ZOHO Connect

Bring your team together.

Zoho Connect is a team collaboration software that unifies people, resources they need, and apps they use to a single platform.

"Zoho Connect is a great progressive business communication tool, and is a good fit for a workforce that is dependent on mobile communication.."

Rick Fiebiger, Phresh Spa Salon.

"Zoho Connect has made a significant impact on our company. It has given us a new tool to share information, get closer as an organization, and it gives us a more familial feel."

Terrence Liverpool , Senior Marketing and Digital Communications Manager, International Securities Exchange.

Getting started with Zoho Connect

Setting up Zoho Connect for your organization is easy.

All you have to do is follow these simple steps to get it up and running:

- Create your network.
- Create groups.
- Enable apps for groups and network.
- Invite users.
- Add integrations.
- Upgrade to the Enterprise plan.
- Access Zoho Connect from your own domain.
- Customize Zoho Connect.
- Make the most of your network.
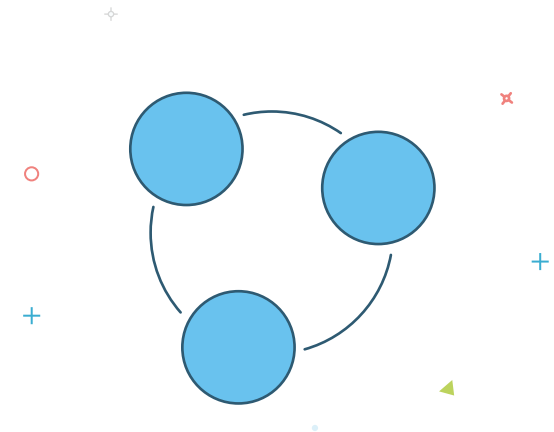
Create a network.

You can sign up for Zoho Connect at www.zoho.com/connect with your business email. Once you register, a confirmation email will be sent. You can however proceed to create your network, and verify your account later.

These are the two types of networks that you can create in Zoho Connect:

Internal Network: An internal network is a secure space where your employees will be collaborating. Employees can be a part of an internal network no matter their location.

External Network: An external network is place for other stakeholders (e.g., clients, partners, resellers, affiliates, etc.) to come together and share ideas.

Users can join as many external networks as they like, but may only join one internal network.

You will be signed up for a free plan by default; upgrade it to enterprise anytime you like.

Create groups.

Alright, now you've signed up! The next step in setting up your network is creating groups. Groups are spaces for teams to bounce ideas around and resolve issues together.

For example, you can create groups for various teams in your organization such as Marketing, Engineering, HR, etc., as well as groups that revolve around common topics, like hockey, music, or politics, improving workplace morale and communication, and making the workplace more fun.

To create groups:

- Click **Groups** in the left in your home page, then click **"+"** in the top-right corner of your page.
- In the form, add your group name, description, select the group type, and add members.
- Once you're done, click **Create**.

As admin, you decide who gets to make posts in the group and access in-built apps.

When creating a group, it helps to consider a few things:

What is the purpose of this group?

Think about why you need this group. Is it for your team to discuss work? Is it going to revolve around a common topic, like automobiles? Keeping this question in mind will provide more functionality to your Connect groups and keep everyone focused.

You can @mention a group in a post or comment or in a private conversation to get their attention and get them involved in the discussion.

What type of group should I create?

Zoho Connect gives you the option to create three types of groups:

Open: Anyone can join and participate.

Public: Anyone can participate, but only admin can add members.

Private: This group is accessible only to its members.

Only the group admin can add members to a private group. All content in the group is only visible to members.

Who should be given access to create groups?

As an admin, you can decide who should create groups in your network.

To access these settings:

- Click Settings from the gear icon dropdown menu in the top-right corner of your home page.

- Click **Policies** under *Network settings*.

- Select who can create groups, either 'Network admins only', or 'Everyone'.

Changing policies can be done only in the enterprise plan.

Which apps do you want to enable for your group?

Groups in Zoho Connect come with default apps, which you can enable/disable for a group.

Events

Create and promote events.

Custom Apps

With our drag-and-drop interface, you can build your own app and tailor it to suit your team's needs.

Manuals

Consolidate and organize a knowledge base for your group by using Manuals.

Files

A neatly organized document management system for your group.

The Events, Custom Apps, Manuals, and Files apps can also be enabled at the network level by the owner, admin, and network admin.

Invite users.

Once you've created groups, you're all set to roll with your team. You can invite people to your network and add them to relevant groups.

To invite users:

- Click **Invite people to your network** In the top-right portion of your *My Feed* page.
- Type out the email addresses of team members, or import a list of email addresses.
- Click **Invite**.

Users can only be added to an internal network by the owner or admin.

For an external network, the network admin can add users.

To add members to a group:

- Select the group you want to add people to.
- Select **Add Members** from the dropdown menu in the top-right side of the screen, near the *Members* section.
- Select members to be added.
- Click **Add**.

Add integrations.

