

The right tool for a hybrid workforce

ShareFile helps remote teams collaborate any time, anywhere.

Hybrid work has rapidly become standard practice for businesses. While this shift was accelerated due to the pandemic, more employers and managers have developed a favorable stance toward this development. They recognize hybrid work as a way to reduce stress on facilities and onsite resources and to create happier, more productive employees. For employees, hybrid work brings greater work-life balance by allowing them to work anywhere, at any time.

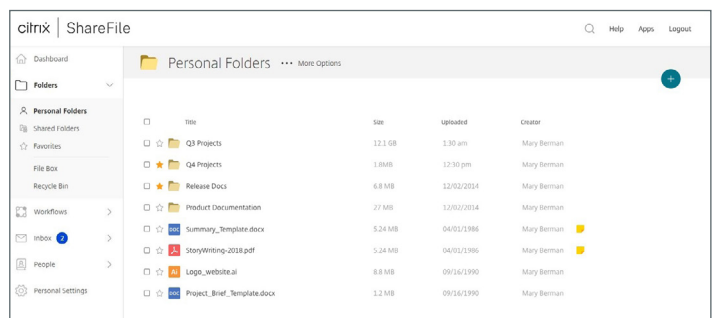
Hybrid work requires good planning and tools

Businesses must help remote employees gain access to computer files and the resources they normally use in the office. Many companies used to allow employees to work from home occasionally when personal or family obligations required it. However, it is very different to assume that employees will be able to complete most of their work efficiently outside of the office without the right tools for communication with co-workers and access to any information they need to work.

It is important that any tools you choose to implement maintain the same level of security you would apply at the office. If you would not let an employee use personal webmail or consumer-grade file-sharing tools to transfer business information while in your building, they should not conduct work using these tools at home.

Citrix ShareFile – the complete content collaboration solution for business

ShareFile provides a cloud-based space where your employees can securely collaborate and store, transfer and share files.



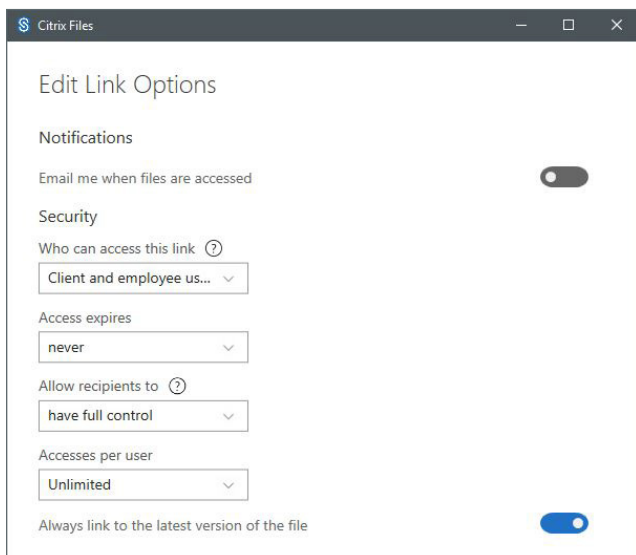
Immediate access to data at any time

Employees can access ShareFile any time, anywhere with Internet access and a web browser or mobile apps. Once logged in, files are conveniently organized in folders, just like your computer's file system. Each folder allows flexible, project-based access, so you can share files with specific team members who need to see them. Employees can choose to share their files with coworkers and managers, and they can even grant limited permissions to people outside of the company to allow them access to information in their folders as needed.

With the support of the cloud, you never have to disconnect from important resources. Our mobile apps bring the convenience of your online account to smartphones and tablets along with off-line edit and sync capabilities. Send, receive, edit and organize files on the go directly from your preferred device.

