SUPER SURFACES®
where words fall short

DESIGN UNITY®



Our Team
Roles and Responsibilities

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY

- IT Team is responsible resolving all all IT-related issues and queries raised by the company users and stakeholders
- ithd@hogarcontrols.com/ ithd@designunity.com

is first point of contact for all your IT infrastructure queries

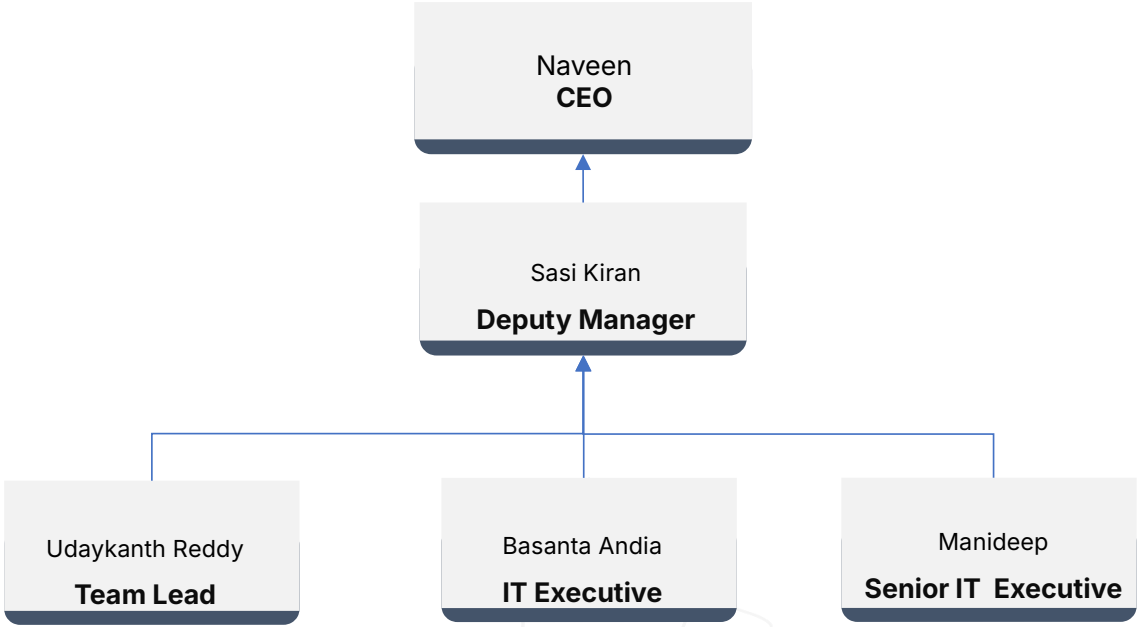
- IT Team is also responsible for taking care of all the networks and troubleshooting them when required
- Data security is one of the most important tasks and IT team is responsible to take care of all entities data
- IT team also takes care of the assets, both hardware and software for Antra as well as its clients
- The IT Team does all types of monitoring and upgrading on the IT infrastructure security.
- The IT team does random audits on the network as well as the system allocated to employees to ensure that all the data and network usage is as per company guidelines.

Our Team

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY



Your Unified Communication & Collaboration Platform

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY

Zoho One brings together all the essential tools you need for seamless productivity—from email and file storage to instant messaging and video conferencing. Everything integrated, everything accessible.

