



Digital
Design
experience



Zoho
Workplace

Business Email and Collaboration tools

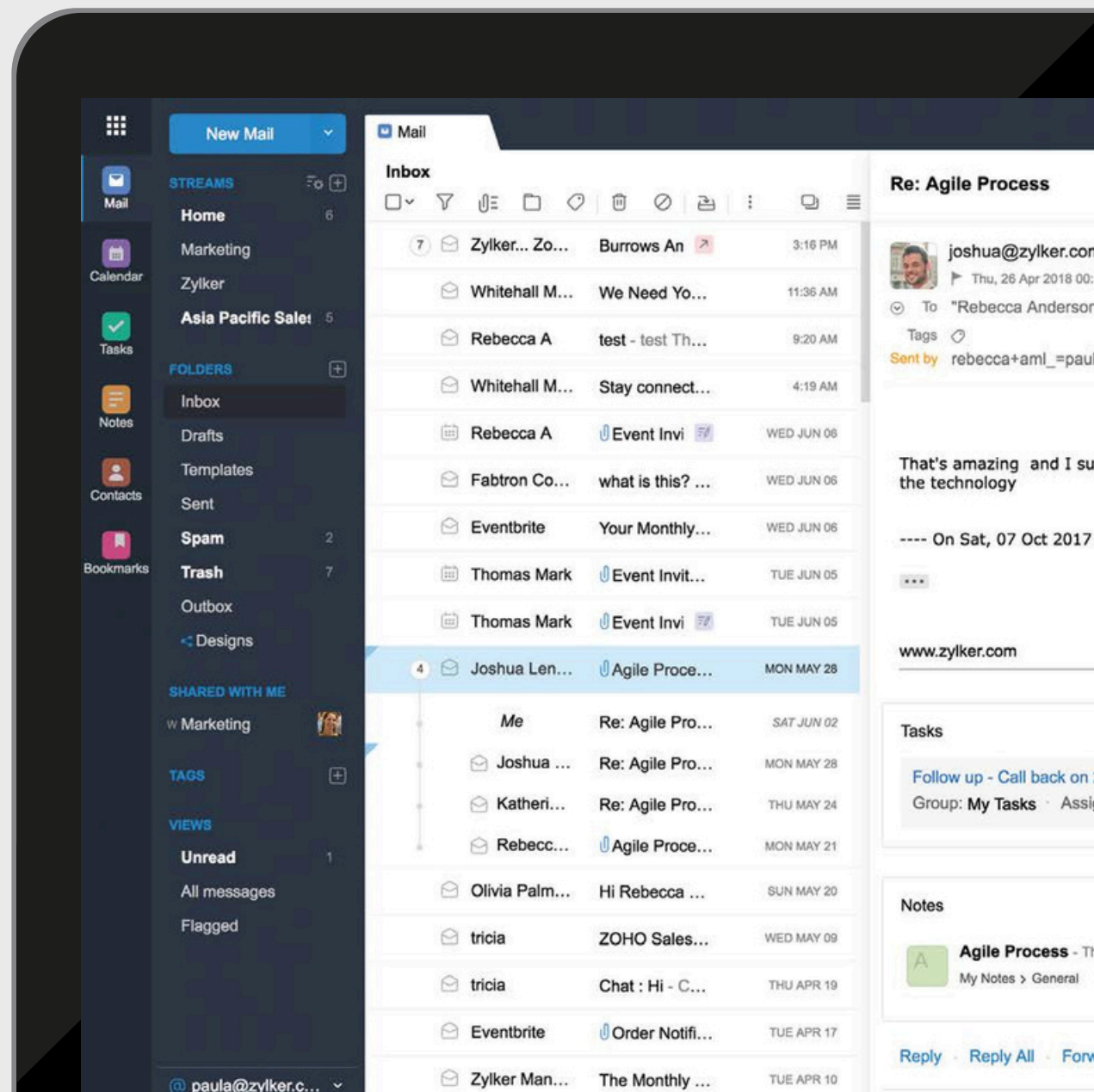




Mail



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
- Managing to-do lists with Tasks and Notes
- eWidgets for accessing various applications from mailbox

