

# The office dream team

windream and Microsoft Teams



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MANAGING DOCUMENTS

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Especially now - in times of home offices and virtual communication - the use of the collaboration software Microsoft Teams is experiencing greater interest than ever before. And the number of users is going through the roof.

According to Microsoft, the number of monthly active users passed the 270 million mark in the second quarter of 2022. Many of them use the collaboration tool on a daily basis - and the trend is still rising.



<sup>1</sup>Source: <https://www.zdnet.de/88399020/microsoft-teams-ueberschreitet-marke-von-270-millionen-monatlich-aktiven-nutzern>



## Meetings, chats and phone calls - comprehensive communication in virtual space

The specific application scenarios are diverse. After all, MS Teams is not only used for meetings, it is also used for busy phone calls and chats. Collaboration in the virtual space is supported as a matter of course by the exchange of important content.

This includes files, documents, images and much more. In this way, Teams is increasingly competing with the undisputed number one means of communication in the office, the e-mail.

**But the crucial question that arises in this context is:**

*How can business-relevant communication channels such as teams and the content shared through them be efficiently protected against data loss?*

## No chance of super disaster - maximum protection for your valuable information

With the integration into MS Teams or the associated integration into Microsoft SharePoint as a repository for data storage, we have developed a powerful and exceptional software on the market. It enables you as a user to archive your information stored in Teams even in-house. And this on a storage system that is completely independent of Teams and the Microsoft cloud. Thus, you are optimally protected against data loss. Simply use our windream ECM-system and - optionally - the windream high-performance archive for an audit-proof backup of all your company-relevant information which you exchange with other employees and departments of your company via Teams.

Furthermore, you will be offered further advantages: For example, use the data that a team has stored in windream in order to assign it to a specific project and save it in a designated project folder.

In this context, archived data from MS Teams are, of course, „only“ a subset of the comprehensive and arbitrary information which you can archive in windream.

### Key facts

- ✓ Maximum protection against data loss in Teams by automatic and revision-safe archiving in windream
- ✓ Storage of your data from Teams independently of the Microsoft Cloud
- ✓ Protection of privacy by meeting the data protection requirements according to EU-DSGVO for private chats
- ✓ Optional integration of further solutions into Microsoft Teams with the windream Dynamic Workspace
- ✓ windream as a universal information hub for your entire company knowledge

## Chat or e-mail - consider legal consequences!

Why is a secure backup of your data from Teams just as important as archiving your email correspondence? The answer: There is not only a threat of data loss, there are also legal consequences!

Because the increasing virtualization of meetings is leading to an effect that was largely unknown until not long ago: chats are increasingly becoming a substitute for classic e-mail communication. As more and more users work in home offices, chat rooms are being used to hold a conversation on a purely virtual level.

However, this trend has serious implications for the legal consequences of this type of communication.

Because insofar as chat recordings are considered a substitute for previous e-mail traffic and contain business-relevant information, they are also subject to a legally defined retention period. And as is well known, this has long been the case for e-mails.

So, what could be more obvious than archiving the information exchanged via Teams in an audit-proof way in windream? With our windream integration into Teams, no information will be lost any longer. Unless the members of a team delete the contents of their chats themselves, if they explicitly wish to do so.

