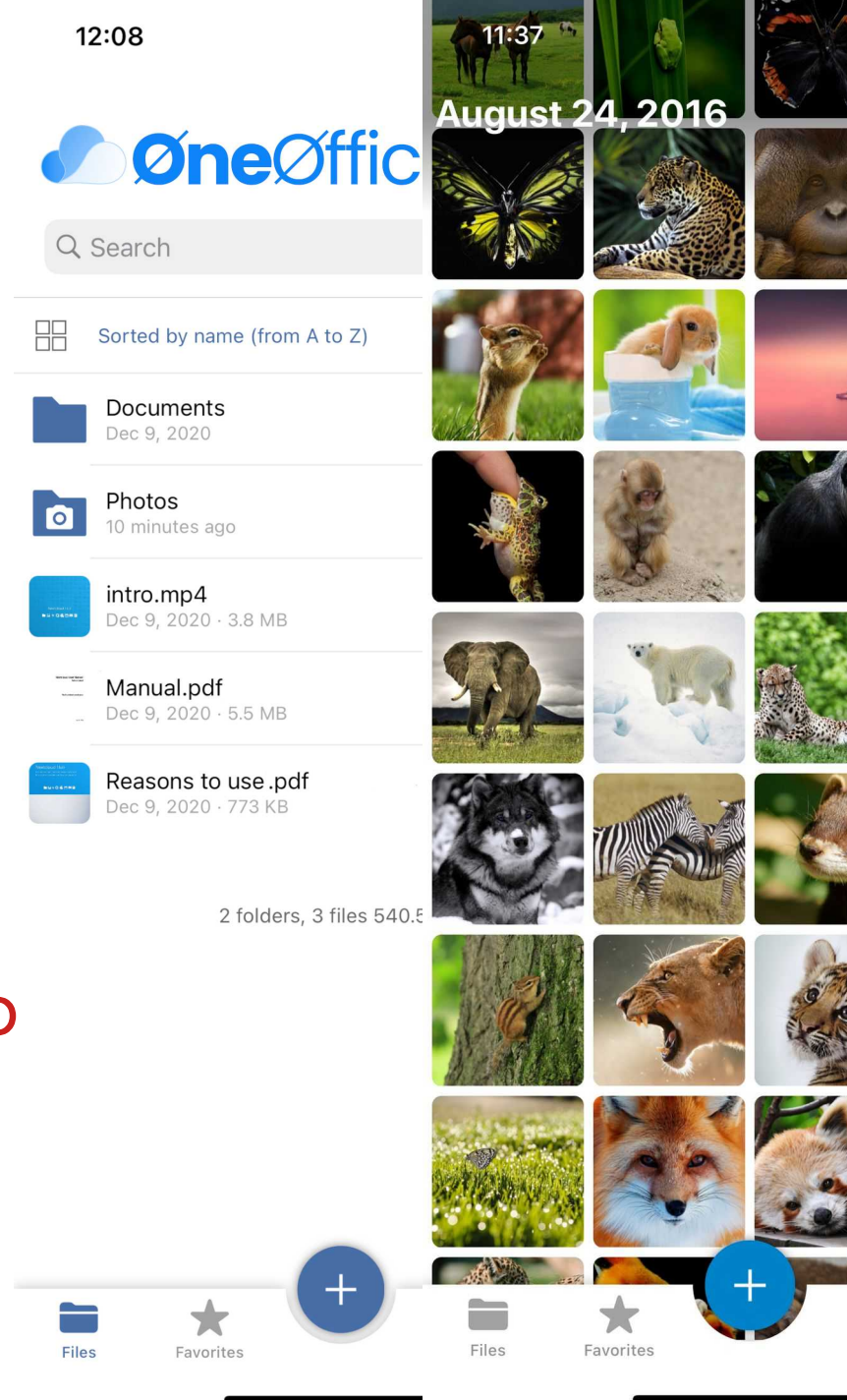
According to the StackOverflow... is the most popular developmen...