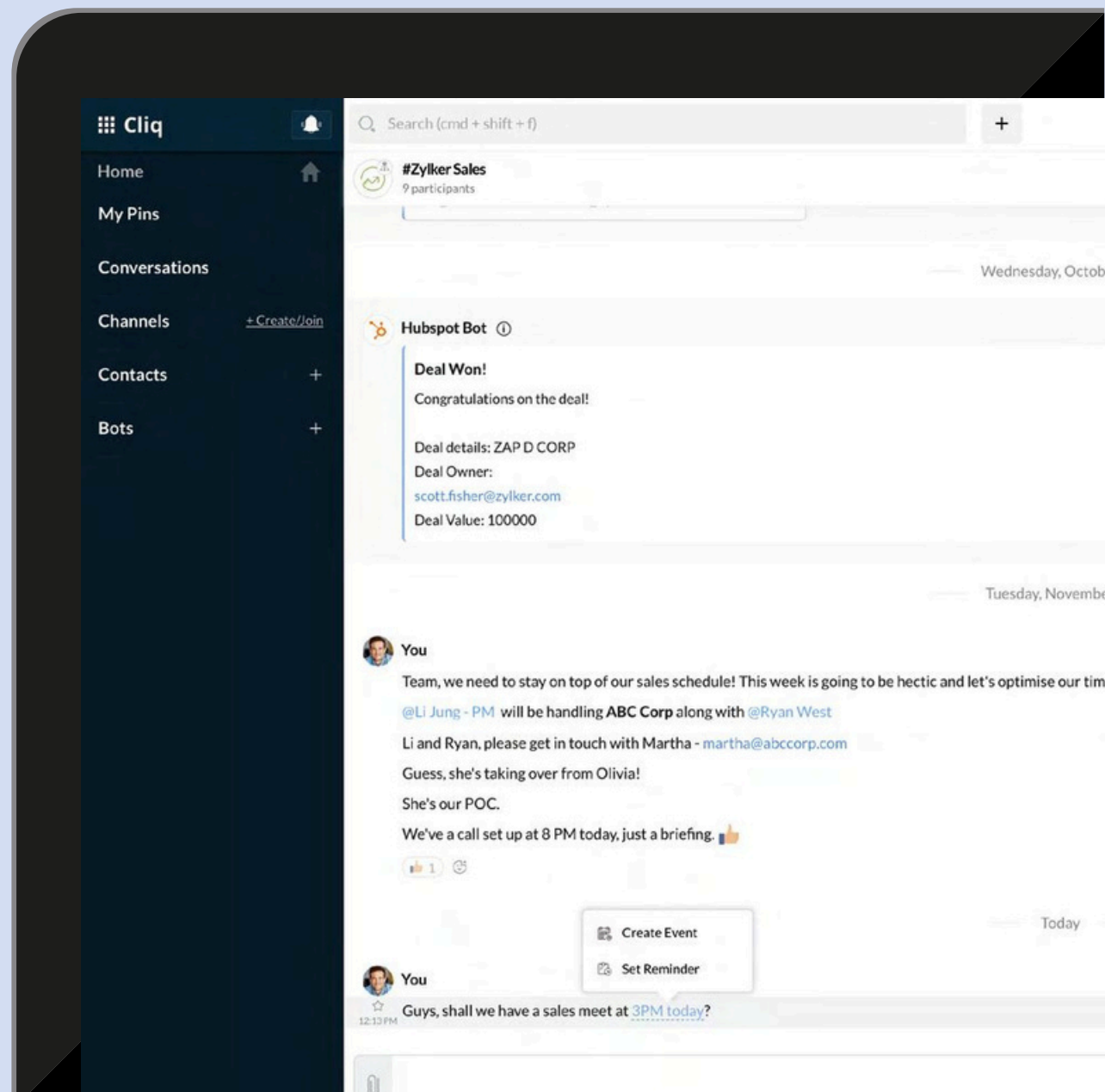
Powerful control panel and email administration

- 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

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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

