

OneOffice Productivity

Overview & Features

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
- Enterprise-grade performance & security
- Latest technology stack → speed & performance
- Best in-class security – Advanced controls
- Built-in secure AI / Large Language Model
- Real-time collaboration & sharing
- Mobile & desktop applications

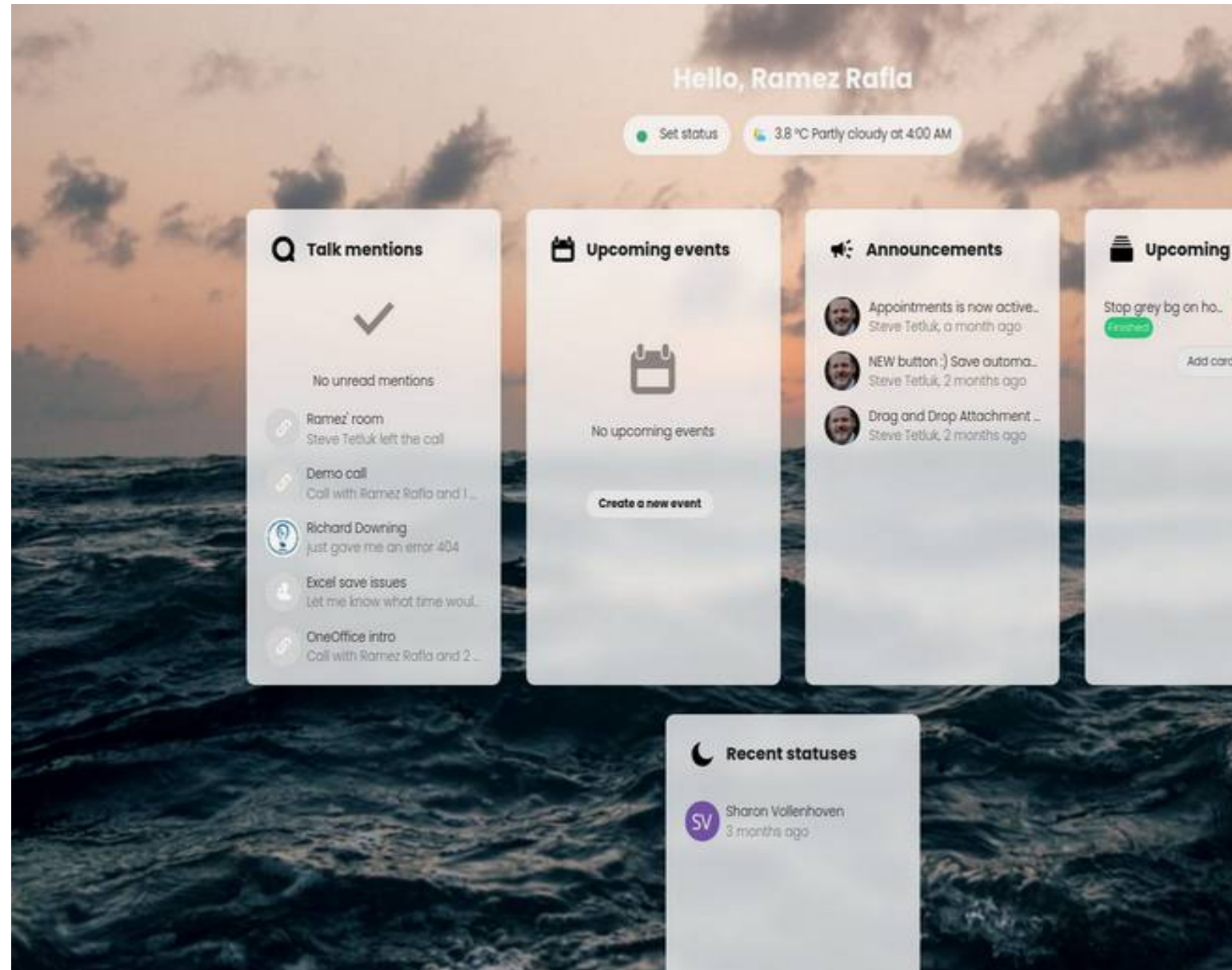
Main Features

- Full **productivity** – Word, PPT, XLS, Visio
- Real-time **collaboration**
- Email, Calendar, Contacts
- **Files & Storage**
- Secure **video & Chat**
- Built-in **AI / LLM**
- Projects
- Forms
- Appointments
- **Military-grade security**
- **End-to-end encryption**