Share, send any size file on any device

- Access, share and sync files from any device – Windows, Mac, mobile or tablet
- Unify content from all places (Google Drive, Dropbox, OneDrive, network shares and more) into one interface, with one sign-on.
- Simplify large file sharing both inside and outside the organization. Eliminate file size restrictions. Users can convert all attachments into links by default, specify minimum file size for conversion, and request files from co-workers or third parties by providing a link to upload attachments



Collaborate the way you need

ShareFile helps remote teams work together without interruption. To ensure seamless collaboration, it saves all versions of a file uploaded to the account. This allows users to edit and work on the same document without

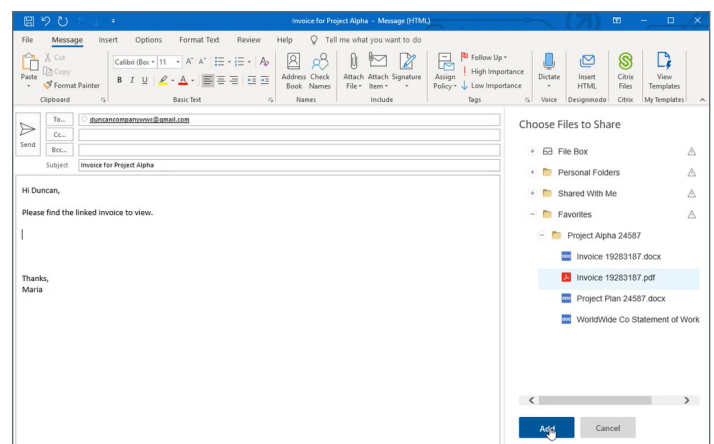
data loss. To track progress or check older versions, users can simply log in to the online account, check for the versioning logo to see if there are older versions of a file and click to see and download any older versions.

Your account enables team members to share information beyond the content of their files. Users can post notes to share with others in their folders. Notes can be tagged to specific files. Links to websites can also be saved in folders so that employees can share and reference web materials. With these tools, folders provide a collaborative space where employees can share ideas, feedback and essential project materials in one space. Everyone has what they need, no matter where they are or when they choose to work.

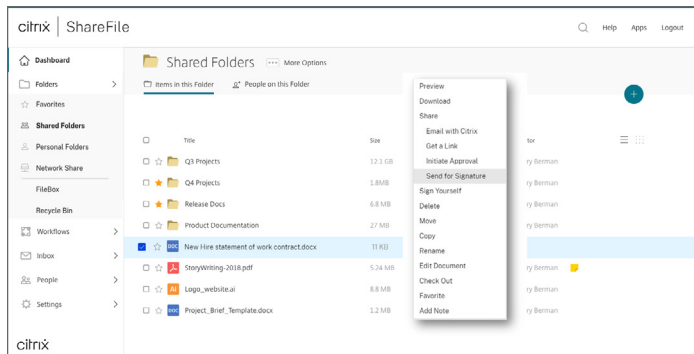
Workflow designed for productivity

ShareFile integrates with many of the tools and processes you already use. Simply drag a file to the ShareFile upload screen to add it to your folders online. Folders and files can upload in bulk, so you can create an entire project space in only a few simple steps.

Our desktop tools help employees share files without even opening their web browser. The Citrix Files app for Windows and Mac allows employees to drag files into ShareFile right from their desktop. For secure, easy sending of larger files that may not be suitable for normal email attachment, the ShareFile Plugin for Microsoft Outlook turns the task into just a couple of clicks on your Outlook toolbar.



ShareFile's feedback and approval workflows allow users to collaborate and generate approvals and legally binding signatures in real time. Request feedback from others and get file curation and approvals out of your inbox. Easily sign documents or request signatures from others. Final copies are achieved to the same folder as the original document.



Promote successful hybrid work with the right technology

Allowing hybrid work is a sensible move for many companies, as it encourages autonomy and supports employee work-life balance. Cloud-based solutions have enabled this without sacrificing communication and collaboration among coworkers. ShareFile is a key piece of any organization's remote work plan as it provides the ease, security and accessibility that teams need to share work and resources, whether employees are in the office or dispersed worldwide.

[Sign up for a ShareFile trial](#) to learn how cloud-based file sharing and collaboration can help your team experience work and life in harmony.



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