Managing chats efficiently

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

Managing online meetings

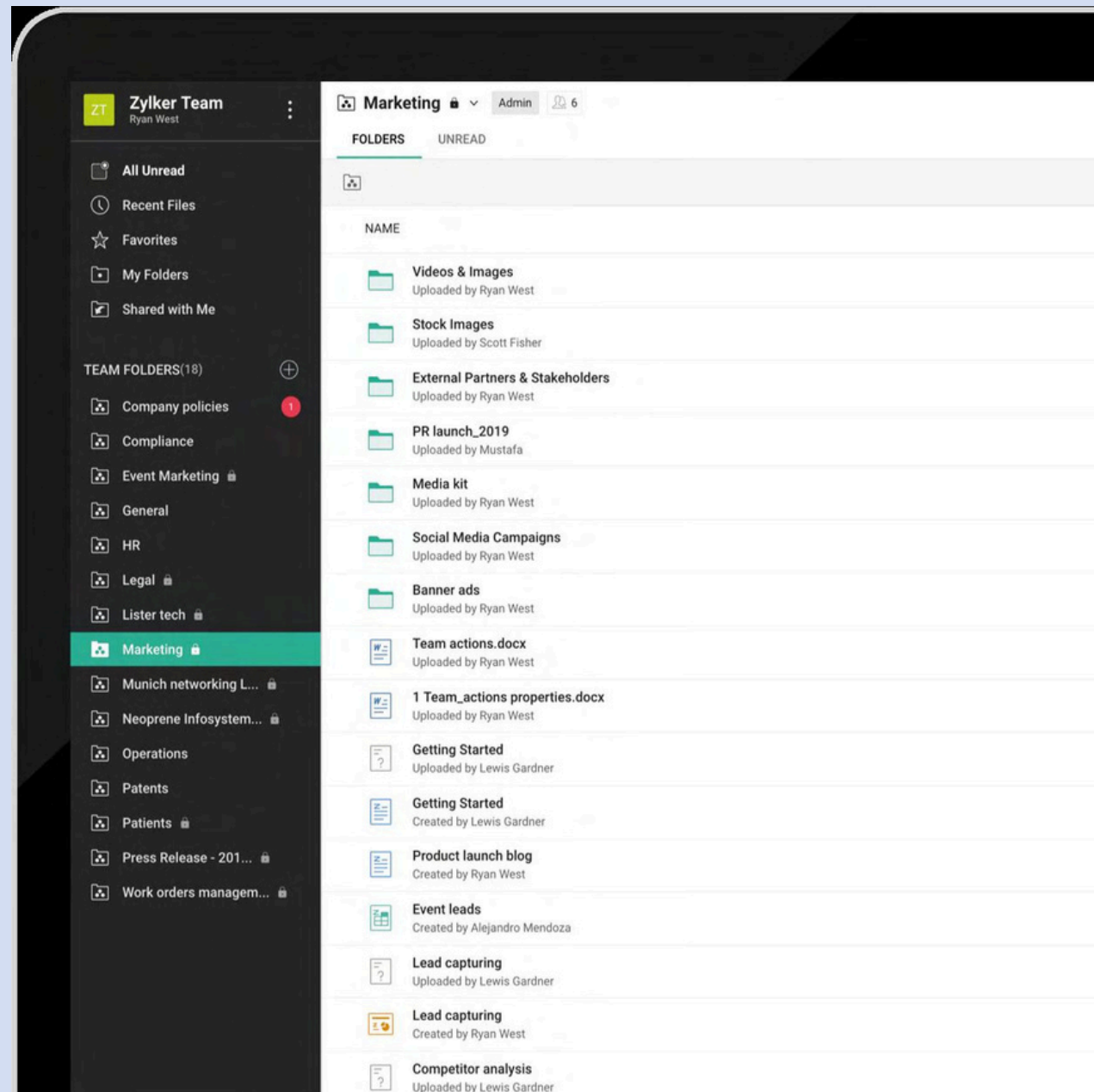
- Initiating meetings from the chat box
- Sync with calendar
- Notifications to participants and MOM reminders with ZIA

