

## Accellion Secure Collaboration

### Accellion provides enterprise-class secure file sharing solutions for security, compliance and enhanced business productivity.

Accellion Secure Collaboration accelerates business productivity by providing flexible secure file sharing capabilities for project teams, virtual data rooms and deal rooms across organizational boundaries, anytime, anywhere. Using collaboration capabilities, business users can easily create secure workspaces, and invite individuals internal and external to their organization to share, synchronize, and manage files securely from a laptop, desktop, or mobile device.

Internal and external collaboration is essential for business today. It facilitates the flow of information that enables the development, marketing, selling and delivery of products and services. Accellion makes it easy for enterprises to securely share information across corporate boundaries, anytime, anywhere while ensuring data security and compliance.

#### Designed for the Enterprise

Accellion Secure Collaboration is designed with an understanding of how employees within an organization not only need to share information with one another, but also with partners, vendors, and other outside parties. With these file sharing capabilities, employees can efficiently and securely share information with internal and external stakeholders across the corporate DMZ.

Whether an organization has a single office location or multiple distributed offices around the globe, Accellion Secure Collaboration offers the most scalable fully featured enterprise file sharing solution with the widest choice of deployment options including public, private and hybrid cloud, and FIPS 140-2 certified solutions enabling enterprises to balance cost, security, and speed of deployment. It also allows enterprises to leverage NFS/ EMC Atmos storage with their Accellion on-premise system. Organizations can choose the deployment option that best meets their needs today and have the flexibility to move to another deployment option or use a combination of deployment options at a later date.

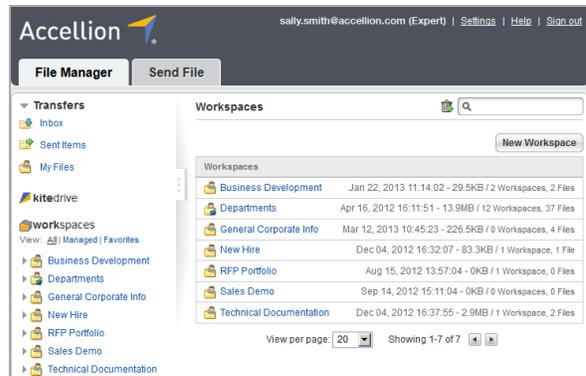
#### Ease-of-Use

With Accellion Secure Collaboration, enterprise users enjoy an intuitive, easy-to-use user interface, making information sharing easy. They can share project files, images, presentations, spreadsheets, financial

#### KEY BENEFITS

- Secure access to files anytime, anywhere
- Secure file sharing for the enterprise
- Ensure compliance with industry and government regulations
- Increased data security
- Improved business productivity
- Reduced time-to-market
- Reduced IT support costs

documents, any file/folder up to 100 GB in size, quickly, easily, and securely with both internal and external stakeholders.



#### Accellion Secure Workspaces

Accellion secure workspaces allow teams to streamline their workflow and keep projects moving forward by allowing stakeholders to review, comment, update, synchronize, share, and send files. Users can create as many hierarchical workspaces as needed and manage user permissions by assigning individuals or members of an LDAP group as Viewers, Uploaders, Contributors and Managers, depending on the privileges required.

Managers can enable sync, add and delete workspaces, edit workspace properties, lock and unlock any file in the workspace, send messages, upload and download files, add comments, view previous versions and subscribe for notifications. Contributors can do everything a Manager can do except delete workspaces, edit properties, enable sync, unlock other users' files, and view the activity log. Viewers can download files. Uploaders can upload files, and download files posted by Managers or Contributors. However, they cannot view files uploaded by other Uploaders. All users can view workspaces that they belong to in the All, Managed, and Favorites workspace lists.

Accellion provides on-demand file synchronization of shared workspaces allowing users to synchronize files across devices and users. Users have the flexibility to schedule sync, as well as use selective sync to only synchronize the sync-enabled workspaces that are important to them. The system also includes conflict resolution when two users upload the same file to a workspace. When a potential conflict occurs, users can decide whether to upload their existing document, download the new document, or "Pause Sync" to decide what to do next.

