

# The office dream team

windream and Microsoft Teams



**windream**  
MANAGING DOCUMENTS

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## windream and Microsoft Teams

Microsoft Teams is one of the most widely used collaboration solutions and facilitates location-independent collaboration for users. The development of user numbers speaks for itself: According to Microsoft, the mark of no less than 270 million monthly active users was already exceeded in 2022.

You too may use the practical collaboration tool on a daily basis, just like many users worldwide. But are you protecting your shared files and documents appropriately?



Source: ZDNET, Stefan Beiermann (2022, January 26):  
Microsoft: Teams überschreitet Marke von 270 Millionen  
monatlich aktiven Nutzern [online]: <https://www.zdnet.de/88399020/microsoft-teams-ueberschreitet-marke-von-270-millionen-monatlich-aktiven-nutzern>  
(Date: 27.07.2023)



## Collaboration in virtual space

In addition to video meetings and chats, collaboration in the virtual space is characterized in particular by the exchange of important content. This includes files, documents, images and much more. On the one hand, Teams is thus increasingly competing with the undisputed number one means of communication in the office, e-mail. On the other hand, the platform is

becoming the linchpin of mutual exchange, which forms the core of any collaboration.

Nevertheless, the security issue in teams does not receive the same attention as, for example, e-mail communication in the company. This is a major problem, since data loss represents an immense risk here as well.

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

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

## Maximum protection for your valuable information

With the windream integration into MS Teams resp. the related integration into Microsoft SharePoint, we have developed a powerful and exceptional software on the market. But why SharePoint, when we are talking about MS Teams? SharePoint is a cloud-based service from Microsoft, which acts as a repository for files and documents shared via MS Teams.

windream allows you as a user to archive your information stored in SharePoint on your own premises, too. And this on a storage system which is completely independent from Teams and the Microsoft Cloud. Thus, you are optimally protected against data loss. Simply use our windream

ECM-system and 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 or even external partners via Teams. Furthermore, you can benefit from additional advantages: For example, link the data and documents from a project team in Teams, which have been synchronised to windream, to the corresponding project in windream. This way, windream provides you with a complete view on your project documents and data. 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.

## Bidirectional synchronization with Microsoft SharePoint

With the coupling of windream and Teams, you save your data relevant for collaborations both locally in windream and in the cloud via Microsoft SharePoint. SharePoint serves Teams as a repository for documents and folders stored in Teams. With the bidirectional synchronisation, the file versions always remain on the same level: If you make a change to a document saved in windream, this change will also be made to the corresponding file in Microsoft Share-

Point via the windream Teams synchronisation - hence the term „bidirectional“ (i.e. „in both directions“). Thus, it does not matter whether you are currently accessing your document via the Cloud or locally: The file is available in the current version on all storage locations after editing. In this case, the versioning of windream documents can also be applied, so that the original contents are preserved via previous versions.

## OneDrive Shared Libraries

In addition, windream for Microsoft Teams also supports bidirectional synchronisation with the so-called „Shared Folders“ in Microsoft OneDrive. The files and folders of users working in a team with their local OneDrive on the PC will be synchronised

with the corresponding OneDrive Shared Library. The content of this Shared Library is automatically copied into the configured windream folder with windream for Microsoft Teams.

## Configuration

windream for Microsoft Teams can be configured easily via a web interface. There, an administrator determines which teams in Microsoft Teams are synchronized with windream and which are the matching windream folders. There is always a unique relation between a team in MS Teams and a folder in windream.

Should only the documents or also the chats be saved in windream? This can be set, too. Additionally, it can be defined per synchronisation pair whether new versions of the documents are to be created in windream.

## Optimal cooperation without conflicts

In collaborations, for example in the context of a project, several users often access the same documents - so the overview is quickly lost. Over time, the individual actors hinder each other in their work.

On the document level, this can quickly become a problem: If person A works on the document saved locally in windream, while person B makes changes to the same document via SharePoint in parallel, a conflict will arise. This is the case, as both users edit the same file, although two different versions are now available.

windream solves this problem for you, based on the conflict management of OneDrive: In this case, several versions as well as corresponding conflict files are created, which inform the users about this state. This way, irritations about the current document version(s) can be avoided. In addition, changes made are not lost because, for example, a user „overwrites“ the document already edited with his own changes.

### Key figures

- ✓ Saving documents and chat histories stored in teams securely in windream
- ✓ Access to all files and chats from official chat groups, both in teams and in windream
- ✓ Maximum protection against data loss in teams by automatic and revision-safe archiving in windream
- ✓ Local storage of your data from Teams independent of the Microsoft cloud
- ✓ Safeguarding privacy by meeting the data protection requirements according to EU-DSGVO for private chats
- ✓ Bidirectional synchronisation: If a document is edited in windream, the change will also be made in Microsoft SharePoint and vice versa
- ✓ Conflict avoidance in parallel processing through versioning
- ✓ Optional integration of further solutions into Microsoft Teams with the windream Dynamic Workspace
- ✓ Synchronisation of documents and folders of a OneDrive Shared Library with a corresponding windream folder

## 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: Not only is there a risk of data loss, there are also legal consequences!