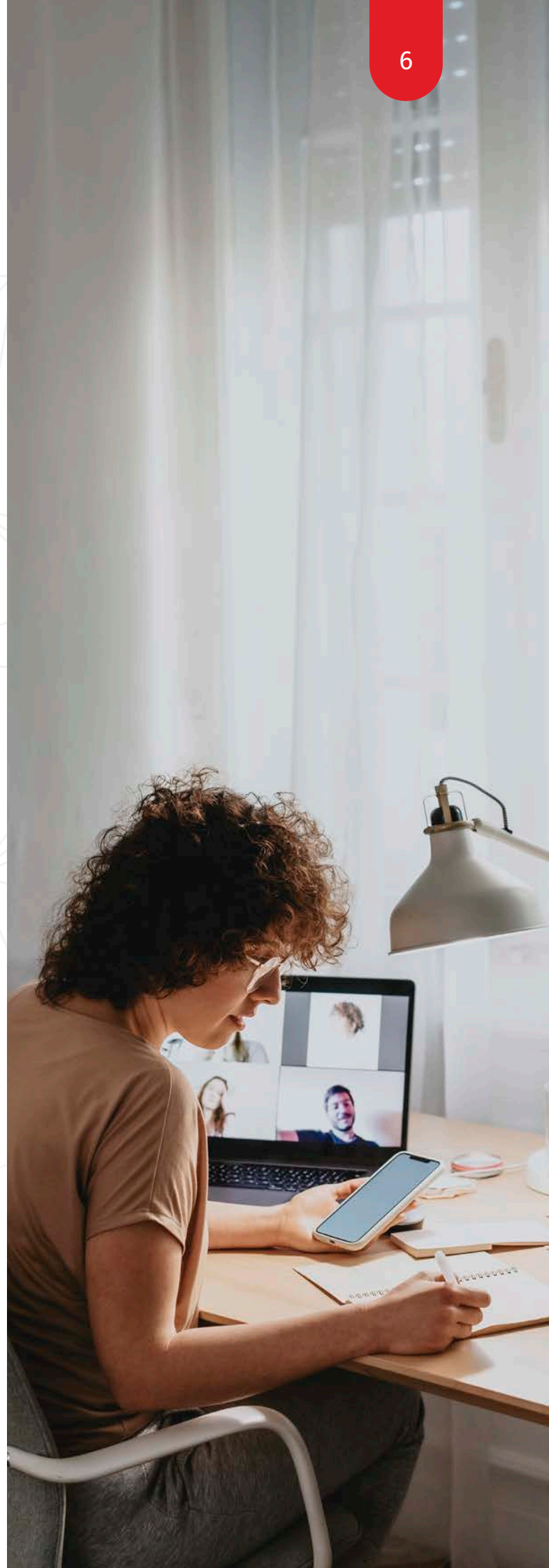


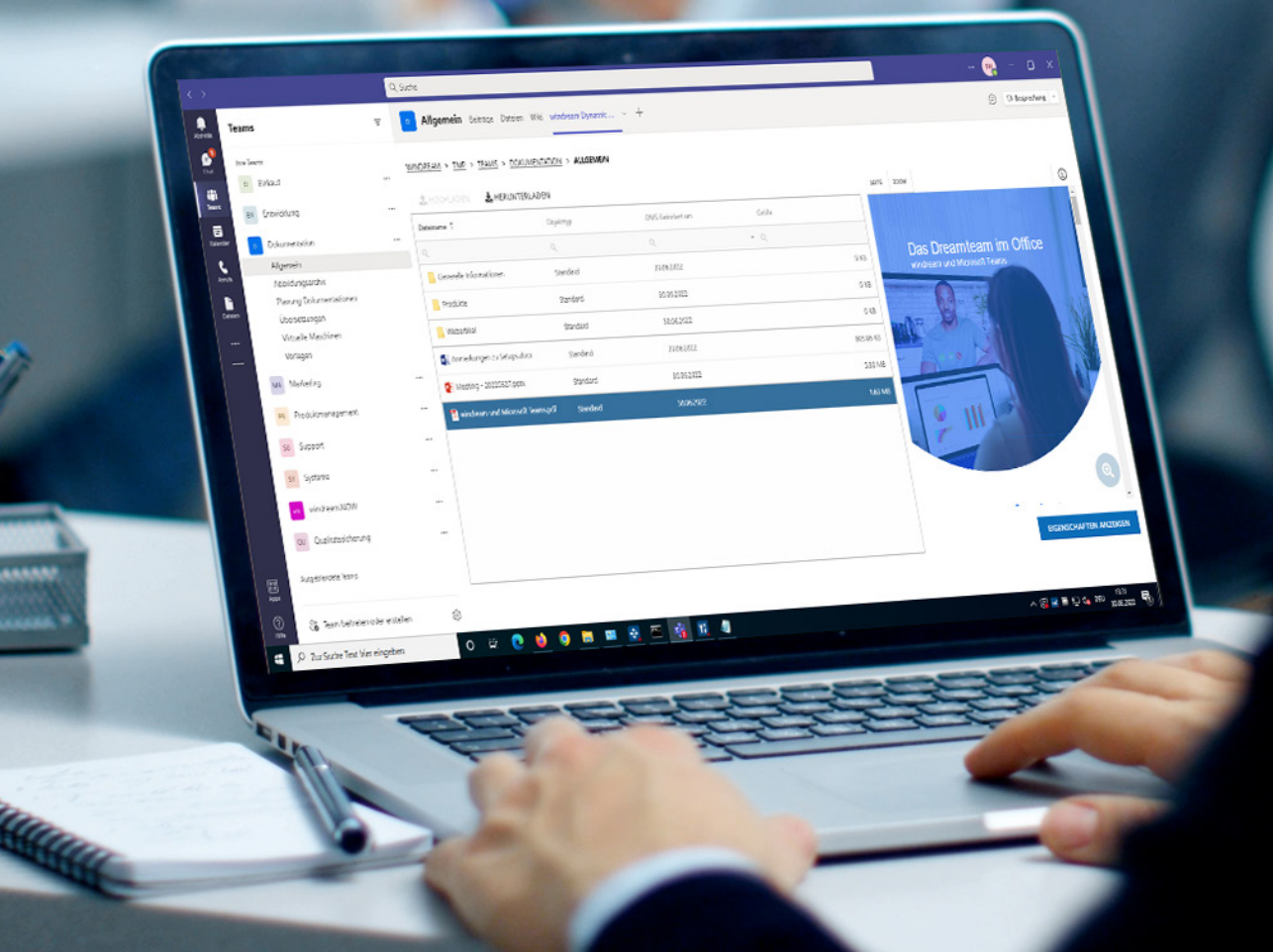
## Data protection has priority - your privacy is protected!

In this context, it is also important to mention the data protection aspect: Only channel messages - i.e. messages written in a team channel - are archived in the windream ECM-system. In contrast, purely private chats are not archived, as Microsoft considers them to be particularly worthy of protection. From the point of view of data protection and the EU General Data Protection Regulation, we respect this, of course, just as Microsoft does. After all, private things should and must remain private!

## windream as a central hub for your personal information management

The windream connection to Microsoft Teams provides you with a unique tool. It ideally connects the communication channels and chat functions of Teams with the archive and document management functions of the windream ECM-system. Thus, windream becomes the hub for a global information management in your company.





### **Integrating further applications into Teams with the windream Dynamic Workspace**

Specific windream solutions based on our windream Dynamic Workspace also allow you to integrate additional applications into Teams. This can be a simple search application for documents as well as an automated process management with windream BPM including the processing of incoming invoices or a software solution for digital file management. Everything is possible!


# Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

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