

Groove Virtual Office Professional Edition



Work together securely over the Internet as if you and your team are in the same physical location.

Groove Virtual Office Professional Edition is everything your team needs to share information, manage projects, conduct meetings and get work done.

Groove Virtual Office Professional Edition provides business users the ability to quickly create and deploy secure, flexible on-demand solutions for inter-organization or cross-company work involving people who are geographically dispersed and, often times, mobile. In secure workspaces, you create and share with others, files, information and communications are always available -- on and offline, and across network boundaries.

Use Professional Edition to lead, manage and contribute to projects, meetings and document reviews and other day-to-day business processes that happen in real-time, at different times, with people both inside and outside the office. With Groove, you can:

- Instantly bring together virtual team members— from both inside and outside your company
- Share, review and edit files securely

- Communicate how you choose — instant messaging, chat or voice
- Know which team members are online and ready to work
- Track, manage and organize projects and meetings
- Work online or off — all changes are automatically synchronized

With Professional Edition, you'll select the templates and tools appropriate to the purpose of each workspace.

Groove Virtual Office activities

Simple, Secure, Dynamic File Sharing. Create file sharing workspaces, securely synchronizing and sharing Windows Explorer folders with others, and across multiple PCs. Co-preview and co-edit Word documents in real-time with virtual team members.

Virtual Meetings. Manage the "when, where, why and who" of meetings. Use the Virtual Meetings workspace template before, during and after meetings for managing participants, agenda items, actions and meeting minutes. Conduct meeting related discussion and share relevant files.

Track... Anything. Choose from a variety of workspace templates to collect, share and discuss information about new business opportunities, issues, customer contacts, decisions, or assets. Or using the Forms tool, it's easy to create custom tools for gathering and tracking data and information within a workspace, and import/export with other applications.

Document Review. Conduct review cycles of a single document or document set. Add documents, select reviewers, track revisions, and return documents to where they originated (e.g., Files Tool, Microsoft SharePoint).

Relationship Management. Create a workspace for managing ongoing communications, documents and meetings associated with inter-organization or inter-company relationships. Review the latest product concepts. Negotiate a contract. Conduct weekly or monthly status meetings with customers, partners or suppliers.

Synchronize with Microsoft SharePoint. Take information stored in SharePoint team site offline and across firewalls by creating mobile workspaces that synchronize with your SharePoint team sites.

Key Features

True mobility. Groove Virtual Office supports offline, disconnected use, so you can take your office with you everywhere you go. Continue to work in workspaces while on an airplane; Groove saves all changes and automatically synchronizes when you re-connect to the Internet.

Access from anywhere. Workspaces can follow you from one computer to another, for easy access from home, work, or the road.

Easy to set up and manage. Groove Virtual Office is end-user driven. No IT intervention is required for workspace creation, sending invitations, adding tools or even setting roles and permissions for your workspaces.

