

Thruport HotOffice Web-Based Intranet Service

Product Brief

URL <http://www.hotoffice.com>

Product Description

The Thruport HotOffice Web-Based Intranet Service enables users to communicate and collaborate 24 hours a day, seven days a week from their office, home or the road — from any web-connected PC. A collection of powerful collaboration and productivity tools, HotOffice provides a virtual office at a fraction of the cost of setting up and maintaining a traditional intranet – instantly, without hiring technical personnel to create or maintain it. HotOffice gives users an easy-to-use, company-branded interface with anytime/anywhere access to an array of applications and services, including web-based email and group calendar, file management, contact manager, online conference rooms, bulletin boards, package tracking, travel planning, business research and more.

Using HotOffice, users send and receive email from anywhere at anytime, collaborate on documents from a hotel room, or instantly access a presentation from a client's office. They send meeting reminders, schedule travel reservations, identify potential clients, track packages easily, and more. HotOffice connects users with employees, customers and vendors, enhances productivity, provides one-stop access to important information, and safeguards valuable assets.

HotOffice has received numerous accolades and awards, including the 2000 *PC World* World Class Award for Best Group Application and being three times named *PC Magazine's* Editors' Choice among virtual office services (1998, 1999 and 2000).

Product Benefits

- *Increased business productivity*
- *Enhanced communications and interaction*
- *Remote work access*
- *Reduced travel, shipping and faxing expense*
- *Improved workflow and collaboration*
- *Use of latest technology*

Product Benefits (continued)

- *Off-site back-ups of all data*
- *No investment in software or hardware*
- *Easy set-up and maintenance*
- *Expandability*
- *Instant access to information and resources*
- *Full technical support*
- *Affordability*

Eliminates

- *Dependence on expensive technology*
- *Hardware and software operating costs*
- *Ongoing maintenance*
- *Server administration*

Reduces

- *Training time and expenses*
- *Paper, postage and long-distance costs*

All-In-One Product Features

Thruport HotOffice enables employees to instantly access a host of valuable business tools from one easy-to-use interface with new features added continually:

Communications & Productivity

- **Web-based Email** – Consolidate all your email into one web-based service accessible anywhere without computer reconfiguration
- **Calendar** – Easily organize your schedule and prioritize tasks from anywhere
- **Contacts** – Give your whole team access to shared contacts while maintaining a private list, as well. You can make notes, keep a journal and log important information.
- **My Desk** – See your day's appointments, news headlines and weather when you log in
- **Company Customization** – Display your company's logo and personalize HotOffice for your company
- **Web Links** – Bookmark your favorite web links for easy access from any computer
- **Reminders** – Schedule group or personal electronic reminders for today or the future
- **My Inbox** – Get instant notification of new email, phone messages, bulletin board postings, and documents
- **Phone Messages** – Keep track of all your phone messages in one handy location accessible from anywhere

File Management

- **Central Document Access** — Securely archive all your company and personal files in a central location for remote access, revision control and keyword search
- **HotOffice Viewer** – View documents, spreadsheets, presentations and graphics sent by others online without downloading or installing original software

Collaboration

- **Threaded Bulletin Boards** — Share ideas on your private company bulletin boards
- **Online Conference Rooms** — Hold private online meetings in your company chat rooms
- **Access Rights** – Control which users have access to department and project documents, folders and bulletin boards

Support

- **Start-Up Wizard** – Use this quick three-step wizard to walk you through adding new users, creating new departments and projects. New users receive an automatic email inviting them to join your HotOffice.
- **Free Technical Support** – Enjoy free world-class support from our experts

Security Features

- User name and password protection
- Complete SSL, RSA and RC4 data encryption for documents
- User- or company-defined individual access rights
- Multiple redundant vaulted servers in secure 24-hour maintained facility

Upgrades

New HotOffice features are automatically updated over the Internet. No user downloads, updates or reinstallations are necessary.

Availability

- Online sign up via the web at www.hotoffice.com
- Directly from HotOffice at **888.358.3400**
- Internet Service Provider Partners (ISPs) and other affiliates

- Value-added resellers (software, computer, networking and web consultants, etc.)
- Small Business service and product providers

User Requirements

Hardware: IBM-compatible PC 486 or higher, 10 MB disk space, 16 MB RAM, 28.8K modem (56K or faster recommended), SVGA graphics card, mouse or other pointing device.

Software: Windows® 95 or higher, Internet Access, Java-enabled browser such as: Microsoft® Internet Explorer v.4.0 or higher or Netscape Navigator®/Communicator™ v.4.5 or higher.

P01RV15-091300