6 min read

3. Apps

- Drive for Mobile
- Meet for Mobile
- Authentication Mobile
- Desktop editor
- Desktop email
- Desktop sync / backup
(* OneOffice Standard)

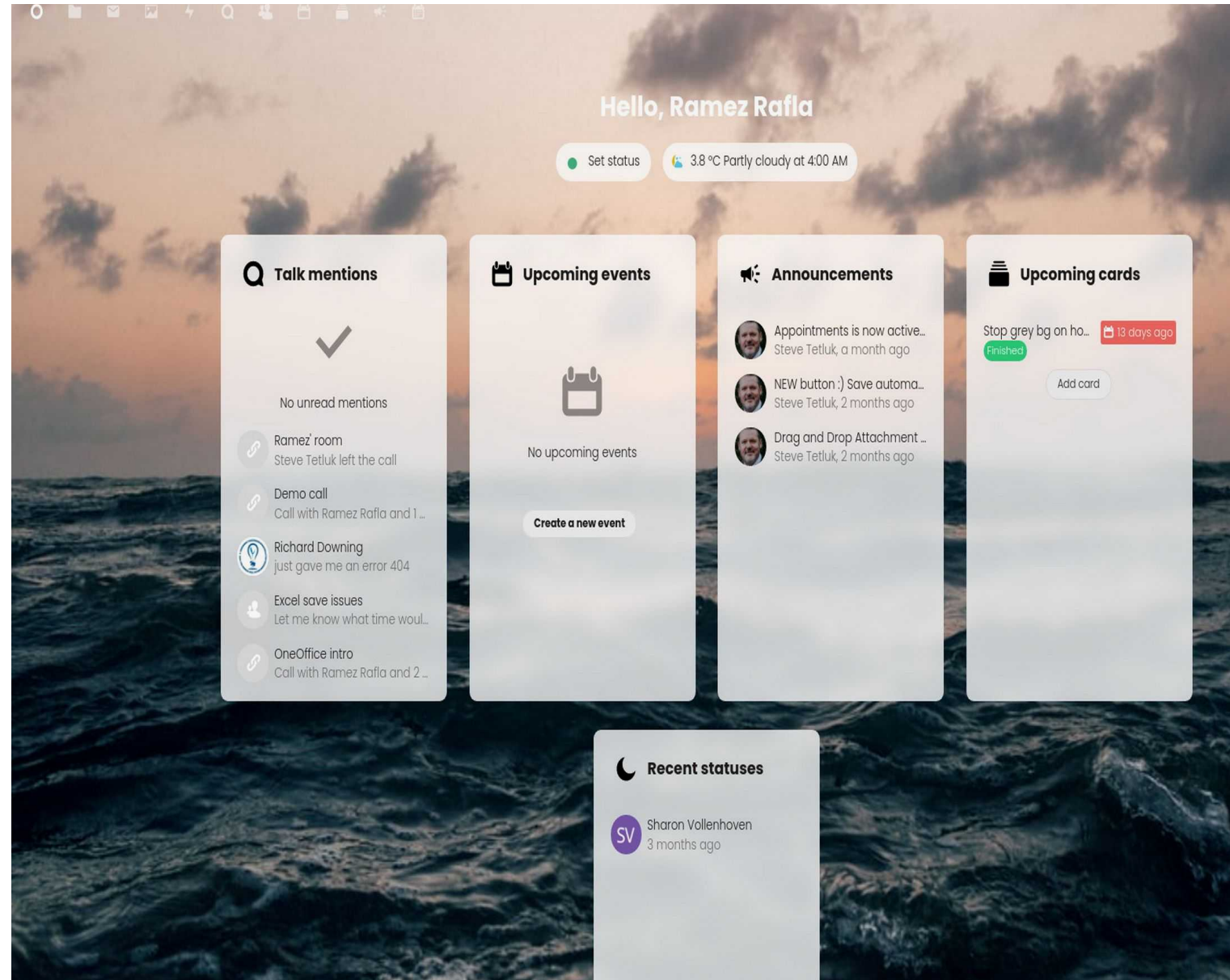