Zoho Connect offers integrations with third party apps like Zapier, Trello, MailChimp, Lucidchart, and more that you can add to a specific group or the entire network.
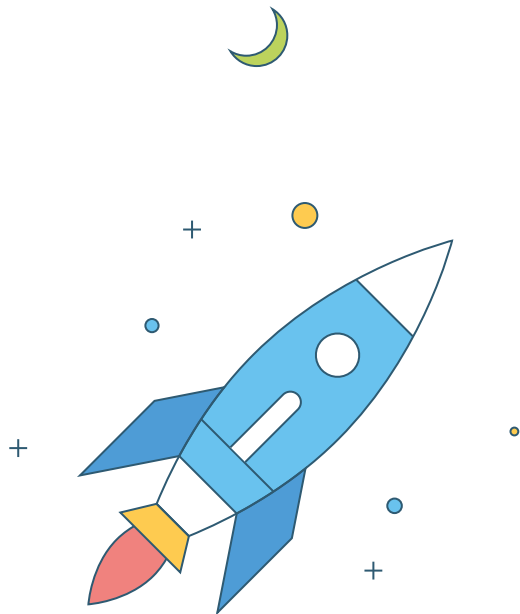
Here's how you can add them:

- Click **Integrations** from the gear icon dropdown menu the top-right part of your screen.

- From the list, click the integration you would like to add.

- Click **Configure** and follow the steps there to add your integration.

Here are some of our popular integrations:

Upgrade to the Enterprise plan.

Zoho Connect has a basic free plan and user-based pricing plans for the enterprise edition.You can use the free plan as long as you like for but the enterprise edition has its own perks too:

- It can get a little difficult being the only admin, but with the enterprise upgrade, you can add more admins to help you manage your network.

- Access Zoho Connect from your own domain.

- Customize Zoho Connect by adding your own logo, favicon, and custom CSS.

- Import users present in your Active Directory to your Zoho Connect internal network.

- View network analytics.

- Moderate posts and comments made on the network wall.

- Create any number of groups and channels.

- Get access to a higher file storage space.

- Create as many custom apps as you want.

If you feel that the enterprise version suits your needs, just follow these steps to upgrade:

- Select **Billing** from the gear icon dropdown menu in the top-right part of your screen.

- Click **Upgrade** and make the payment.

That's it! You can now do much more with Zoho Connect.

Zoho Connect offers flexible pricing plans for teams of different sizes. Click here to know more about the pricing.

Access Zoho Connect from your own domain.

Make Zoho Connect all yours by adding your domain to it.

To add your domain:

- Select **Settings** from the gear icon dropdown menu in the top-right part of your screen.

- Select the **Custom domain** option under *Network Settings*.

- You can follow the instructions there to create your *CNAME*, then add it to Zoho Connect.

To get the SSL certificate for free, write to us at support@zohoconnect.com.

Customize Zoho Connect.

Personalize Zoho Connect by uploading your logo and adding custom CSS.

To add your logo:

- Click **Settings** from the gear icon dropdown menu in the top-right part of your screen.

- Click the **Logo & Favicon** option under *Customization*.

- Add your logo and custom favicon.

The maximum file size for your logo is 20 kb, and it looks best when the resolution is 190 x 65 pixels.
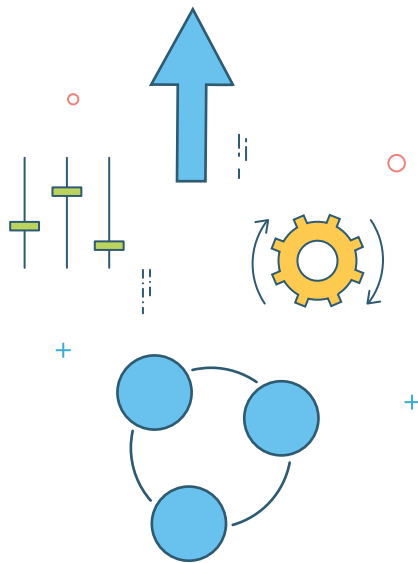
Change the colors and font in Zoho Connect to suit your preferences by adding your Custom CSS.

To add custom CSS:

- Select **Settings** from the gear icon dropdown menu in the top-right part of your screen.

- Click **'Custom CSS'** under the *Customization* section.

- Enter the styles, or upload a file with your CSS.

- Click **Save Changes**.

Make the most of your network.

Once you've tried out the network, you can bring your entire organization on board, if you like. Get the word out about your network, and invite people to be a part of it.

Here are a few benefits having a private social network will bring:

- Promote public discussions about important announcements on the network wall.
- Keep everyone up to speed on updates such as new client onboarding, or sales figures.
- Get to know what everyone is thinking with open house discussions.
- Give co-workers access to internal documents by sharing them in your network.
- Bring your organization closer together by creating fun spaces for your co-workers to appreciate each other with thanks, well wishes, and interesting discussions.
- Reduce the email pile-up by keeping conversations on Zoho Connect.
- Make decisions collectively by creating polls, and getting members to vote for what they think is the best idea or solution
- Engage with your co-workers by sharing stories and interesting articles through forums.