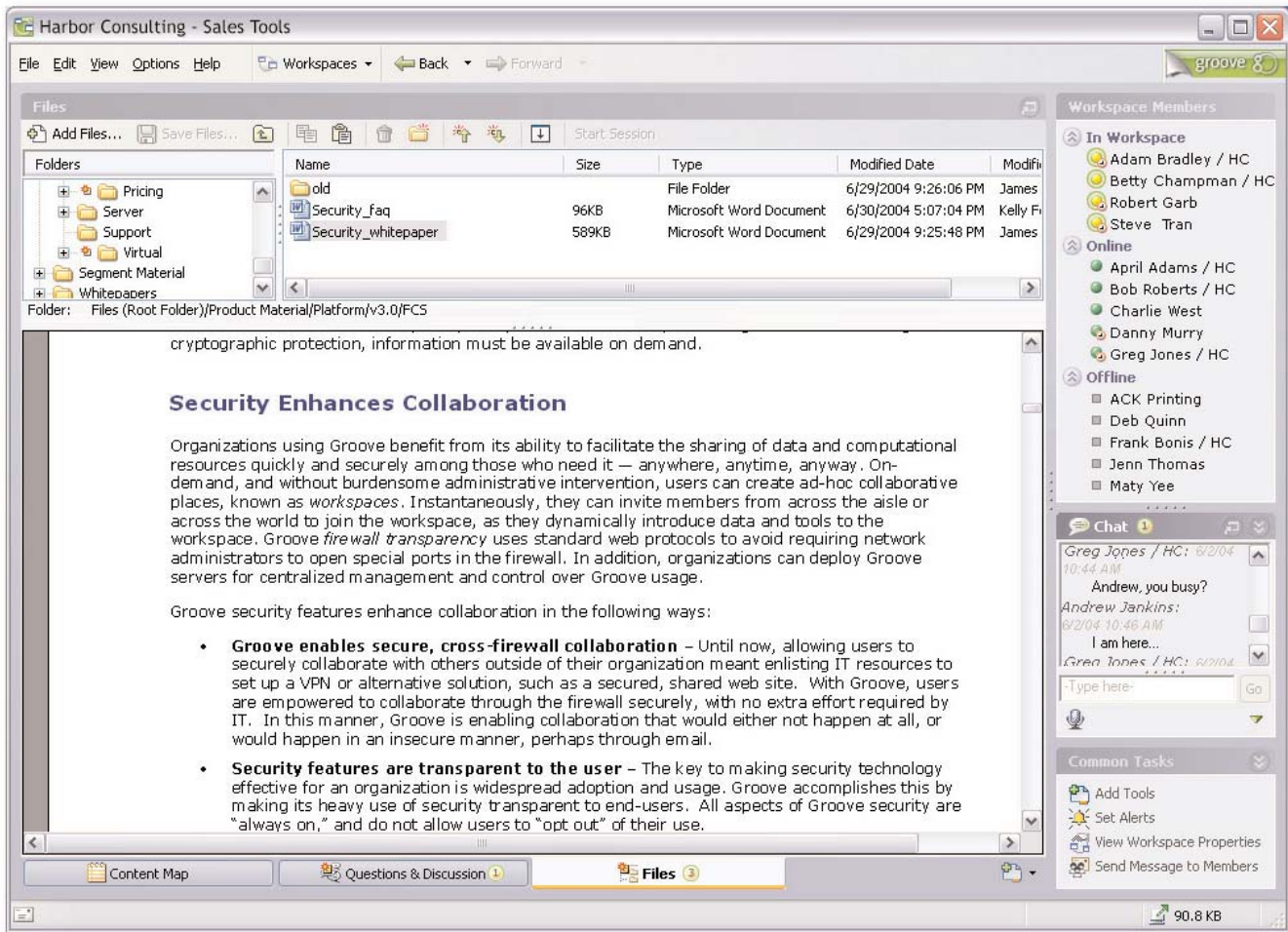
Highly secure. Groove Virtual Office provides 192-bit automatic encryption of all content on disk and over the network. Groove security is "always on," requiring no IT support or configuration by users.

Timely information & interaction. Set alerts to be notified when information has changed in workspace tools, files or folders, or when contacts come online or enter a workspace.

Integration with familiar applications. Move quickly and easily between Groove and the software tools you use every day: Windows Explorer, Office files, Lotus Notes email, Outlook email, contacts and calendar entries.

Always know who's online and offline. Track which members are online, where they are within a workspace, and who's chatting.

Bandwidth-sensitive. Groove detects the network connections of workspace members, and finds the most efficient way to send information. In addition, when a member of a workspace makes changes to a file, only the changes are sent over the wire, not the entire file. The Manager of a workspace also has download settings to control how files are distributed to other members of the workspace — automatically, manually, or automatically under a specified size limit.



System Requirements

Operating System

Microsoft Windows NT® 4.0 (with Service Pack 5 or later)
 Microsoft Windows 2000
 Microsoft Windows XP

Hardware Requirements

Intel® Pentium® II processor (or equivalent), 400 MHz or higher
 128 MB RAM, 256 MB RAM for synchronizing a Groove Mobile Workspace with Microsoft® SharePoint™ site
 100 MB available hard disk storage (with 60 MB additional space required for your data)
 Display resolution 800 x 600, 16 bit, 65,536 colors
 Sound card, speakers, and microphone required to use voice features

Software Requirements

Microsoft Internet Explorer 6.0 or later.

Lotus Notes® 5.0 or later required to use Groove/Lotus Notes integration features.

To use Groove/Outlook integration features, one of the following versions of Outlook is required:

Outlook 2000
 Outlook 2002
 Outlook 2003

To use Groove/Office integration features, one of the following versions of Office is required:

Office 2000
 Office XP
 Office 2003

Internet Connection

56 kbps modem minimum
 LAN (local area network), DSL, or cable modem preferred