1. Dashboard

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



2. Files & Sharing



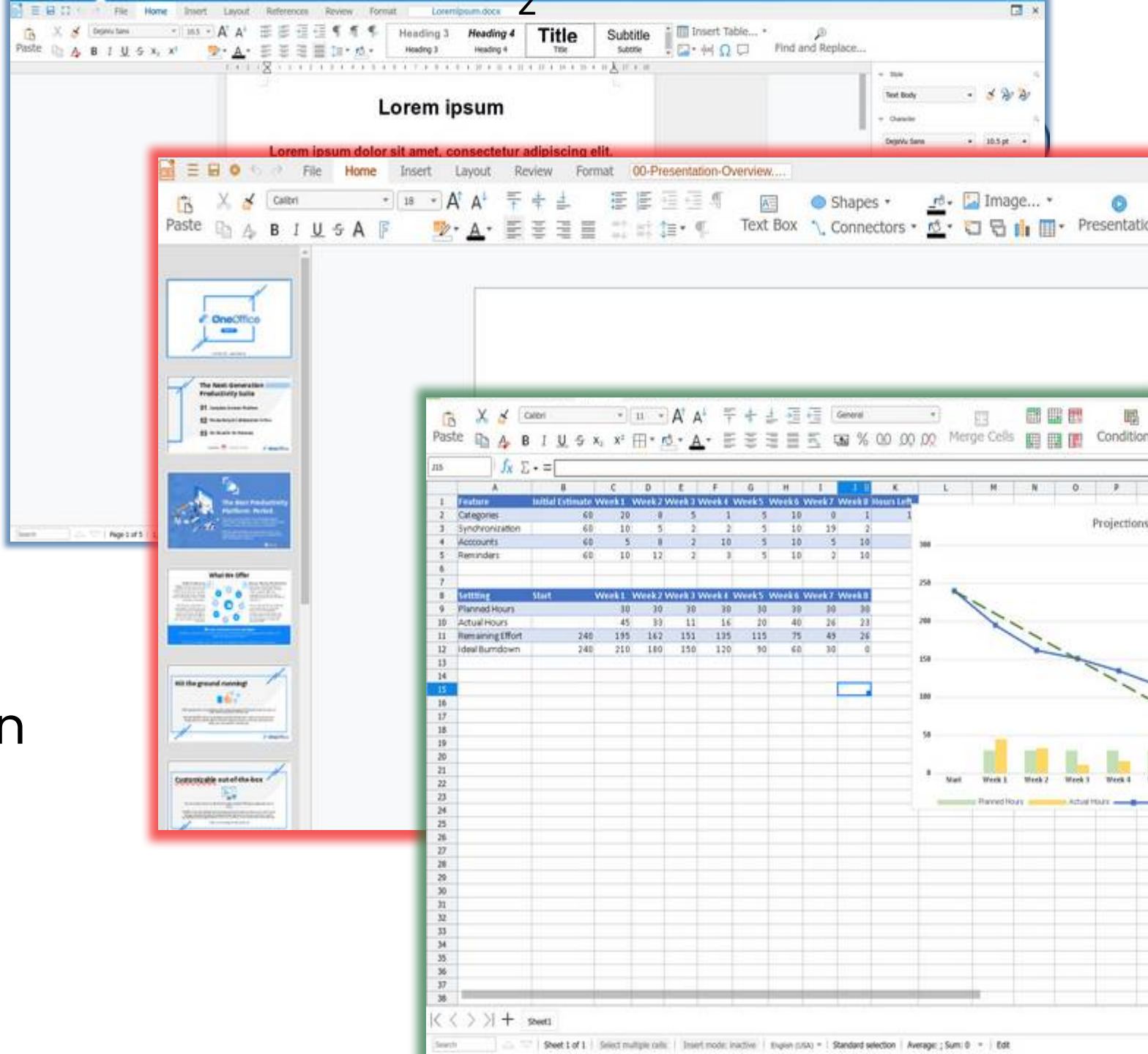
- Folders & Files
- Desktop sync
- Live-chat
- Internal share
- External share
- Different permissions
- Version control
- Audit
- Comments
- Tags

