

- Secure collaboration
- File sharing & editing
- Device-independent
- Project management tools
- No local setup
- Daily backups
- Voice over IP

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## **Features**

- Simultaneously editing Word, PowerPoint and Excel documents with many authors and track changes
- File sharing and file editing across departments and company/country boundaries
- No local setup, completely browser-operated; no local software licenses required
- Project management: chat, video calls, calendar
- Secure IT environment:
  - Daily backup with versioning

- Secure access via SSL

IP-Filtering via external firewall possible

## **Typical applications**

- Collaboration platform for mixed business & academic organizations
- Collaboratively authoring research proposals, publications, books
- Preparing regulatory documents across branches and with external consultants
- Managing R&D projects with third parties without using internal IT infrastructure
- Preparing legal documents in internationally acting law firms without compromising confidentiality

## **Advantages**

- Secure collaboration
- Optimal for virtual companies
- Reduced time and costs for preparing documents

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