Chats are increasingly becoming a replacement for traditional email communication. As more and more users work in home offices, chat rooms are used to hold a conversation on a purely virtual level.

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

insofar as chat recordings are to be regarded as a substitute for previous e-mail traffic and contain business-relevant information, they are also subject to a legally defined retention period. And as we all know, this has long been the case for e-mails.

So, what could be more obvious than archiving the information exchanged via teams in windream in an audit-proof way? With our windream integration into Teams, no information will be lost anymore.



## **Privacy is a priority - Your privacy remains preserved!**

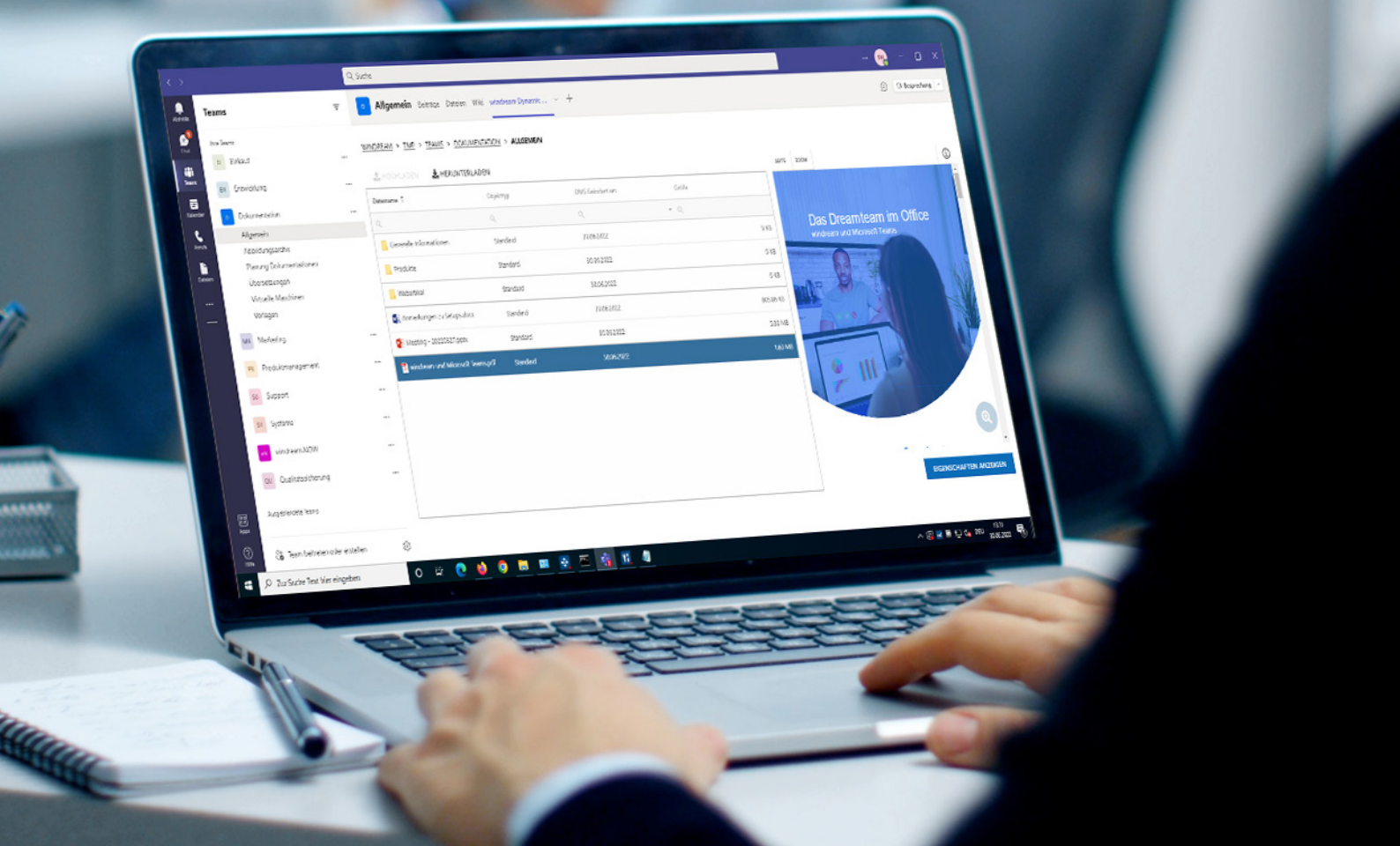
In this context, it is also important to mention the data protection aspect: Only channel messages - i.e. messages written in a team channel - which are not private will be archived in the windream ECM-system. Purely private chats will not be archived, as Microsoft considers them to be particularly worthy 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. Because private things should and must remain private!

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

The windream connection to Microsoft Teams provides you with a unique tool. It ideally combines 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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