

# Confide for Microsoft 365

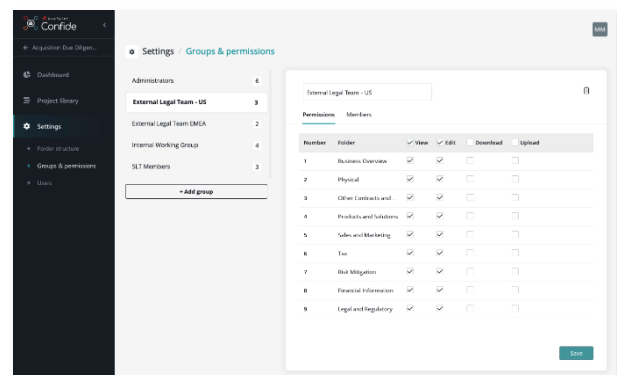
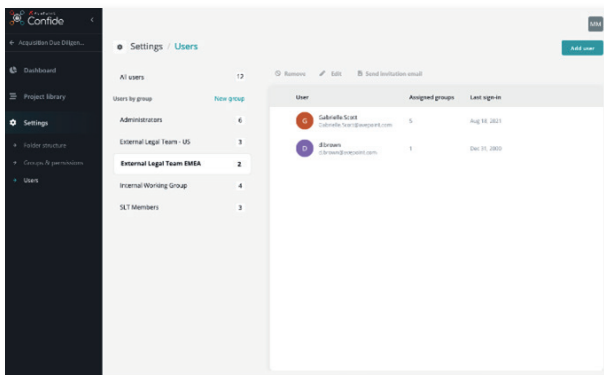
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## Configuration

- **Minimal IT involvement** - Confide is designed to be administered and managed by a business user, as opposed to a generic SharePoint model that requires IT involvement throughout project setup.
- **No installation** - Since Confide is an AvePoint SaaS offering, there is no installation involved for the customer. Based within our Confidence platform, powered by AvePoint Online Services (AOS), one single Confide installation can support multiple M365 tenant scenarios.
- **Delegated administration** - Specific users can be designated as "Business Owners" which allows them to administer a workspace, create projects, assign permissions, etc.

