



Objective Connect

SECURE ONLINE EDITING

A guide to using Connect with Office 365

INTRODUCING SECURE ONLINE EDITING

Objective Connect Enterprise Edition now delivers secure online editing using Microsoft Office 365

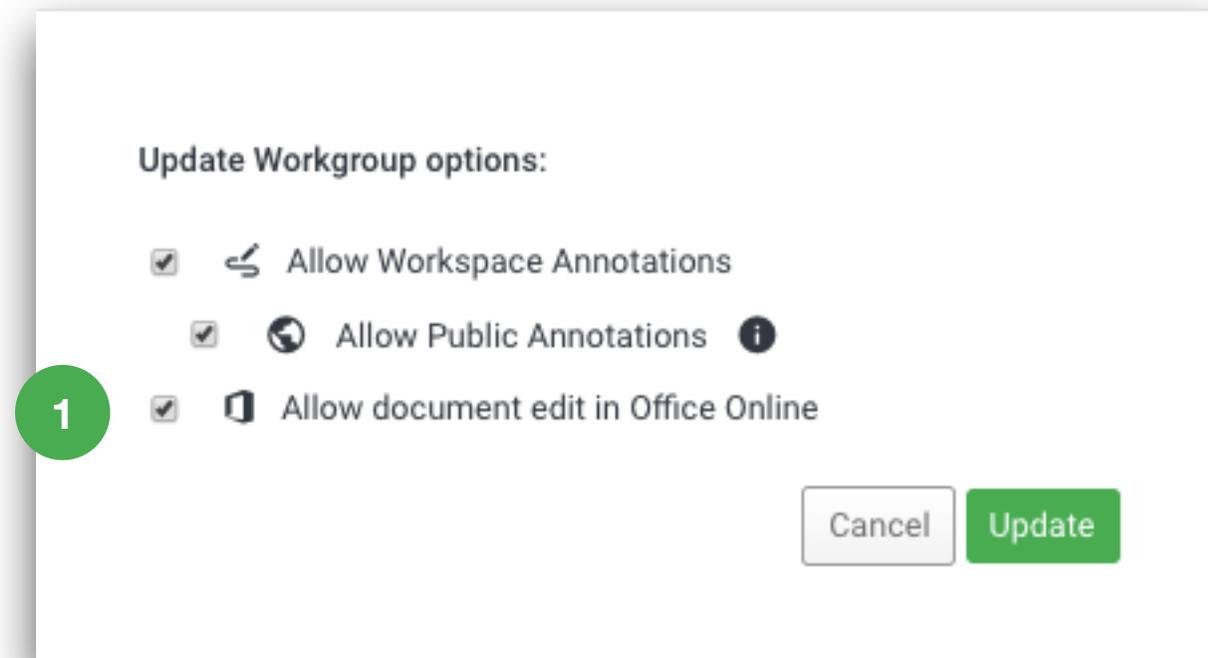
Launched on Wednesday 18th of February 2020, participants in an Objective Connect Workspace can now edit an Office document online and even co-author with multiple people without ever having to download a local copy. A workspace owner can also allow participants to edit a document online and block download - a reassuring feature when you trust the person you are collaborating with, but not the machine they are using.

Get started with Objective Connect Online Edit today

An organisation has the option of when they wish to enable Online Edit. While an Office 365 license is not essential to enable the feature, anyone wishing to edit online (internal or external to the business) must have an Office 365 account.

Online Edit is enabled per Workgroup. From within Workgroup Administration, your Connect administrator needs to:

1. Click Workgroup Options and then select 'Allow document edit in Office Online'. You're now ready to roll.



CO-AUTHOR DOCUMENTS IN REAL-TIME

When inviting a new participant to a Workspace:

1. There is the new Ability 'Edit Online'.

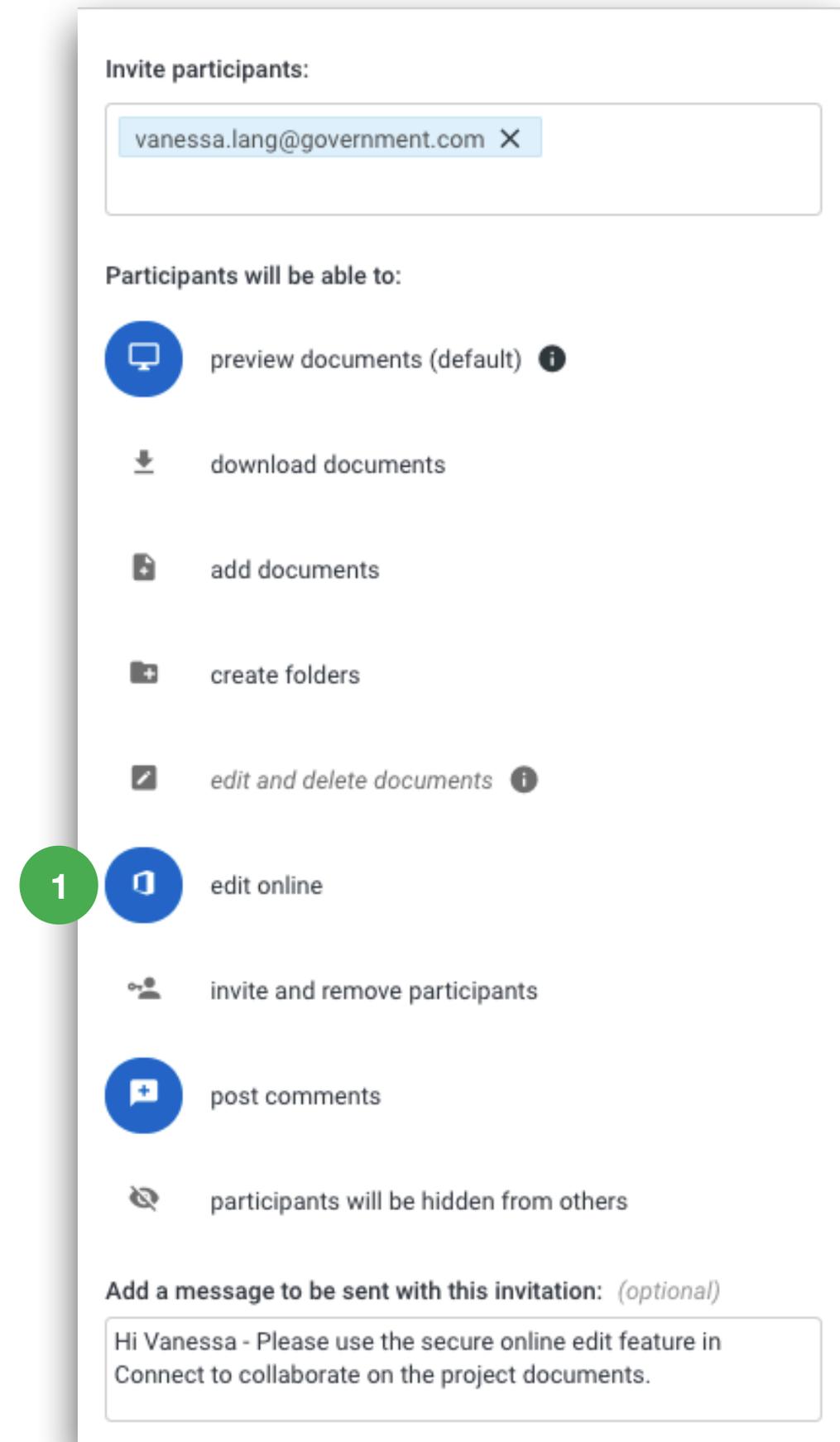
This Ability can be applied to Participants in new workspaces and even the workspaces you have open today.

Word, Excel and PowerPoint

Once a participant has the Ability applied, they can select 'Online Edit' for Word, Excel and PowerPoint documents; a new browser tab will open. The participant can now start editing. Once the user exits the edit session, a new version is recorded in Connect. If ConnectLink is in place this version is then synchronised to Micro Focus Content Manager or Objective ECM

Co-Author Documents

Participants who have the 'Online Edit' ability applied can now co-author documents with people in the workspace. Whether they are across the office or on the other side of the world, multiple people can update a document in real-time.



Invite participants:

vanessa.lang@government.com X

Participants will be able to:

- preview documents (default) ⓘ
- download documents
- add documents
- create folders
- edit and delete documents ⓘ
- 1 edit online**
- invite and remove participants
- post comments
- participants will be hidden from others

Add a message to be sent with this invitation: *(optional)*

Hi Vanessa - Please use the secure online edit feature in Connect to collaborate on the project documents.

SECURITY FIRST APPROACH

Who did what and when

As each person moves into edit mode, the action is captured in the Workspace Record. The last contributor to exit the online edit session will be attributed to the latest version in Connect.

Secure by design

We understand that government grade security and good collaboration governance is vital for public sector and regulated industries. We have added some additional features to ensure information security when working on sensitive information with external partners.

- **Edit without download:** You can apply the 'Online Edit' Ability and not the 'Download' Ability. This will give you peace of mind that copies of your confidential information is never out of your control and saved to a local hard drive. To support this feature, a participant cannot open the Office document on the desktop app
- **Block sharing outside of Connect:** When editing a document, the participant is blocked from further sharing via Office 365. If the document needs to be shared, this must be done from Connect
- **Print removed:** The print function has also been removed. If you want to enable printing for a participant, it means that you are happy for the document to be out of the secure workspaces of Connect. If this is the case, apply the 'Download' Ability so the participant can print from a local copy