Zoho Mail

Zoho Mail
Professional email with integrated calendars and tasks

Zoho WorkDrive

WorkDrive
Cloud storage and real-time collaboration

Zoho Cliq

Cliq
Instant messaging for quick team communication

Zoho Meeting

Meeting
Secure video conferencing and webinars

Zoho Calendar

Bookings
Smart scheduling and event management

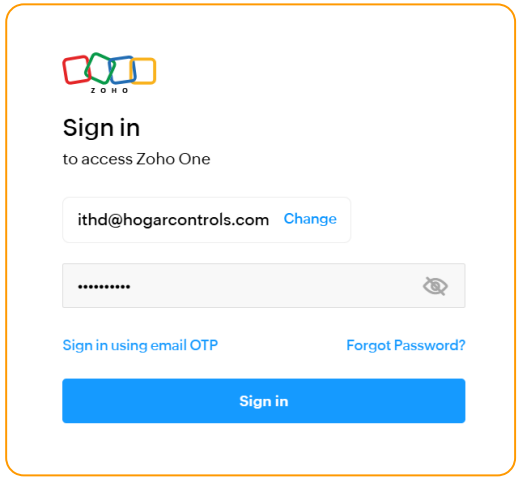
Accessing Zoho One Dashboard

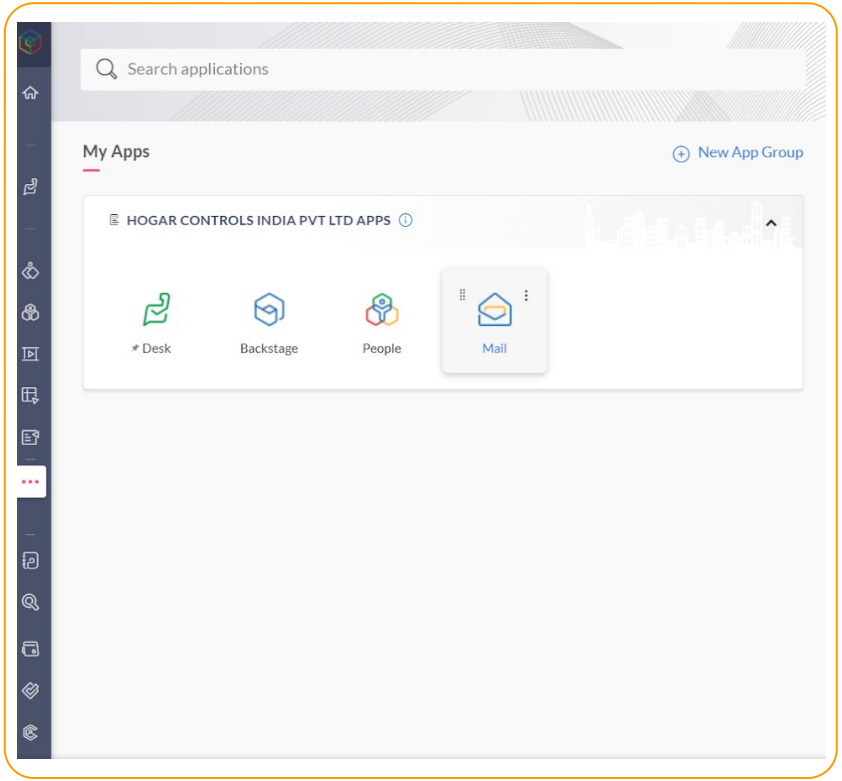
HOGAR
Live the future

SUPER SURFACES® where words fall short / DESIGN UNITY®

Getting Started

- **Navigate to** https://one.zoho.in
- Enter your **Official email ID** and password
- Complete **Multi-Factor Authentication (MFA)** if enabled for added security
- Explore applications using the **"More Apps"** panel on the left sidebar





Pro Tip: Bookmark the dashboard URL for quick daily access. The unified interface saves time by centralizing all your tools in one place.

Zoho Mail - Professional Email Communication

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY

Accessing Zoho Email

Open the **Zoho One Dashboard** and click the **Zoho Mail** icon or visit **https://mail.zoho.in** directly

Log in with your **official email credentials**

Key Capabilities

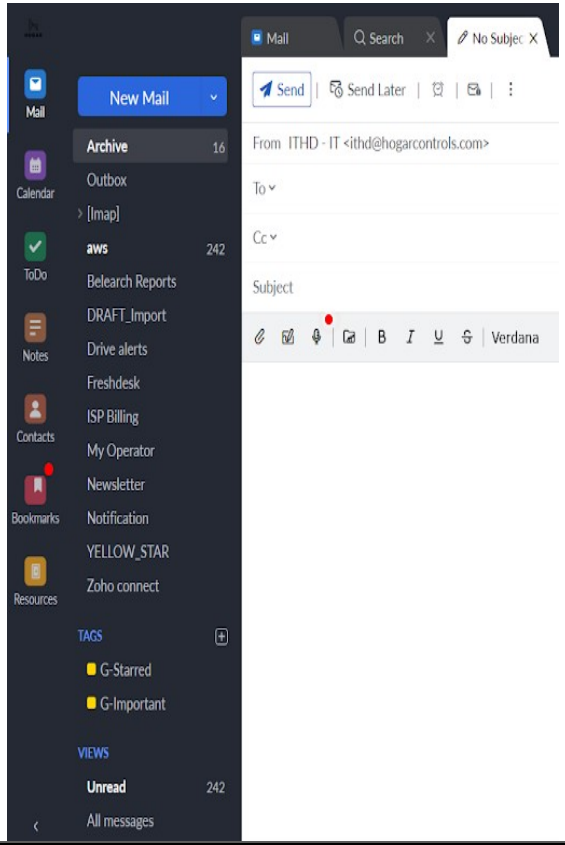
- Send and receive official communications securely
- Organize with custom filters, folders, and email signatures
- Access from desktop, web, or mobile devices
- Integrates seamlessly with Calendar and Cliq (For Team communications).

