



WELCOME TO ~~OneOffice~~

The future of cloud computing, where productivity, collaboration
and security live under one powerful platform.

INTRODUCING ONEOFFICE: THE SMARTER WAY TO WORK

ALL-IN-ONE DIGITAL WORKSPACE

Purpose-built to streamline the way your business works. Whether you're creating documents, sending emails, jumping on a video call, or collaborating in real time, OneOffice brings all your essential tools together in one seamless experience.

EVERYTHING YOU NEED. ONE POWERFUL PLATFORM.

No more switching between apps. No more cluttered systems. Just one smart, secure platform, built for modern teams who need to move fast and work smart. Let us help you simplify your systems, boost your productivity, and bring your business into the future.

WHY CHOOSE ONEOFFICE?

- Work from anywhere, on any device
- Collaborate effortlessly with your team
- Replace scattered tools with one integrated solution
- Keep your data safe and your team connected
- Fully compatible with Microsoft Office files



HOW TO: TUTORIALS

oneoffice.africa

We get it, switching to a new platform can feel like a big leap. That's why we've made onboarding quick and easy.

We've created a series of short, bite-sized videos to guide you through the tools you'll use most, so you can hit the ground running with OneOffice.

01

UPLOAD A FILE & SHARE FILES

Your personal cloud drive makes file management simple. Learn how to upload your documents and share them securely with your team.

02

HOW TO SET UP A VIDEO CONFERENCE CALL

Need to connect instantly?
Here's how to jump on a quick virtual meeting.

03

HOW TO SCHEDULE MEETINGS & EVENTS

Scheduling a meeting in OneOffice is quick and easy, just set the time, add participants, and your video link is created automatically.

HOW TO: TUTORIALS

oneoffice.africa

04

HOW TO DOWNLOAD & USE THE EDITOR SUITE

Want to work offline? You can!
Download the OneOffice Productivity
Suite V7.5 for full offline access to Docs,
Sheets, and Slides.

05

HOW TO ATTACH DOCUMENTS TO YOUR EMAILS

Whether it's from your Drive or your
desktop, attaching files is quick and
seamless.

06

HOW TO DOWNLOAD THE ONEOFFICE MOBILE APP

Work from anywhere and Stay
connected on the go with the
OneOffice mobile app.

07

MIGRATION MADE SIMPLE – READ MORE HERE

Worried about moving over? Don't be. OneOffice makes migration effortless. transfer your files,
folders, and emails with zero hassle and no lock-in.

YOUR CONTROL HUB:

THE ADMIN PANEL

oneoffice.africa

Power without complexity. Learn at your own pace with bite-sized videos.

01

LOGIN SETTINGS & PERMISSIONS

Set up secure logins and manage who gets access to what.

02

QUOTAS & CHATS

Stay on top of storage limits and monitor team chats.

03

ACCESS & GEO-FENCING

Control access based on location to keep your data safe.

04

RETENTION & EMAILS

Create simple policies for data and email retention.

05

USER ROLES & FILE SHARING

Assign roles and manage file-sharing permissions with ease.

06

EMAIL MANAGEMENT & QUARANTINE

Filter threats and quarantine suspicious emails automatically.

THE SMARTER ALTERNATIVE TO LEGACY TOOLS

Where competitors complicate,
we simplify.
Where others overcharge,
we deliver value.

OneOffice
FOR EVERYDAY WORK

Designed for how people work every day
Email, files, chat, calls, projects
Simple | Affordable | Secure

[READ BLOG HERE](#)

[VIEW THE FULL PICTURE HERE](#)





NEED HELP OR HAVE QUESTIONS?

We're here to support you every step of the way. You can:

Book a 1-on-1 virtual session

Request a team onboarding demo

Access video tutorials anytime

[Visit our FAQs](#) and [Blog](#)

Everything you need, all in one powerful platform.
Thanks for choosing OneOffice. We can't wait to see how
you streamline, secure, and supercharge your work.

CONTACT US TODAY AND LET'S GET STARTED.