<http://OneOffice.ca>



OneOffice Standard

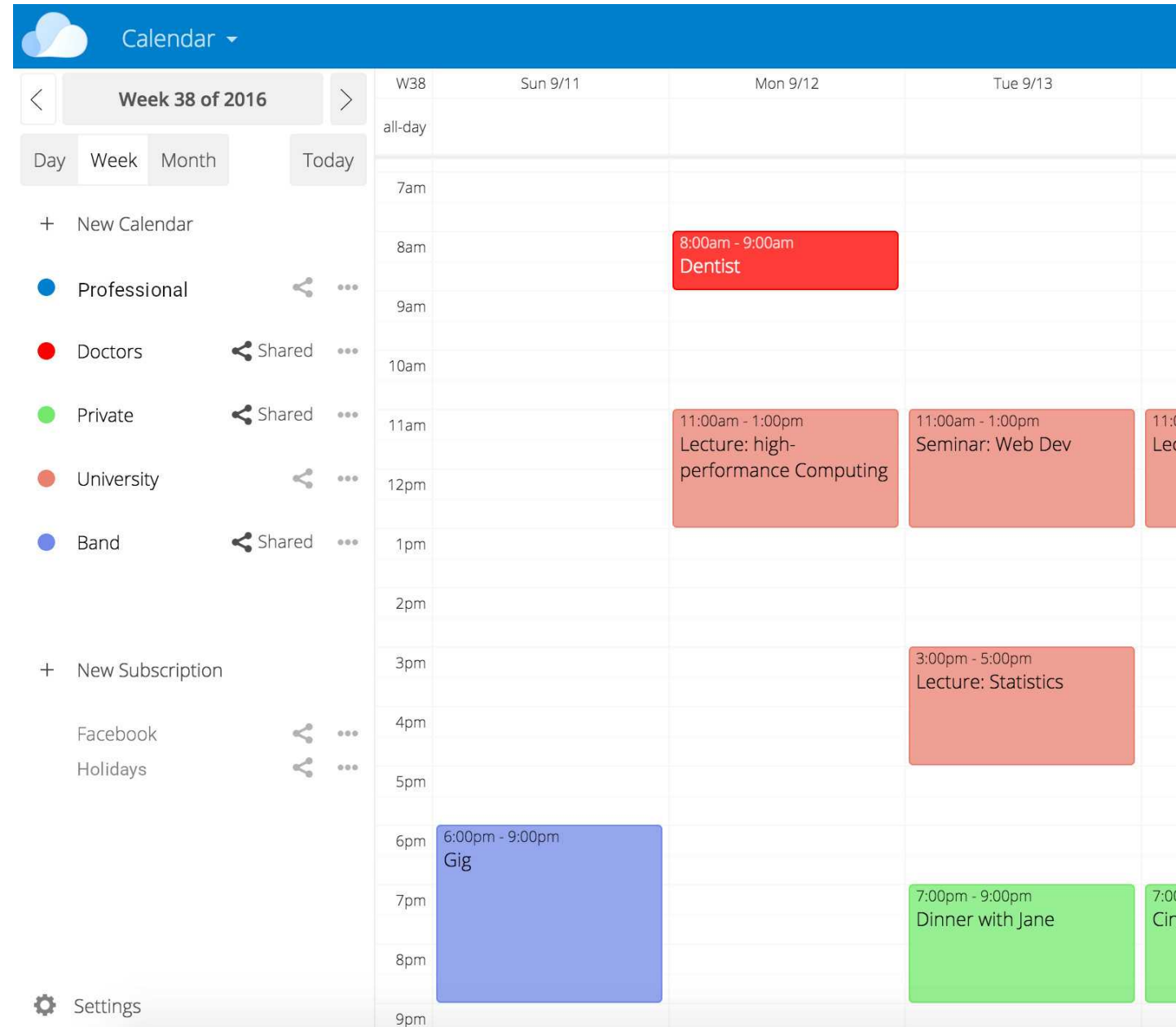
1. Dashboard

- Set your status
- Upcoming meetings
- Missed conversations
- Announcements
- Upcoming tasks
- Colleague statuses



