Workshare® Professional 8 | Technical Brief

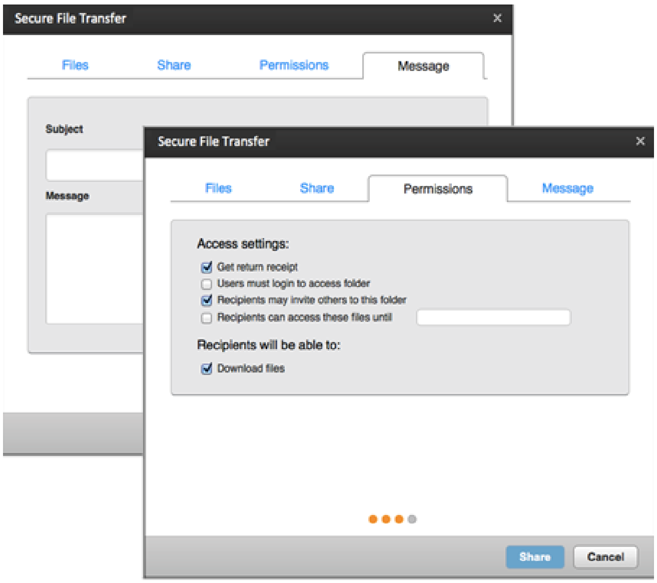
Secure file transfer beyond the corporate network

Intellectual property is a company's most valuable asset. Using inadequate technology to share files poses a number of security risks and can put a company's reputation at stake.

Top legal firms have trusted Workshare to protect, remove metadata, and send files securely via email for over 15 years. Using Workshare Professional 8, IT is now able to set policies at all endpoints, including mobile devices and the cloud, having full visibility and insight into how files are shared, where from, and what policies have been used. Now companies can not only make sure corporate data remains secure but can also improve their policies based on user-behavior insight.

Secure file transfer built in

Sending files securely is simple with Professional 8. No matter which method they choose, users just select the files they want to share and hit send. And, if required, users can even enable extra security on the files – documents can be password protected when converted to PDF or PDF-A format, and files can be encrypted and added to a ZIP file or replaced by secure links to the Workshare online application, avoiding email size restrictions and documents falling into the wrong hands. Access to files and links can be restricted preventing users from forwarding, downloading, or editing them.



Access settings:

- ☑ Get return receipt
- ☐ Users must login to access folder
- ☑ Recipients may invite others to this folder
- ☐ Recipients can access these files until

Recipients will be able to:

- ☑ Download files

Protect attachments at all endpoints

Users are leaning toward mobile devices and personal cloud services to store, access, and share high-value files with third parties. The consumerization of IT, as it's known, is at odds with corporate security and IT's need for control.

Workshare addresses this issue by providing secure file sharing and allowing IT to enforce security policies at all endpoints, whether it's at email, server, mobile device, or even cloud level. IT retains control and visibility over policy enforcement, while users gain peace of mind knowing that they have easy-to-use and nonintrusive technology that protects their shared content.

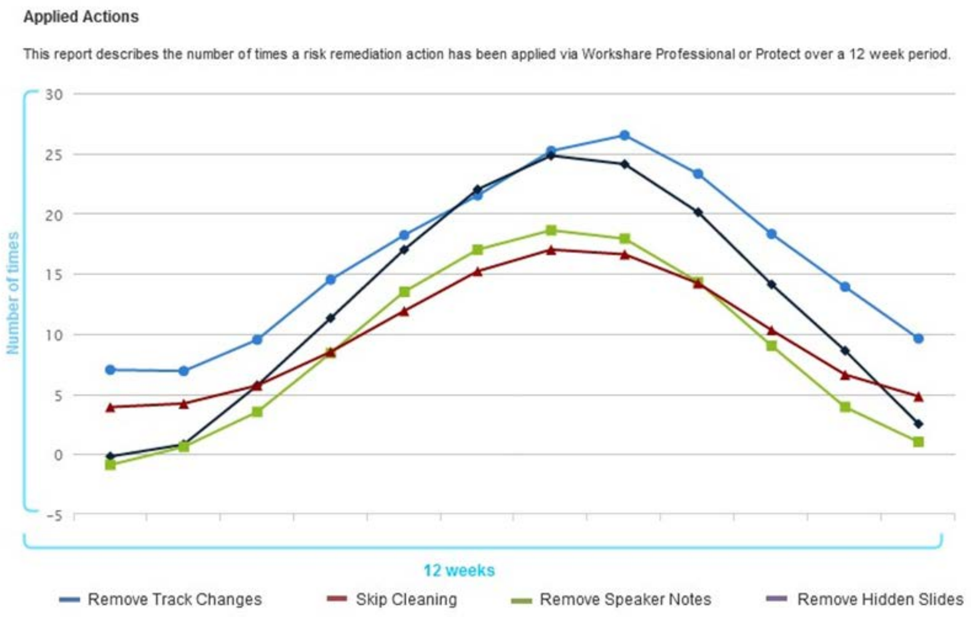
Raise risk awareness and increase user engagement