Chatbots

- Automating 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



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

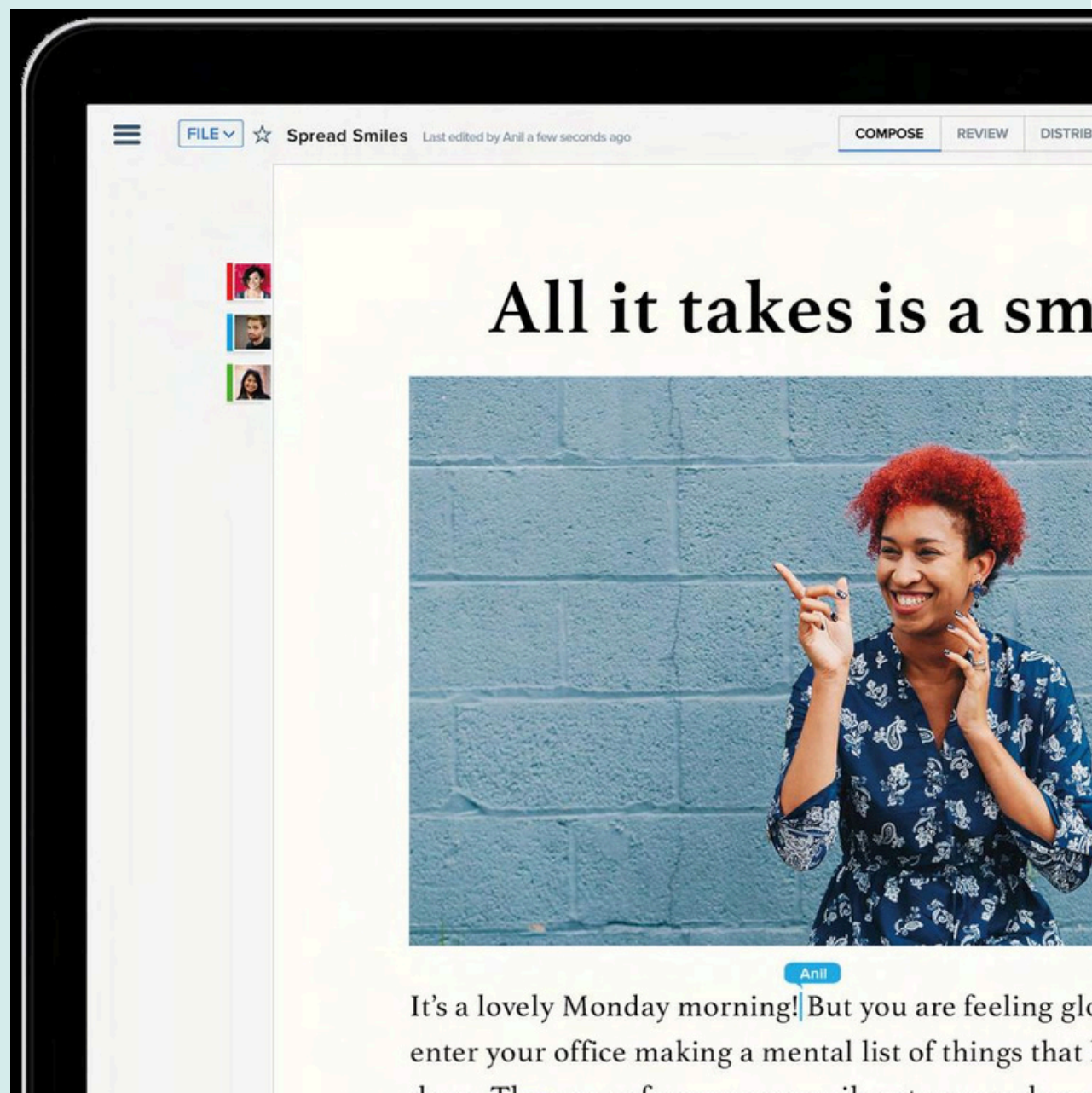
Analytics & data administration

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

Guaranteed security

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