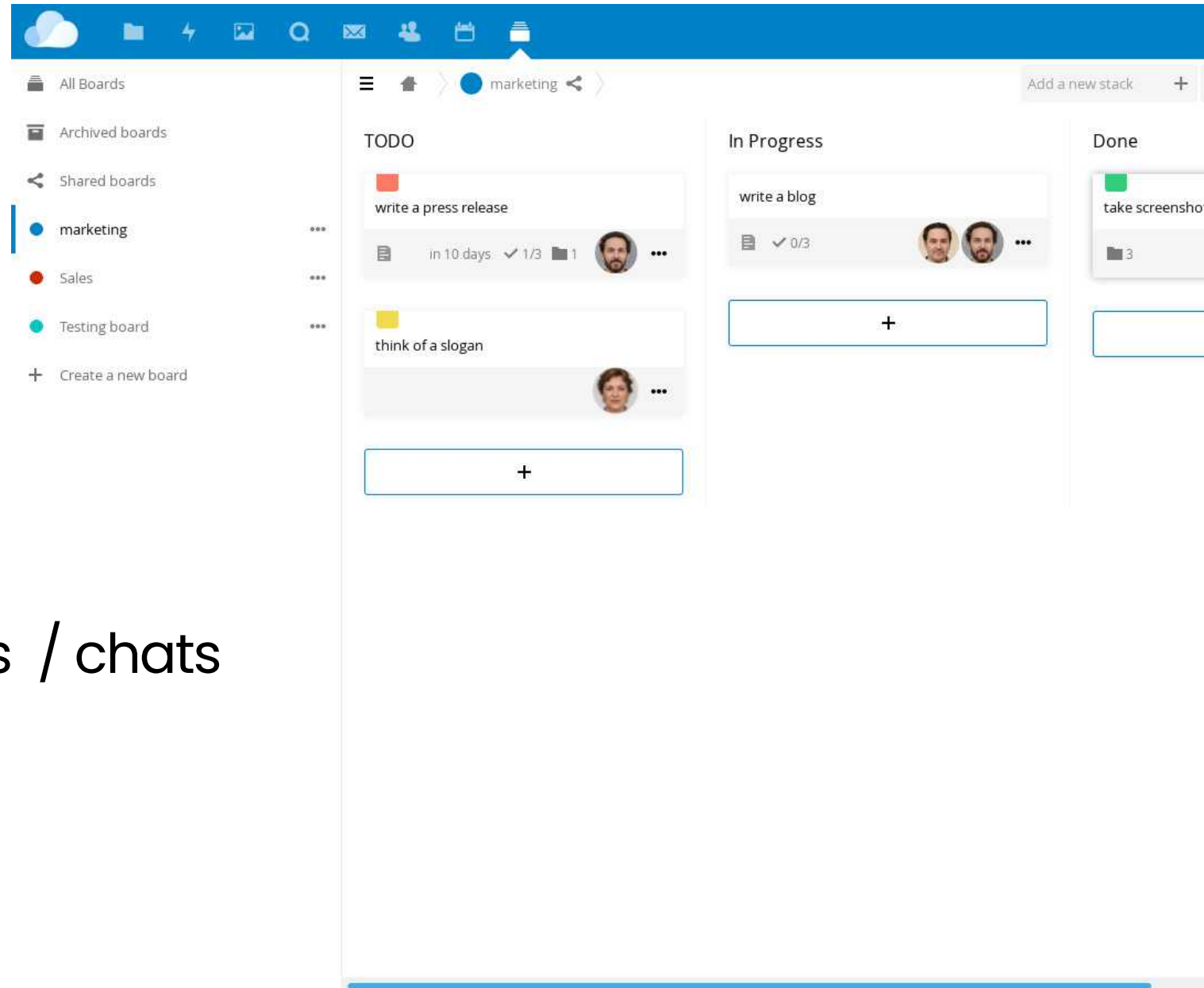
2. Calendars

- Create Events
- Share calendars
- Automated call links
- Notifications / reminders
- Mobile sync
- Email integration