The screenshot displays the OneOffice web interface. On the left, a sidebar contains navigation options: All Files, Search, Recent, Favorites, Shared with Me, My Shares, and Trash. The main area shows a file list with columns for Name and Size. The file list includes folders like 'Samer', 'CEEC', 'Marketing', 'Proposals', 'Personal', 'Legal', 'Marketing', 'Contracts', 'Templates', 'Deslin', 'Khaled', 'Partners' and files like 'sample-presentation.pptx', 'OneOffice-Additional features.xlsx', 'Test.wb', and 'Test.wb'. A 'Sharing Permissions' panel is open on the right, showing a search bar and sections for 'Groups' and 'Users', both currently set to 'None'. The top right corner features a navigation bar with icons for chat, folders, mail, calendar, and settings, along with a notification bell and a profile icon.

Name	Size
Samer	0
CEEC	38.8
Marketing	824.1
Proposals	2.1 M
Personal	7 MB
Legal	7 MB
Marketing	5.4 k
Contracts	0
Templates	25.7
Deslin	43.3
Khaled	47.4
Partners	88.9
sample-presentation.pptx	968.1
OneOffice-Additional features.xlsx	7.8 k
Test.wb	2.5 k
Test.wb	15.5 k

3. Documents

- Full Online Editor
- Lightning fast
- Word, PPT, Excel, Visio
- Live-collaboration
- Comments
- Track changes
- PDF / format conversion
- Live presentation



4. Calendars

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

OneOffice

My calendars

Personal



Today Back Next December 2024 Month Week Day Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02 Solutions Offl...	03 OO demo	04 Presentation t... Brainstormin...	05	06	07
08	09 DataDrift Part...	10	11	12 RE: Fw: Comp... One Office - ...	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04



NewEvent

Calendar
Personal

Event Title
New Event

Organizer
Ramez Rafia

Start
Thu Dec 19 2024 - 12:00 AM

End
Thu Dec 19 2024 - 1:00 PM

Attendee

Call
<https://mx.oneoffice.ca/?module=>

Description
Quick meeting to catch up

Delete Submit

5. Agile Projects

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

The screenshot displays a Kanban board interface with two columns of tasks, a member list, and an activity feed.

Done (in 0.9)

- New LibreBoard UI
- New user account system
- Keyboard navigation
- Multi-selection
- Archived boards, lists, and cards restoration
- Move a card using a button in the card detailed view
- Transform UI templates into components
- Improve subscriptions performance
- New avatar system

Done (in 0.8)

- New popup system
- Add and remove labels
- Move and archive all cards in a list
- User @mentions
- i18n
- Change board background color
- File attachment
- Filter cards of a board per label or per member assignation

Membres

- Y, A, Y, H, A, B, +

Étiquettes

- Feature, Internal, UI/UX, Platforms, Trello doesn't have it

Activités

- mquandalle a rejoint [REST API](#). il y a 19 heures
- mquandalle a ajouté [REST API](#) à ce tableau. il y a 19 heures
- mquandalle a archivé [Archived board restoration](#). il y a 15 jours
- mquandalle a déplacé [Archived boards, lists, and cards restoration](#) depuis Work in progress vers Done (in 0.9). il y a 15 jours
- mquandalle a déplacé [Multi-selection](#) depuis Work in progress vers Done (in 0.9). il y a 15 jours
- mquandalle a déplacé [New avatar system](#) depuis Work in progress vers Done (in 0.9). il y a 3 mois
- mquandalle a archivé [Cozy Cloud support](#). il y a 3 mois
- mquandalle a rejoint [New avatar system](#). il y a 3 mois
- mquandalle a ajouté [New](#)