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

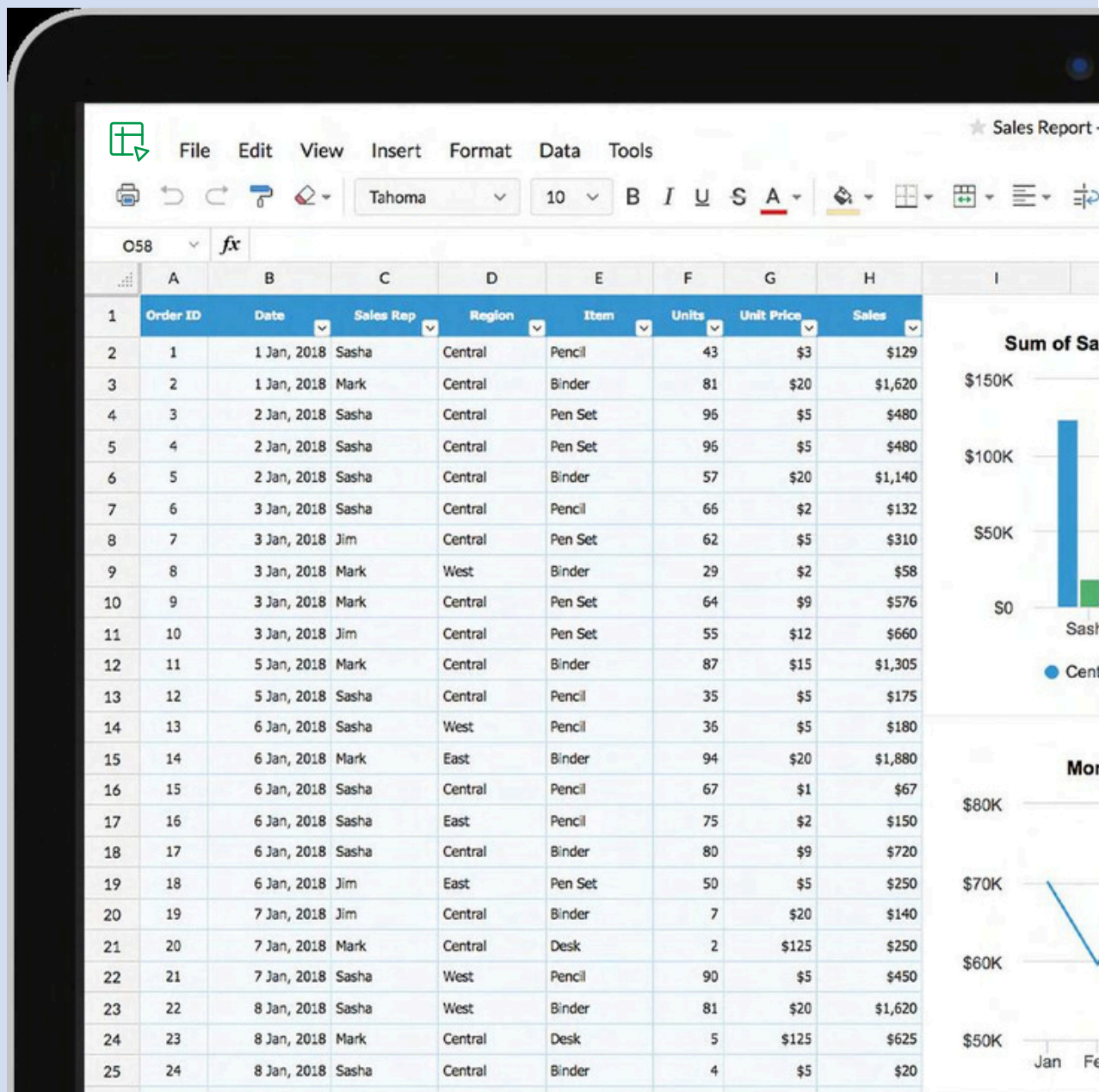
Share your work with others and collaborate with them in real time. Track their changes and initiate contextual discussions using comments.

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.