3. Agile Projects

- Kanban board
- Real-time tracking
- Reminders / notifications
- Attach documents
- Integrate with group calls / chats
- Drag & drop



4. Chats / Calls

- End-to-end encrypted
- Mobile app
- Permanent chat / call links
- Background blur
- Integrates w/ docs & projects



5. Forms

- Simple
- Drag & drop
- Drop-downs
- Text inputs
- Multiple choice
- Surveys
- Reports
- Results downloads
- Notifications

The screenshot displays the Microsoft Forms application interface. At the top, there is a blue navigation bar with icons for cloud storage, folders, images, a lightning bolt, search, email, and user profile. Below the navigation bar is a search bar with a '+ New form' button. A sidebar on the left lists several forms: 'Forms questionnaire' (highlighted), 'Party invitation', 'Market research', 'Fall camping trip!', 'Customer feedback', 'Best Google alternatives', and 'What to eat for lunch'. The main content area shows the 'Forms questionnaire' form. It has a title 'Forms questionnaire' and a description: 'With Forms you can easily create surveys and questionnaires. Multiple choice, Checkboxes, Short answer, Long text – and more'. Below the description is a prompt: 'Try it out for yourself and create a form!'. The form content includes a question: 'What do you like about this app?' with two checkbox options: 'Simple design makes filling forms a breeze' and 'Keeps survey info private with self-hosting'. At the bottom right, there is a blue button with a white plus sign and the text '+ Add a question'.

6. Webinar

- Up to 1000 users
- Recording
- Lighting fast
- Low bandwidth
- Smart audio check
- Whiteboard
- Document sharing
- External video sync
- Secure chat
- Mobile-ready