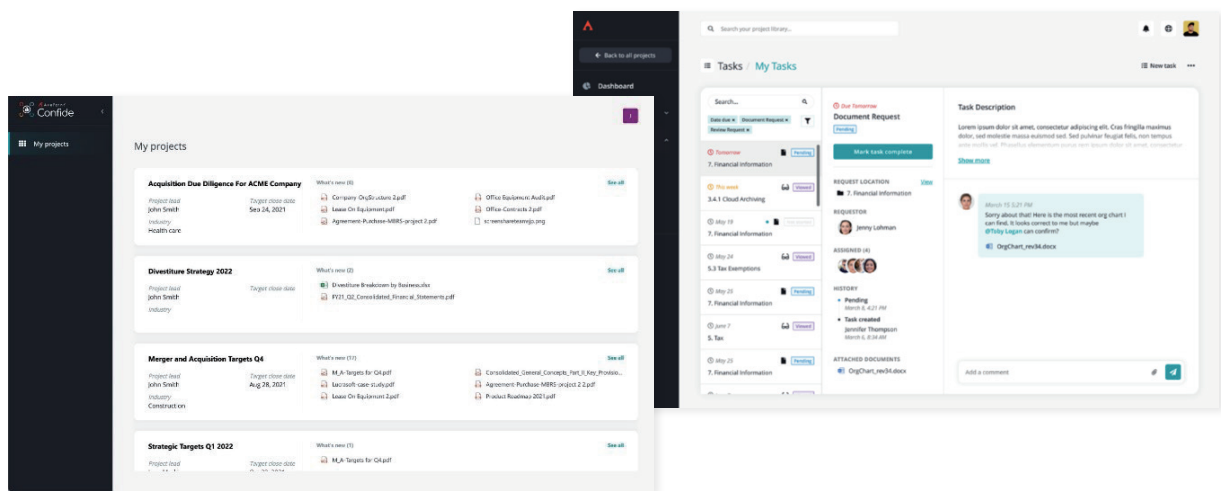
## Project Administration

- **Project setup** - Set up and manage projects with an intuitive, wizard-style workflow.
- **Custom folder structure** - Build Project Library to meet specific needs, with fully customizable folders and subfolders. Easily update your structure to meet changing needs.
- **Bulk file upload** - Upload multiple files or folders at one time using simple drag-and-drop functionality.
- **Permission by Groups & Users** - Create Groups with granular, custom permissions, then add users as appropriate. As needs change, Project Leads can easily downgrade, change, or remove users' access.
- **Bulk user upload** - Use a template to bulk upload users to a project and designate which groups they should be added to. These users will inherit the groups' permissions.
- **Multiple administrators** - Project Leads can add one or more additional administrators to a project, giving them access to manage permissions, update statuses, manage tasks and more.



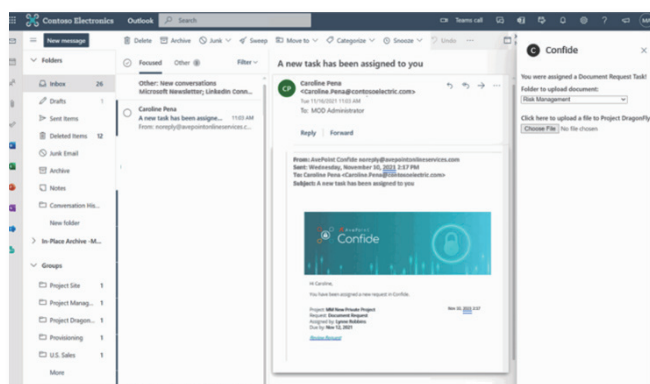
## Collaboration

- **Task management** - Create, assign, and manage project-specific tasks with secure, in-line communications.
- **Audit trail** - View activity history (audit trail) for each task, including communications, file uploads, status updates, and more.
- **Multiple tenants** - Project Leads can invite and manage users across several tenants. Internal users that belong to other tenants can be added as an administrator or contributor, depending on project needs.
- **SSO for external tenants** - Members of other M365 tenants can leverage single sign-on (SSO) to log into your Confide instance with their home M365 account, eliminating the need to maintain a separate set of credentials for Confide. *Note: This requires the users' home M365 tenant to allow consent to the Confide SSO app.*
- **Guest user collaboration** – Confide enables easy collaboration with external users. Guest users are not required to have external Office 365 access enabled.



## Seamless User Experience

- **Single Sign-On** - Log in to Confide using your Office 365 credentials.
- **Centralized dashboard** - View all active projects at a glance, highlighting recently added files.
- **Personalized dashboard** - Jump back to your most recently accessed files from your personalized project dashboard.
- **Task management** - Easily create, assign, and manage tasks from a simple dashboard.
- **Email notifications** - Stay abreast of the latest project updates with a personalized email digest, which aggregates newly added files, upcoming deadlines, and more.
- **Global search** - Enter keywords to search for a file or folder from Confide's global search tool.



## Security

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- **Locally hosted** - Confide is locally hosted, with restricted site collections for each secure project that sit within your own Microsoft 365 tenant.
- **Low-friction** - Simplify external collaboration by enabling guest users to create a local account for Confide, eliminating the need for their organizations to enable external Office 365 access.
- **Permission management** - Grant, change, or revoke user and group permissions at any time.
- **Controlled communications** - Keep project-related communications and collaboration within Confide, rather than using external solutions like email or chat.
- **Azure AD protection** – Minimize security risks by working within Confide, rather than inviting external users into your own Azure AD environment.
- **IT shielding** - By default, M365 SharePoint service admins and Global admins *do not* have permission to access individual SharePoint sites. Confide projects are only accessible to the Confide service account.
- **Watermark** - Enable watermark functionality, selecting from pre-set templates or creating your own custom version.
- **Delete** – Project Leads and Administrators can delete a project at any time. This option removes all data from the DC, leaving no record behind.
- **Archive** – Archive a completed project by revoking all permissions. This option will leave the completed project in the administrator's project list for future reference or accessibility.

For more information, please visit [www.confide.me](http://www.confide.me).

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