Expired and accidentally deleted workspaces and files can be recovered to ensure business continuity. Using the recovery option, Managers and Contributors can recover expired and deleted workspaces and their files within a configurable time period set by Administrators.

Administrators have a number of options to customize Accellion. They can set the "Never Expire" option for workspaces or have a specified duration and expiry date, clone workspaces to enhance business productivity, set storage caps for workspaces, and manage who has the ability to create and manage workspaces. Owners of a workspace can also make someone else the manager of their workspace.

#### **File Lock/Unlock**

Accellion enables users with Manager and Contributor roles to lock and unlock files to manage project workflow. Files can only be unlocked by the user who locks them or by the workspace Manager. Locked files can be downloaded, commented on, and viewed. However, they cannot be deleted or updated by anyone other than the user who locked the files or by the workspace Manager. When a lock is overridden or updated, the file owner is notified.

#### **Comments**

Enterprise collaboration is improved when stakeholders can comment on files stored in a workspace. With Accellion's flexible system, Managers and Contributors can view, add, edit or remove comments to files posted in a workspace. And because a project team inevitably creates multiple versions of files, comments are preserved for all versions of a file but are condensed till opened to create a clean workspace for users to view.

#### **Notifications**

Soliciting feedback is an important part of any project. With notifications from Accellion, workspace Managers and Contributors know when other workspace members have added files or commented on files. Users can subscribe to receive notifications for any of their workspaces.

#### **Track File Versions**

Accellion helps make file management easier by tracking each version uploaded to the workspace. The system displays the last version of the file in the workspace and then allows users to see previous versions. A newly uploaded file that has the same name as an existing file is automatically considered the latest version. Alternatively, users can also select the menu option to add a "new version" of a file even if the file has a different name. Admins can also set the maximum amount of time for different versions of a file to live for a cleaner workspace UI.

#### **Search**

The number of files uploaded and workspaces created during a project can become unwieldy. With search users can easily search from the

## **KEY FEATURES**

- Secure workspaces for file sharing and collaboration
- Secure file synchronization
- File commenting
- Track file versions
- File lock/unlock to manage workflow and editing
- Workspace notifications
- Role based access to workspaces
- Bulk download of workspaces and files
- Mobile access
- Activity logs for administrators
- Custom branding
- LDAP integration
- Multi-language support including Japanese, Portuguese, Chinese, Korean, French, Spanish, German and Italian

top-level workspace window or from within a specific workspace to quickly find the file or folder they need to move forward on projects.

#### **Secure File Transfer**

Accellion secure file transfer capabilities enable users to send files/folders up to 100GB to internal and external recipients with comprehensive file tracking and reporting for enterprise data security and compliance. Files are sent as secure links. In addition to supporting file transfers from within the web and mobile app interfaces, Accellion also offers plug-ins for MS Outlook, Lotus Notes, SharePoint, Lync, and iManage.

#### **kitedrive™ File Synchronization**

Kitedrive enables users to access the latest enterprise content anytime, anywhere. It combines the ease of use of consumer file syncing solutions with the IT controls and management that enterprises require. Kitedrive continuously synchronizes files to ensure that users have the latest content across devices, online and offline. Files edited when users are offline are automatically synchronized when users are online again. Kitedrive also enables users to securely share synchronized files with internal and external stakeholders. Files can be sent as secure links to intended recipients. Users can also share kitedrive nested workspaces with collaborators. To utilize kitedrive, users simply install kitedrive clients on their devices to have ubiquitous access to files.

#### **Mobile Access**

Accellion Mobile Apps for Apple iOS, Android, and BlackBerry give users the ability to securely access, create, and share enterprise content on smart phones and tablets. Within the mobile app, the Accellion Mobile Productivity Suite enables users to securely create, edit, view and collaborate on Microsoft compatible Word, Excel and PowerPoint files without having to move data outside of Accellion's secure container. Only Accellion makes it easy for business users to securely collaborate on-the-go, while giving IT and security teams the controls needed to ensure data security and compliance.