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Work is evolving, so are workspaces. Workplace unifies and centralizes your team's workspace, simplifies file storage, and streamlines team communication.

#### Provide

#### CONTEXT

In our world of information overload, context is productivity. Workplace brings in context from sales, marketing, or finance into your productivity apps, so you focus on the core issue—instead of pursuing multiple apps.

#### Ensure

#### CONTINUITY

Work is remote. Work is local. Work is from home. Work may start on one device and hop onto another. Or skip across apps and jump across time. Your software needs to track and enable all this, so it doesn't consume your time.

# Enable CONVENIENCE

Software is often complicated. Often bloated. You just want to get things done, but have to grapple with apps. Routines should be automated, clicks should be few. That's the role of AI and workflow. Get more done with less.

#### **Foster**

#### COLLABORATION

Software productivity tools were built around individual users, primarily consumers. Later it was patched up and extended to business users. However business is collaborative and gets done in teams. Does your software know you are playing a team sport?

#### APPS INCLUDED IN ZOHO WORKPLACE







File Management



Chat



Spreadsheet



Processor



Presentation



Social Intranet



Online Meeting



#### OFFICE PRODUCTIVITY

#### Your Office Is Where You Are

Zoho Workplace lets you take your office suite wherever you go, accessing and working on documents, spreadsheets, and presentations. Share documents with your peers and get them reviewed fast.

#### Writer

Put your thoughts into words, share documents with your team, and allow multiple people to contribute and comment simultaneously, using the extensive set of tools available in Zoho Writer.

#### Sheet

Precisely analyze your spreadsheet data with Zoho Sheet's many functions. Use charts and graphs to create clear visualizations of your data, while cutting down on repetitive calculations with the help of automated workflows.

#### Show

Create interactive presentations for your audience with our native themes and templates, or add a personal touch by customizing your slides with the diverse fonts, styles, charts, animations, and infographics available in Zoho Show.

#### TEAM COLLABORATION

## Work Together From Wherever

Host meetings, conferences, and webinars, and store, share, and collaborate on files in your workspace, regardless of your location—all from Zoho Workplace applications.

#### WorkDrive

Create and store your files on the cloud, and access them on the move. With Zoho WorkDrive, you can store documents, spreadsheets, images, videos, and audio files for sharing with both groups and individuals.

#### Meeting

Zoho Meeting allows web conferencing from wherever you're working, with anyone, anywhere in the world. Easily set up meetings across multiple locations through audio or video conferences. You can even share your screen for presentations and webinars, and download analytics reports afterward.

#### **UNIFIED COMMUNICATION**

# Conversations Are Just A Click Away

Connect effortlessly with colleagues using the business communication tools in Zoho Workplace. Share emails with your coworkers to cut down on inbox clutter, follow up with them over chat, or spark group-wide discussions via forums.

### Mail

It's more than a mailbox. With Zoho Mail Suite, say goodbye to endless reply chains; just tag colleagues to share emails with them. Stay one step ahead with built-in applications like Calendar, Tasks, Notes, Bookmarks, and Contacts—all accessible from your mailbox.

# Cliq

Drop a message for your teammates, make audio or video calls, and get instant updates on your projects using Zoho Cliq's unified communication tools. Boost your productivity by brainstorming with your teammates through group chats or setting up topic-driven channels.

### Connect

Build a social network for the members in your organization using Zoho Connect. Create internal channels for smaller groups, access shared files in specific groups, and make important announcements on forums.