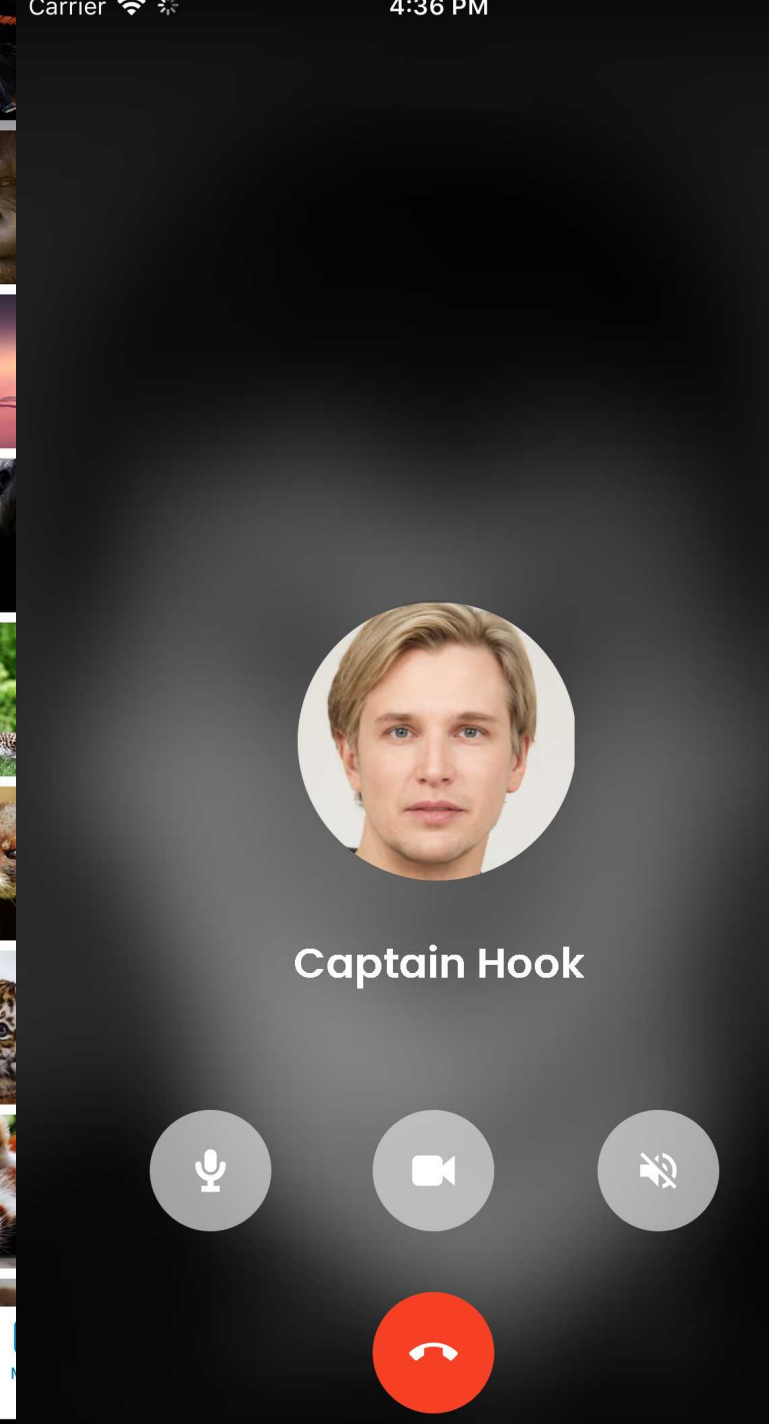
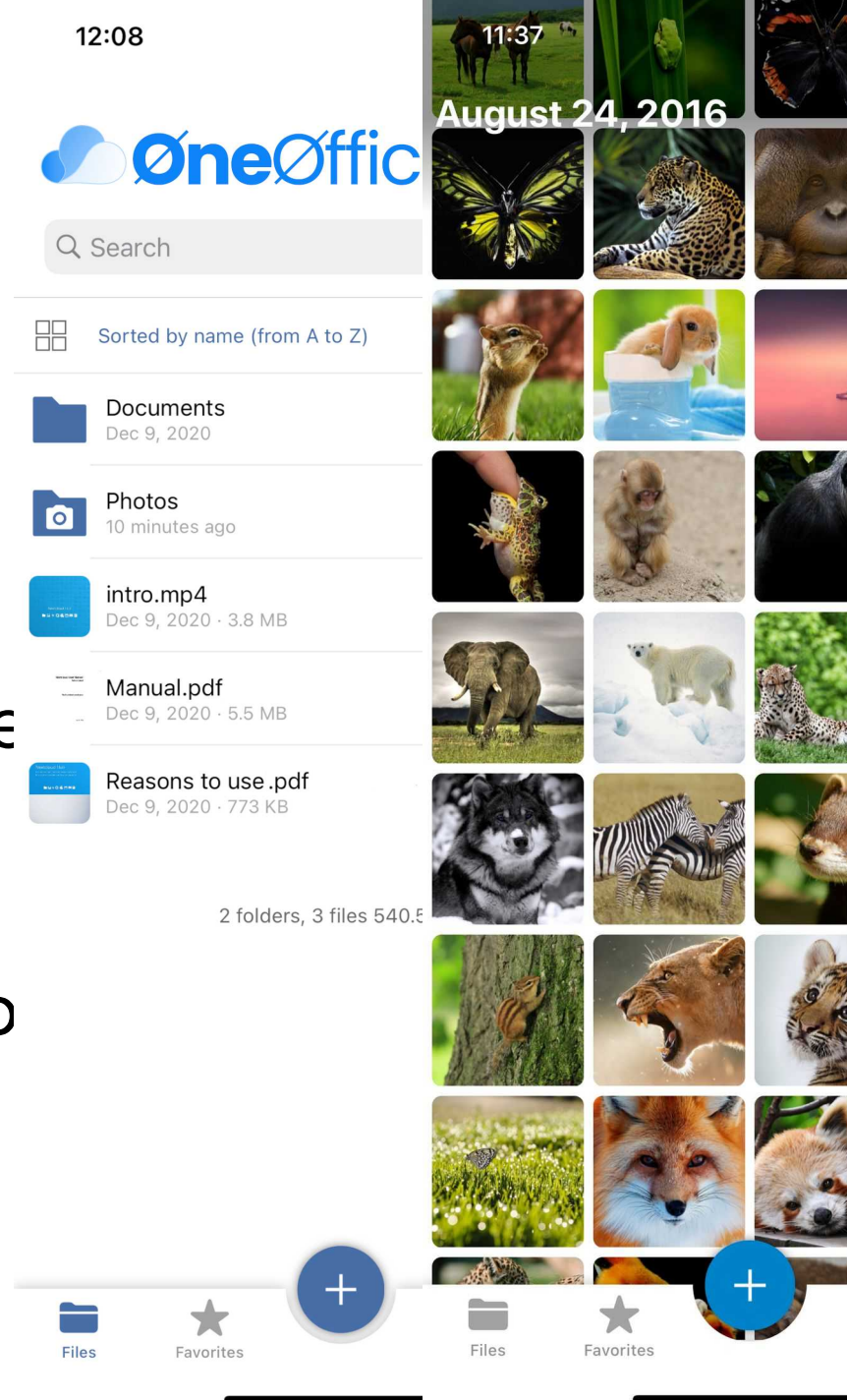
<http://OneOffice.ca>