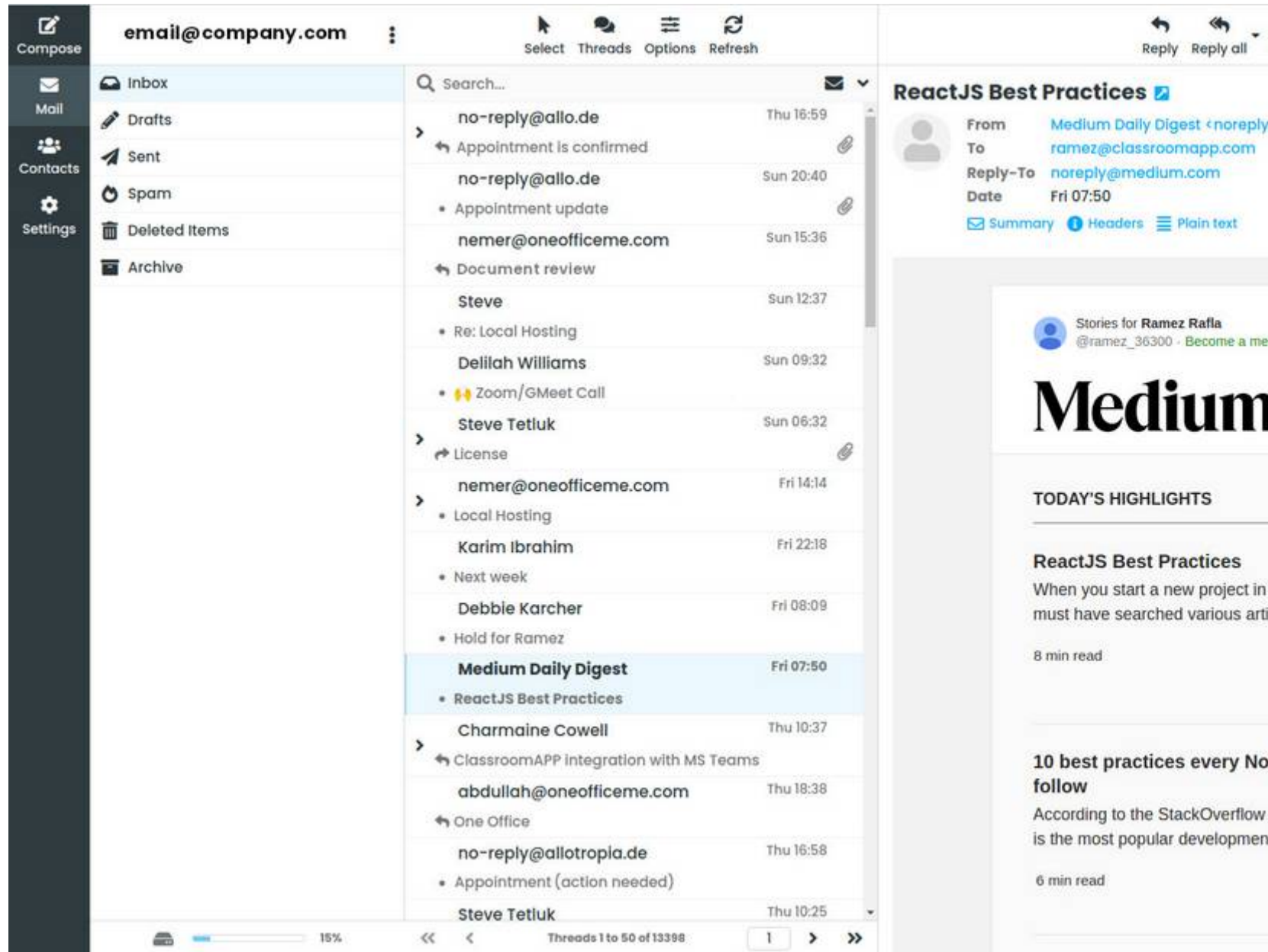
6. Chats / Calls

- End-to-end encrypted
- Mobile app
- Real-time notification
- Voice notes
- Permanent chat / call links
- Background blur
- Document share
- Integrates w/docs & projects