Unlike other solutions, metadata scanning happens as soon as attachments are added to Outlook. This allows the user to make logical business choices and to see the results of the email processing in real time, before the email is sent. By highlighting the tracked changes and comments, users are made aware of the risk contained within them, increasing engagement and policy enforcement. IT has ultimate control over the flexibility and level of choice given to users and can ensure that all file sharing, regardless of how files are shared, complies with corporate security protocols.

Monitor user behavior and policy usage

All file-sharing events are logged and are accessible to IT from the admin console. Detailed reports provide deep understanding of user behavior and the policies that are triggered every day.

Gaining insight on the types of metadata removed from files and the metadata kept in gives IT valuable information that can then be used to help shape and introduce new policies to support avoidance of unacceptable risks.



Applied Actions

This report describes the number of times a risk remediation action has been applied via Workshare Professional or Protect over a 12 week period.

Administrators can see details of how risk is being remedied and policy enforced.

Anytime, anywhere secure access

Files shared via the online application or large-size files replaced with a link can be accessed from any authorized desktop or mobile device, providing employees and clients the mobility they need to succeed. Workshare lets users make comments in position in the document, add members, restrict file access options, or even compare versions of a document. Audit trails allow administrators to see how documents are shared, even outside the network.

File sharing with end-to-end encryption

Workshare provides the highest level of security for file sharing, ensuring attachments are encrypted from end to end, emphasizing the way you want to share your content. Once documents are processed, the user has the option to keep a copy of the files sent in the sent folder, which allows the user and the organization to comply with legal regulations and auditability requirements. Users can even request user validation or set an expiration date for the link, while IT retains control by deciding where data is stored and for how long it remains available.

Corporate data – ultimate control

By allowing IT to decide where data is stored, the customer is empowered to gain full control over corporate data and the country jurisdictions governing it. Workshare has fully accredited data centers in the USA, Asia-Pacific, Europe, and South America. Alternatively, all data can be stored in the customer's own data center. For customers whose cloud strategy relies on on-premise deployment, or where regulation demands it, Workshare also provides private cloud deployment that brings the benefits with the extra level of reassurance and ultimate control.

Contact us

North America:
+1 415 975 3855 / 888 404 4246

Europe:
+44 20 7426 0000 / +49 6227 381 111

Asia:
+61 2 8220 8090 / +852 2251 8985

sales@workshare.com

www.workshare.com/contactus

About Workshare

Workshare is a leading provider of secure, enterprise collaboration and communication applications. The Workshare platform allows individuals to easily create, share, and manage high-value content anywhere, on any device. Workshare enhances the efficiency of the collaborative process by enabling content owners to accurately track and compare changes from contributors simultaneously. The integrated Workshare platform also reduces the commercial risk posed by inadvertently sharing confidential or sensitive documents. More than 1.8 million professionals in 70 countries use Workshare's award-winning desktop, mobile, tablet, and online applications. For more information visit **www.workshare.com** or follow Workshare on twitter at **www.twitter.com/workshare**.

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