



Pioneering. Open Source. Security.

## Open Source Internet Security Leaders<sup>SM</sup>

# Secure Mail Suite WebShare Manager<sup>TM</sup> Simplified Office Collaboration

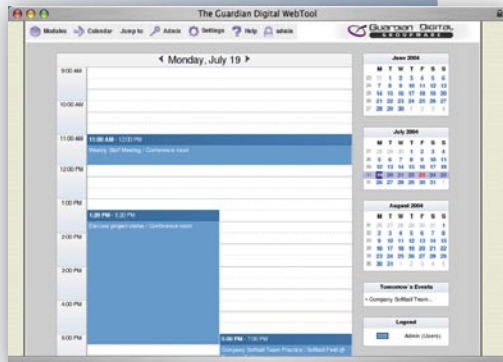
"Secure Mail Suite's WebShare Manager is by far the best method we have found to keep the rapidly changing events of our institution coordinated. Finally, we can communicate and collaborate on projects and school business from anywhere, dramatically increasing our productivity and ensuring appointments and deadlines are never missed."

- Lilia Kuzmicz,  
Director of Operations, Indian Mountain School

Information and constructive employee collaboration are two crucial components to survival in the corporate world. Effectively leveraging the knowledge and organizational skills of employees is proven to provide a substantial increase in productivity and a clear competitive advantage for any organization. Guardian Digital WebShare Manager is a comprehensive web-based group collaboration system designed to meet the growing needs of today's most influential corporations. Providing organizational management of intellectual assets, Guardian Digital WebShare Manager increases project quality, provides greater employee independence, and affords organizations the ability easily accommodate and rapidly respond to the dynamic and ever-changing business environment.



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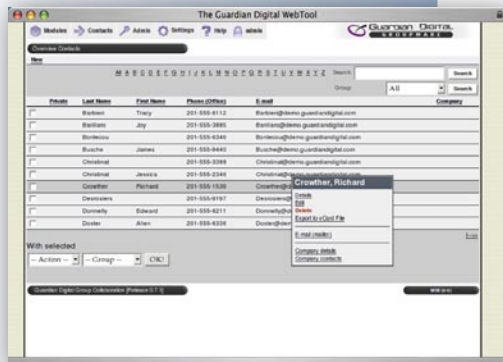


- o **Comprehensive Calendaring & Appointment Scheduler**

Guardian Digital WebShare Manager's calendaring and appointment module allows users to see all appointments and deadlines with group calendaring, view current day's appointments, avoid overbooking appointment time with appointment conflict controls, configure email confirmation and appointment reminders, and much more.

- o **Project & Task Management**

Significantly improve the productivity and time organization of assigned projects and tasks with the project and task management component of Guardian Digital WebShare Manager. Append task reminders, project goals and relevant comments to each project or task to fully ensure a team or company-wide understanding of the particular assignment. Effortlessly categorize tasks for a quick and organized view of delegated, past due, or weekly responsibilities.



- o **Addressbooks & Contact Management**

Create a comprehensive contact index using a combination of description fields including name, address, email, telephone, company details, website, birthday, and notes. Protect sensitive contact information and easily search through vast contact indexes using public and private access controls, searchable lists, and contact grouping components.

- o **Virtual Group Conference & Note Management**

Dismiss the tediousness of email by displaying important information, group-wide notes, or company news available for the entire group to view and respond to on one screen.



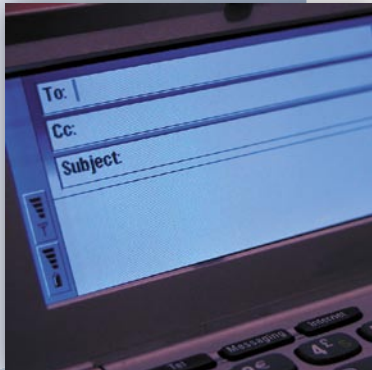
- o **Shared File Database**

Common file access stores universal project files presented for all participants to view. Guarantees the consistent availability of project-critical documents to authorized project team members.

- o **Comprehensive Webmail**

Securely access corporate email using popular web-browsers to conduct business-critical communications from any location. Personal contacts can be retrieved from and added to WebShare Manager's integrated contact database quickly and easily.

## Secure Collaboration, Increased Productivity



Guardian Digital WebShare Manager is the perfect compliment to the wide-array of productivity applications available in Secure Mail Suite. Providing everything necessary to effectively collaborate with co-workers, WebShare Manager includes shared calendaring, appointment & project management, addressbooks, message boards, shared and private contact management, and much more. The sophisticated web-based system allows employees to access information from anywhere, delivering an unmatched combination of convenience, efficiency, and security for any corporate environment.

Built atop Secure Mail Suite and the award-winning EnGarde Secure Linux platform, WebShare Manager is the easiest, most cost-effective way to keep an entire office productive, organized, and well-connected. Simplified web-based administration significantly lessens time spent on system administrative duties, allowing IT administrators to concentrate on other core competencies. Guardian Digital's user-friendly interface allows end-users to efficiently and effectively utilize all the organizational tools the system offers, resulting in a substantial increase in employee productivity and the enrichment of inter-office communication efforts.

### Feature & Benefit Summary

- Group Calendaring with Appointments Overview & Conflict Control
- Email Confirmation and Reminders
- Project & Task Comments
- Grouped Tasks & Task Reminders
- Secure Contact Index with Public & Private Access Controls
- Searchable Lists & Contact Grouping
- Virtual Forum Including Group-wide Notes & Company News Database
- Common File Access
- Comprehensive Webmail
- More Time for Core Competencies with Fewer Necessary Meetings
- Improved Coordination with Off-Site Teams
- Reduce Total Cost of Ownership
- Convenient Single Access Point to Frequently Used Resources
- Increase Employee Responsiveness & Productivity
- Increased Competitiveness through Faster Time to Market
- Leverages the Professional Expertise of Employees