Online spreadsheet for collaborative teams

Smart data cleaning tool

- Remove duplicates records
- Rectify inconsistencies in data
- Find and fill random missing 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

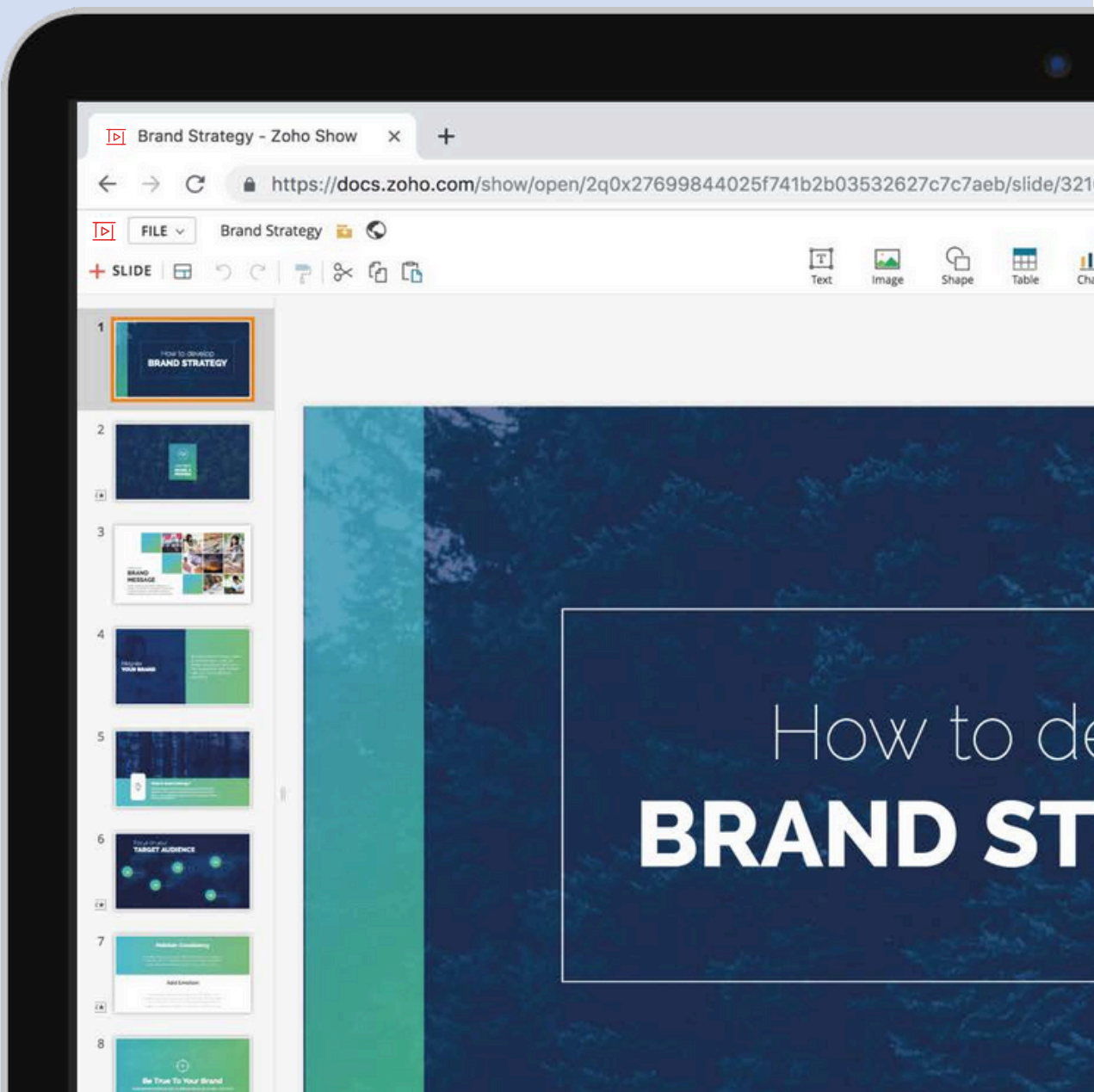
- Cell and range level contextual comments
- User, date, and range specific changelog
- Automatic version backups with reverting options
- Range and user specific lock settings

Convert print outs 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 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