The screenshot displays the OneOffice webinar interface. On the left, a sidebar contains a 'Public Chat' section, a 'NOTES' section with a 'Notes' icon, and a 'USERS (21)' list. The main area shows a 3x3 grid of video thumbnails for participants: Ferdinando Traversa, Archeolucia, Cristian Consonni, Francisco Ardini, Iolanda Pensa, Luca Martinelli [Sannita], Marco Chemello, Michele Miglionico, Valerio Barbaking Iannucci, Valerio Bozzolan, and Valerio Perticone. At the top right, the meeting title 'Tavole Rotonde' and a timer '102:36' are visible. At the bottom, there are icons for adding participants, muting, video, and chat.

7. Apps

- Drive for Mobile
- Meet for Mobile
- Authentication / Mobile
- Desktop editor
- Desktop email
- Desktop sync / backup

<http://OneOffice.ca>



8. Admin



- Simple yet Complete
- Upload users easily
- Create groups
- Fine-tune permissions
- Live notifications
- Control email settings
- Integrate your own domain

The screenshot shows the 'Settings' page in the OneOffice Admin interface. The 'Sharing' section is active, displaying options to enable sharing and external sharing, along with default share expiry settings. The 'Default share expiry in days' is set to 7. There are two radio buttons for 'Force default expiry', one of which is selected. The page includes a 'CANCEL' button and a 'SAVE' button.

Settings Mail Users

Passwords
Sharing
Calendars
Notifications (Email)
Notifications (Push)
System

Set default sharing rules. You can also enforce expiry and password protection for your shared files.

