



CloudSpace

# CloudSpace by WorldPosta

Complete Cloud Document Management  
& Collaboration Solution

[www.worldposta.com](http://www.worldposta.com)



## Product Overview

CloudSpace is a cutting-edge cloud platform for secure document management, collaboration, and communication. Built on WorldPosta's secure and scalable infrastructure, it provides up to 10TB of secure storage, seamless Office Online integration, and advanced video conferencing tools.

Designed to simplify workflows, enhance productivity, and foster teamwork, CloudSpace is your all-in-one solution for document handling and team collaboration.



## Core Solutions

### Document Management & Storage

Effortlessly store, organize, and manage your files with enterprise-grade capabilities:

- **Secure Storage:** Store up to 10TB of data with support for files up to 10GB each.
- **Version Control:** Keep track of changes with automatic version history, version comparison, and the ability to restore previous versions.
- **File Recovery:** Enjoy peace of mind with 30-day automatic recovery for deleted files.
- **Advanced Search:** Find files quickly with full-text search across your content.

### Smart Organization Features:

- Create custom folder hierarchies to suit your business structure.
- Use smart tags and metadata for intuitive classification.
- Save time with quick access shortcuts to favorite files and folders.



## Document Collaboration

Boost team productivity with real-time collaboration and secure file-sharing tools:

- **Real-Time Co-Authoring:** Edit documents simultaneously, track changes, and comment directly on files.
- **File Sharing:** Share files securely within your team or externally using password-protected links, with options to set expiration dates and adjust access permissions.

## Office Online Integration

Work smarter with Office Online applications, fully integrated into CloudSpace.

- **Word Online:** Collaborate on documents with real-time editing, tracked changes, and rich formatting tools.
- **Excel Online:** Create and analyze data using formulas, charts, and collaborative features.
- **PowerPoint Online:** Design presentations with team input and share slides seamlessly.
- **OneNote Online:** Share notebooks, add media, and sync across devices for instant access.



## Communication Tools

**Streamline team communication with features designed for seamless interaction:**

- **Video Conferencing:** Host HD video calls with up to 100 participants, screen sharing, and meeting recording.
- **Integrated Chat:** Schedule meetings, share files, and collaborate directly through team chat, with presence indicators and @mentions to keep everyone in sync.

## Document Workflow Automation

**Optimize your processes with smart automation tools:**

- **Smart Processing:** Convert files automatically, recognize text in images with OCR, and preview documents before downloading.
- **Workflow Automation:** Assign tasks, track approvals, and receive notifications for due dates to keep projects moving smoothly.

## Integration Features

**CloudSpace connects seamlessly with your existing systems:**

- Integrate with email, calendars, and contact management systems to enhance workflow.
- Access API functionality for custom integrations tailored to your business needs.

## Saecurity & Compliance

Protect your data with world-class security measures:

- **Encryption:** AES-256 encryption ensures your files are secure both at rest and in transit.
- **Access Control:** Role-based permissions allow you to define who can view or edit files.
- **Audit Trail:** Track every activity with comprehensive logging for accountability.
- **Compliance:** Fully GDPR-compliant with automatic backups for data protection.

## Mobile Experience

Stay productive on the go with a feature-rich mobile platform:

- **Manage Documents Anywhere:** View, edit, upload, and share files directly from your smartphone.
- **Offline Access:** Work on files without an internet connection, with automatic syncing once you're back online.
- **Collaboration on Mobile:** Edit files, participate in meetings, and stay connected with chat and push notifications.



## Business Benefits

- **Efficiency Gains:** Locate files faster, collaborate seamlessly, and streamline approvals to save time and effort.
- **Cost Savings:** Reduce storage costs, IT overhead, and the need for extensive training while boosting productivity.
- **Enhanced Security:** Enjoy peace of mind with advanced protection measures for your sensitive data.

## Service Plans

- **Business Essential:** 5TB storage, full document management, Office Online integration, and standard support.
- **Business Premium:** 10TB storage, advanced document management, premium support, and custom branding options.

## Getting Started

- **Quick Setup:** Activate your account, migrate data, and start collaborating with minimal setup time.
- **Ongoing Support:** Benefit from 24/7 technical assistance, training resources, and a knowledge base to ensure your team's success.

## Getting Started

- **Quick Setup:** Activate your account, migrate data, and start collaborating with minimal setup time.
- **Ongoing Support:** Benefit from 24/7 technical assistance, training resources, and a knowledge base to ensure your team's success.

## Next Steps

Schedule a Meeting to see CloudSpace in action.

Visit [WorldPosta CloudSpace](#) and experience the future of document management today!