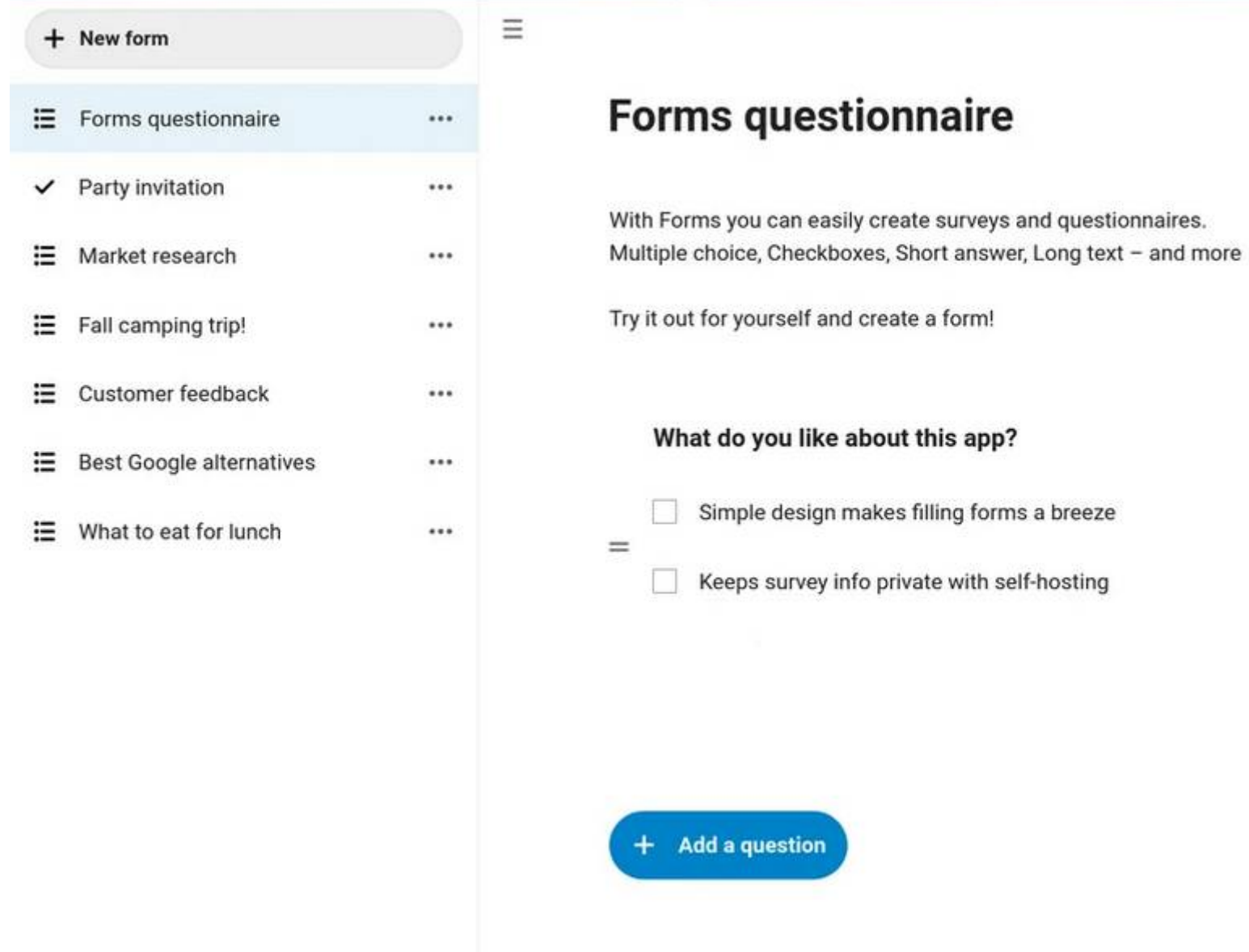
7. Emails

- Secure email server
- Lightning fast
- Mobile sync
- Out of office
- Filters
- Files integration
- AI Spam engine
- Quarantine
- Detailed logs



8. Forms

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



The screenshot displays the Microsoft Forms application interface. On the left, a sidebar contains a list of forms: '+ New form', 'Forms questionnaire' (highlighted), 'Party invitation', 'Market research', 'Fall camping trip!', 'Customer feedback', 'Best Google alternatives', and 'What to eat for lunch'. The main area shows a preview of the 'Forms questionnaire' form. The title is 'Forms questionnaire'. Below the title, it states: 'With Forms you can easily create surveys and questionnaires. Multiple choice, Checkboxes, Short answer, Long text – and more'. A prompt says 'Try it out for yourself and create a form!'. The question is 'What do you like about this app?'. There are 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 labeled '+ Add a question'.

9. Webinar

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



10. OneSeek AI

- 100% Built-in – no external APIs
- Semantic search (by topic)
- Automated content tagging
- Block leaks of confidential data
- Summarizing documents / emails
- Automated tasks
(answering emails, creating documents ...)
- Multi-language (EN, FR, AR, AK)



11. Military-Grade Security



- Complete built-in security engine
- Firewall
- Spam / Malware / Phishing / XSS
- DDoS filter
- URL / domain filter
- End-to-end encryption
- Strong authentication controls
- Protocol security
- Intrusion detection
- Email security



12. Data Loss Prevention



- Built-in email backup
- Built-in documents backup
- Ransomware protection
- Automated document versioning
- Retention controls
- Audit compliance tools



13. Data Leak Prevention



- Advanced sharing controls
- Download controls – web & mobile
- AI-based confidential data tagging
- Security policy & rules
- Automated watermarks
- Security & incidents dashboard

The screenshot shows a document editor interface. At the top, there is a title bar with a zoom level of 100% and a page number of 16. The main content area contains the following text:

Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.

Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. **Vivamus dapibus sodales ex vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci.** Maecenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.

- **Maecenas non lorem quis tellus placerat varius.**
- *Nulla facilisi.*
- Aenean congue fringilla justo ut aliquam.
- Mauris id ex erat. Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.
- Morbi viverra semper lorem nec molestie.
- Maecenas tincidunt est efficitur ligula euismod, sit amet variare est vulputate.

Below the text is a grouped bar chart with four rows on the x-axis and three columns on the y-axis. The y-axis ranges from 0 to 12. The legend indicates three columns: Column 1 (blue), Column 2 (red), and Column 3 (yellow).