Blend your team together

- Realtime editing
- Contextual commenting
- Lock slides for unauthorized edits

Reach millions around the globe

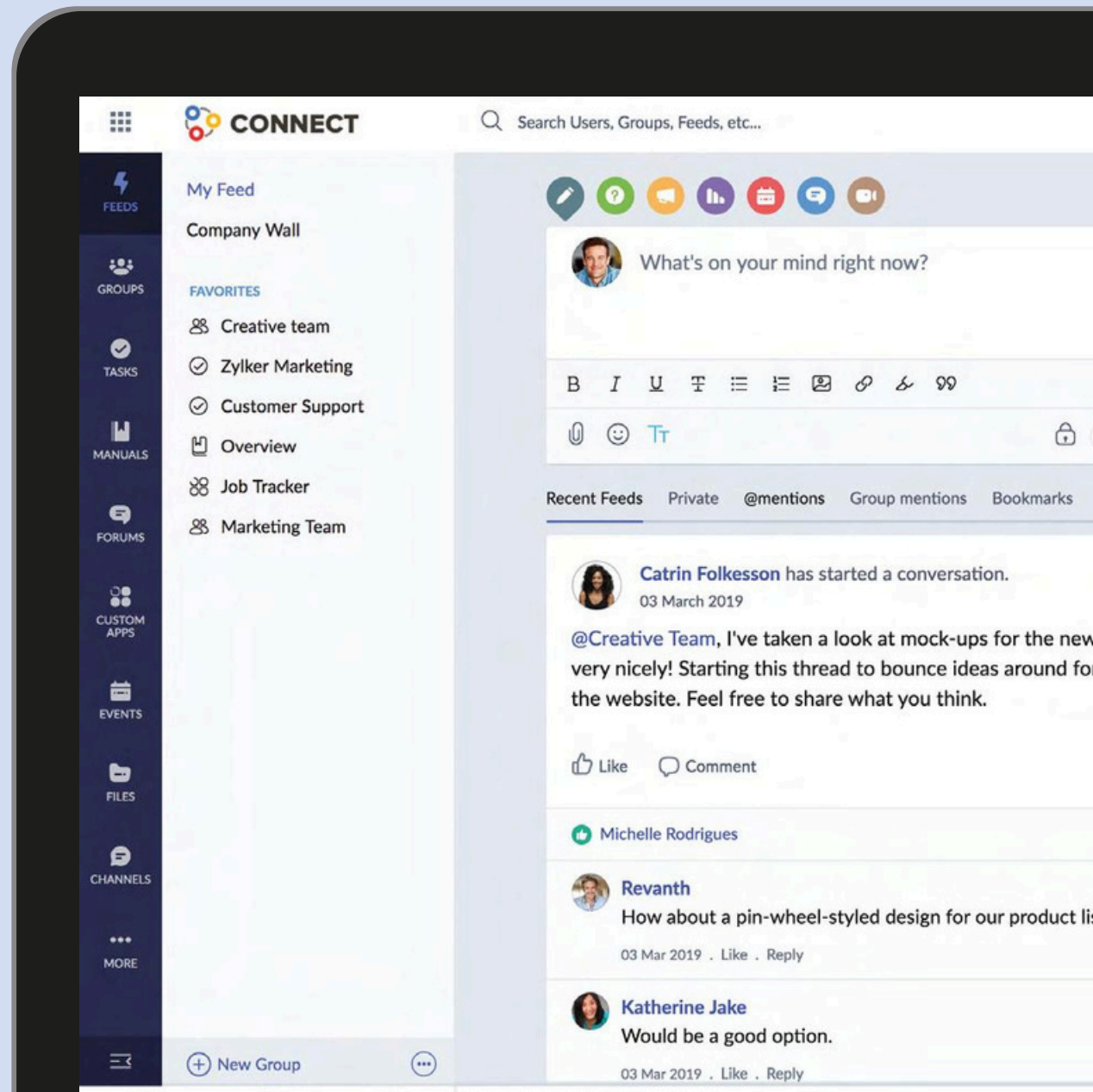
- Publish slides and embed them onto your blogs and websites
- Manage published versions
- Broadcast to remote audiences across the globe

Multi platform support

- Access slides on the go - Android and iOS
- Stage your slides through TV - 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 organise tasks.
- Task status to track progress, checklists, reminders, templates, and more.
- Board statistics and task reports that give the whole picture.