Enable sharing

Enable default share expiry

Default share expiry in days Force default expiry

Enable external sharing

Allow upload

Allow passwords

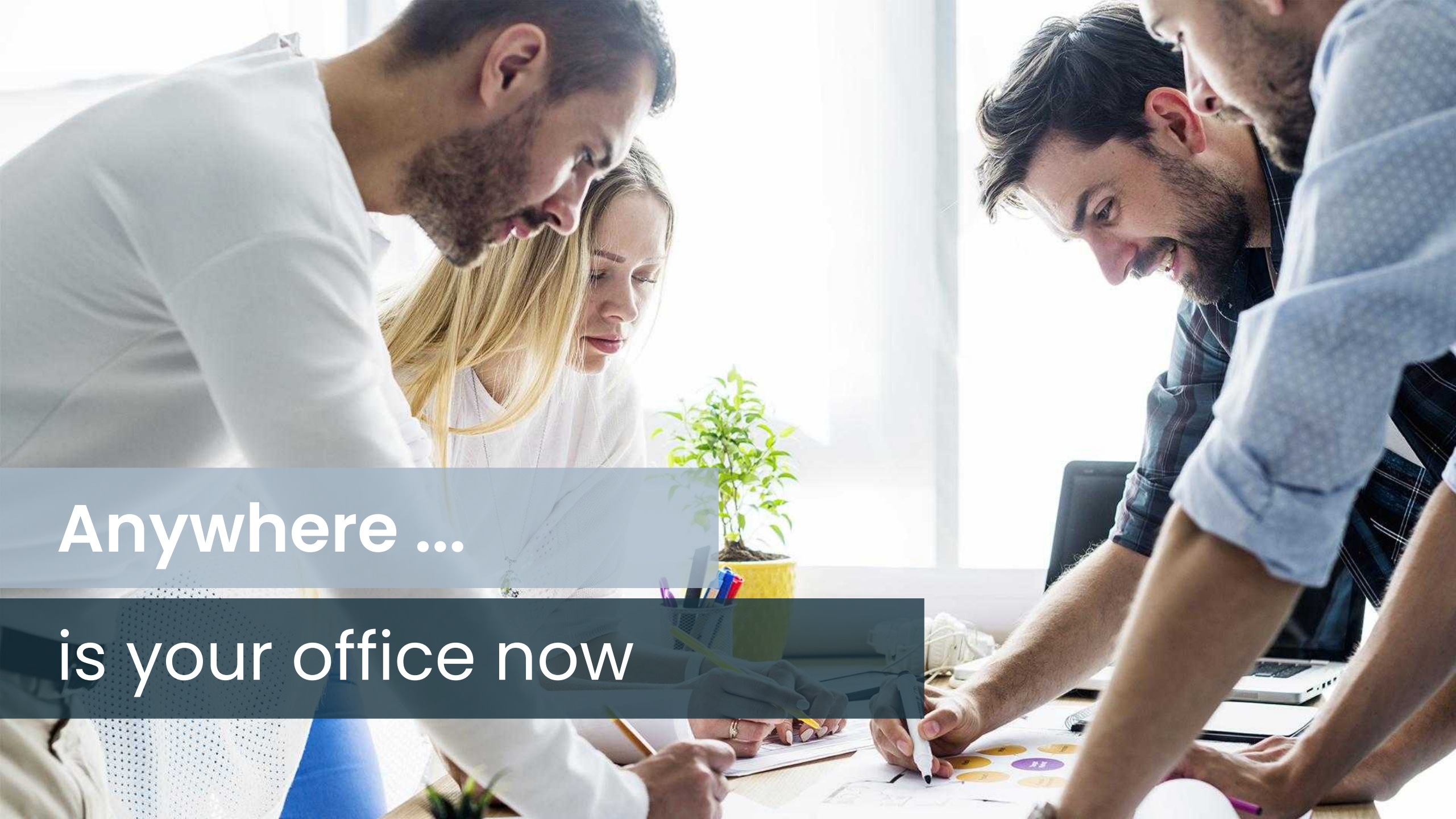
Enforce passwords

Default share expiry

Default share expiry in days Force default expiry



Having the right tool for
the job is half the battle



Anywhere ...

is your office now

Thank you.

Please feel free to contact us
info@oneoffice.ca

<https://OneOffice.ca>

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