Row	Column 1	Column 2	Column 3
Row 1	9	3	4
Row 2	2	8	9
Row 3	3	1	3
Row 4	4	9	6

14. Applications

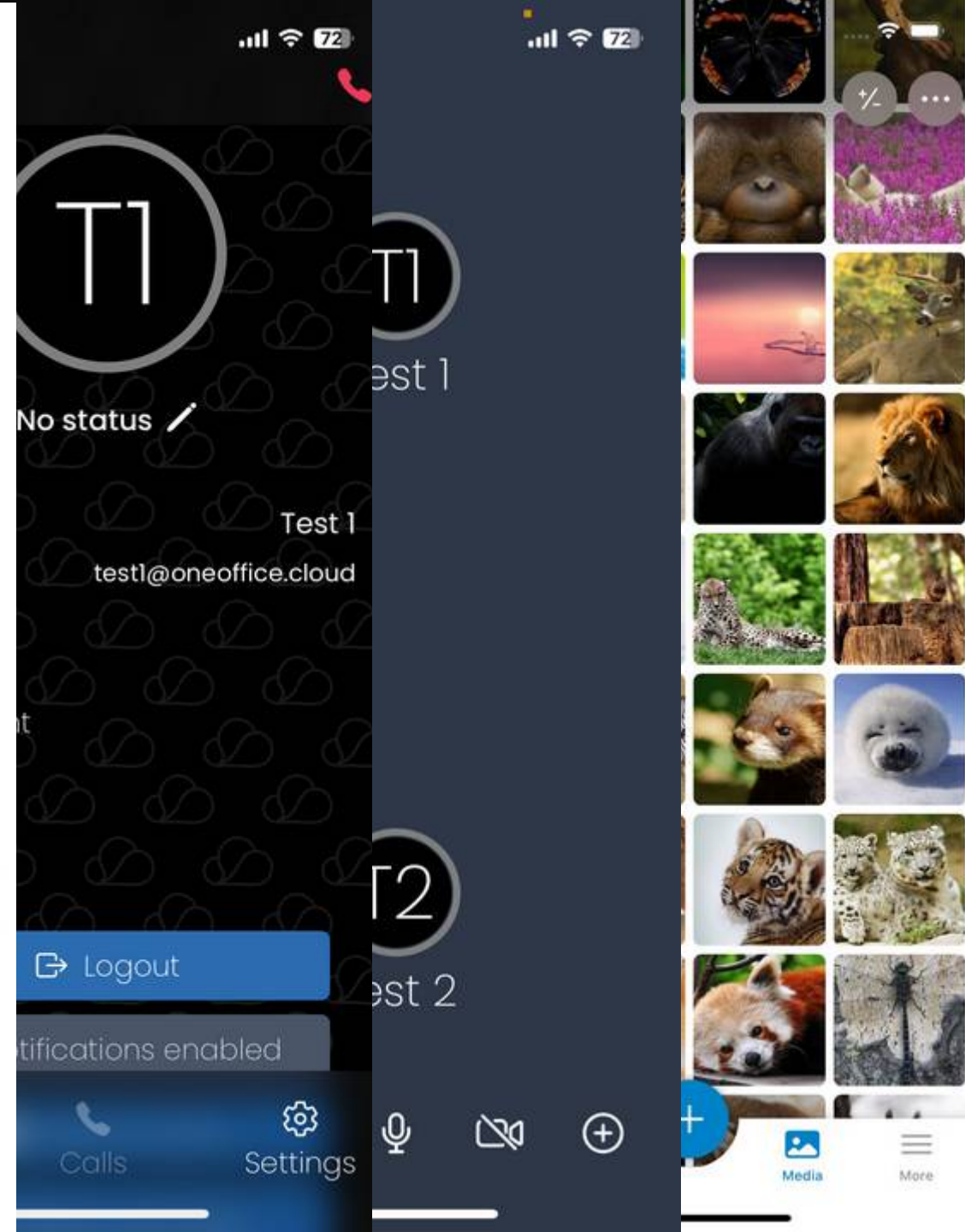
- Collaboration
- Calling / Chats
- Authentication
- Desktop editor
- Desktop email
- Sync / backup



Let's communicate

Welcome to OneOffice

 Start Communicating



15. Admin

- Simple yet Complete
- Access controls
- Delegated admins
- Security dashboard
- Groups & teams
- Email rules & backups
- Admin logs
- Fine-tuned permissions
- Live notifications
- Control email settings
- Integrate own domain

OneOffice

Login

Admins

Access

Clients

Permissions

All Users

Users Forwards

Users Roles

Users Managers

Users Groups

Roles

Groups

Sharing

Quotas

Chats

Retention

Emails

Aliases



Login Settings

Enforce MFA on all users

Force upper and lower characters

Force numeric character

Force special character

Minimum password length

8

Maximum password lifetime (days)

60

Maximum login attempts before lock

8

Session lifetime in hours

4



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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