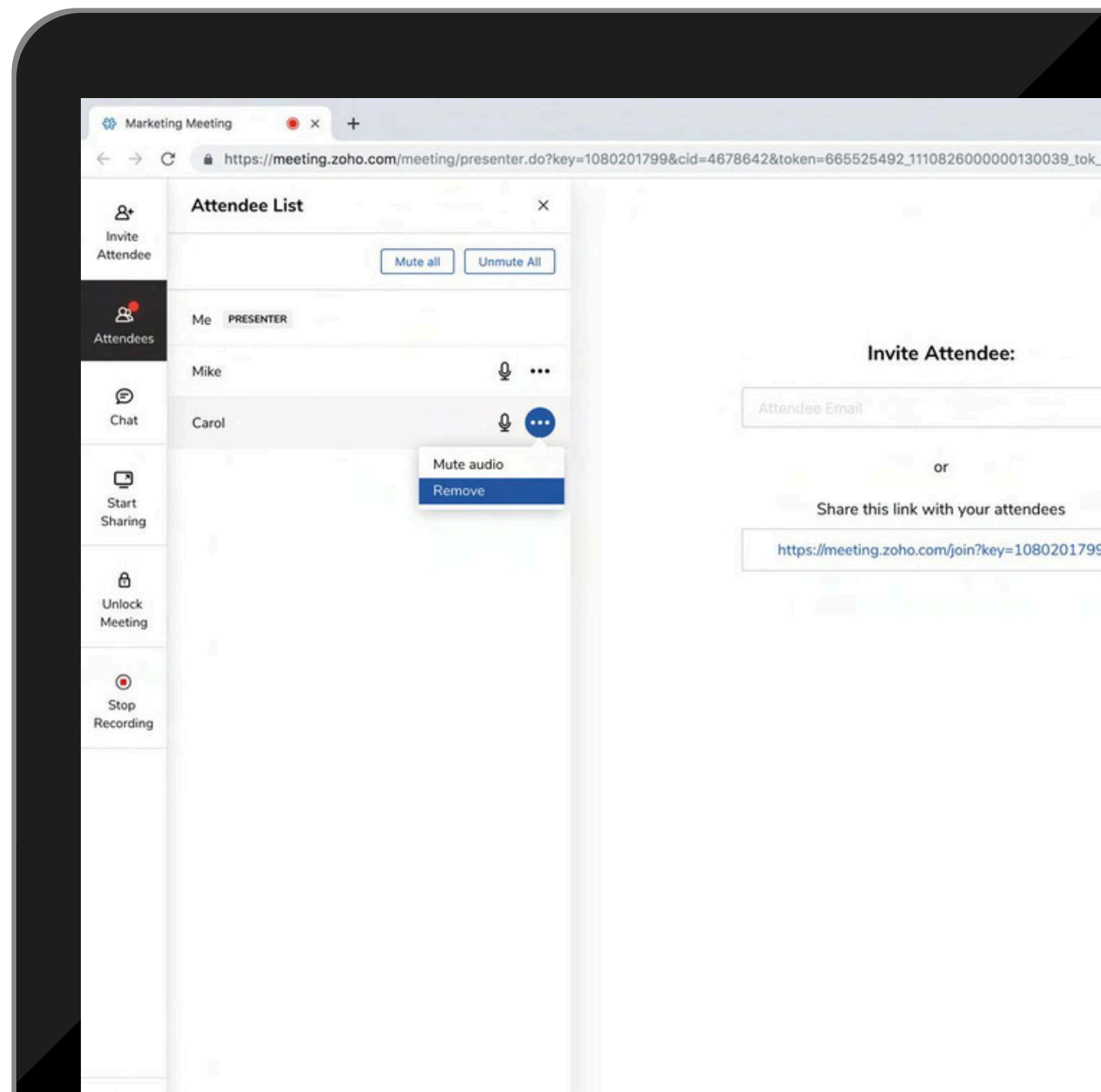
Knowledge base to create a library of resources.

- Manuals with chapters and articles to organise 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 plan ahead
- 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 and share HD meeting recordings online and also download them

Organizational settings

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

Choose Privacy! Choose Zoho.

No Software downloads or upgrades.
No expensive email servers or maintenance.

Starts at **Ksh 280**/month