Sometimes, great ideas can come from the most unexpected places. Getting your entire organization on a collaborative platform is one of the best ways to work together to tap into your collective potential.
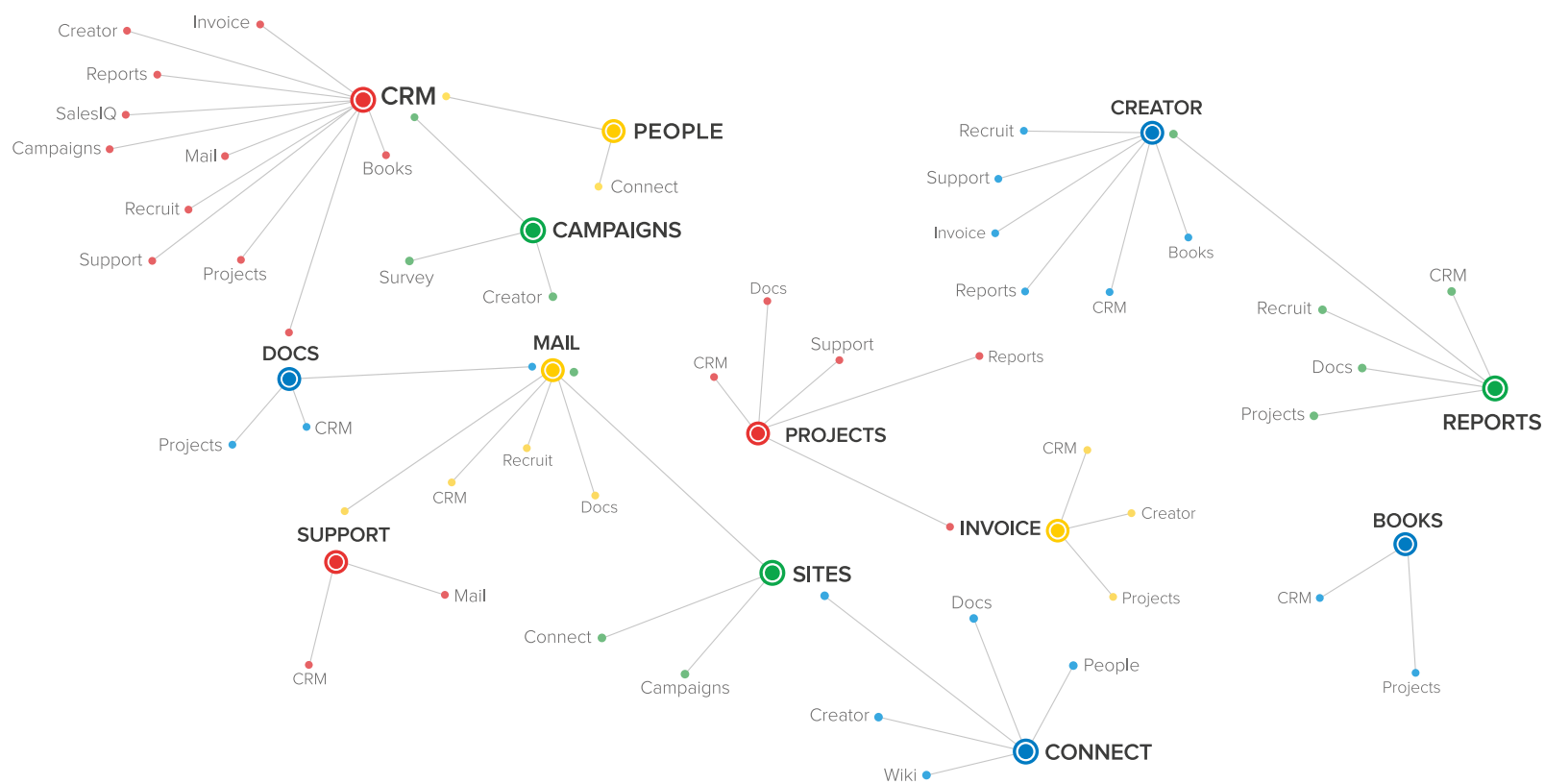
On the move.

We're on mobile too! You can download our iOS and Android apps,

and remain connected when you're away from your desk.

![Available on the iPhone App Store]

![Android app on Google play]
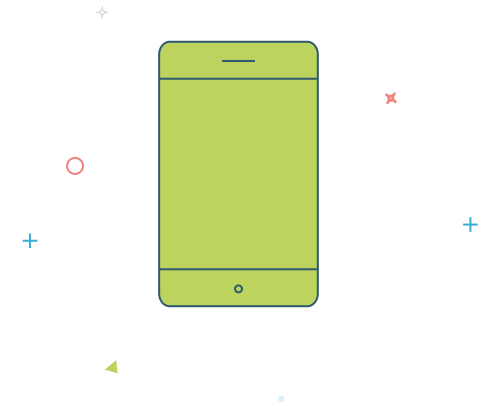
The operating system for business.

25 Million users trust
Zoho for their business.

GOOD LUCK!

ZOHO Connect

zoho.com/connect

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