Secure Logout

Click your Profile Picture (top-right corner)

Select Logout from the dropdown menu

Always logout from shared or public computers to protect sensitive data



Zoho WorkDrive – Cloud Storage & Collaboration

HOGAR
Live the future

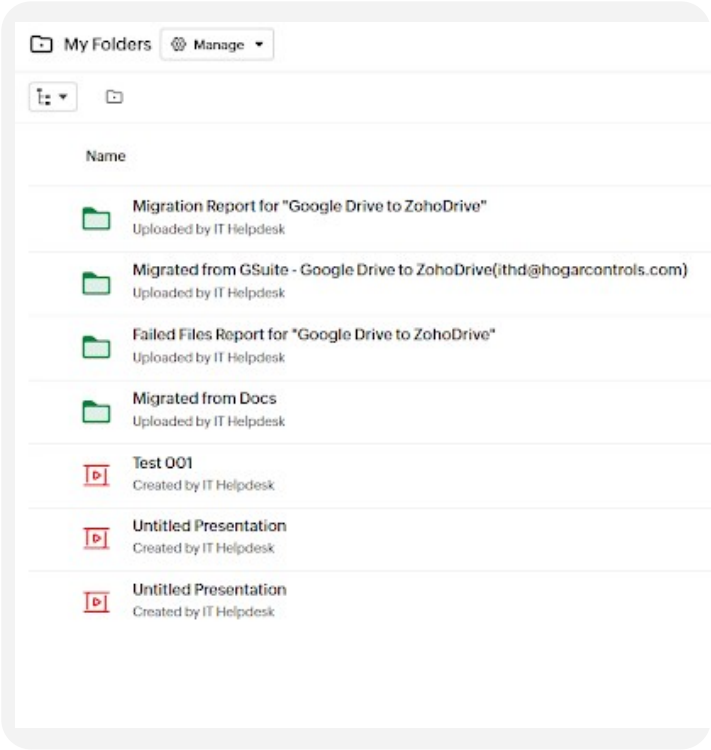
SUPER SURFACES
where words fall short

DESIGN UNITY

Accessing WorkDrive

- Visit **https://workdrive.zoho.in**
- Log in with your **Zoho One email ID and password**
- Complete **MFA authentication** if enabled

  Or access from **Zoho One Dashboard → Apps → WorkDrive**



What is WorkDrive?

WorkDrive is your secure, cloud-based storage solution—replacing tools like Google Drive. Store files, documents, and media accessible anywhere, anytime, from any device.

DriveKey Benefits

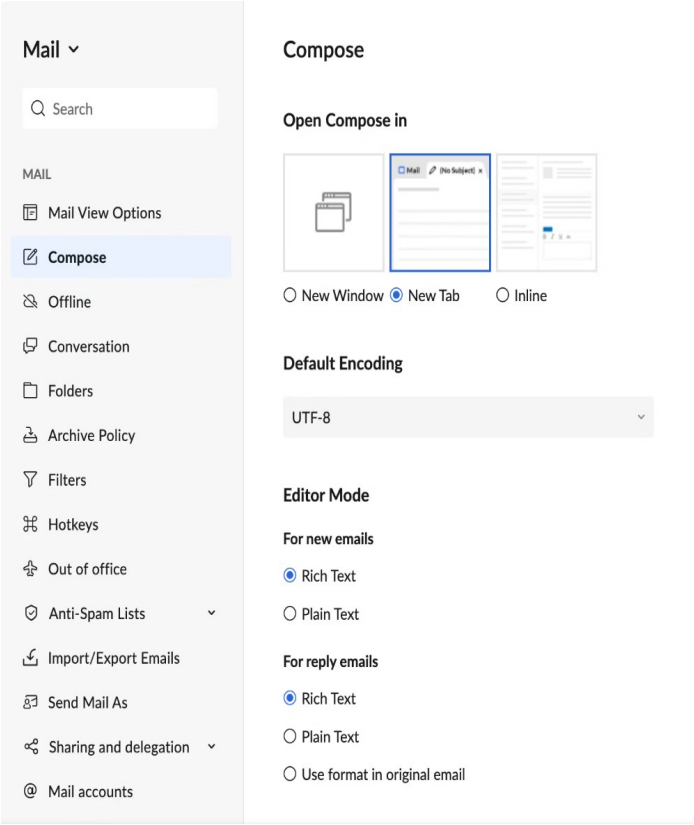
Collaborate in real-time with team members, maintain version control, share files securely with custom permissions, and ensure your data is backed up and protected, and Easy to handle file uploades, Organise content and easy filemanagement.

Composing & Managing Emails in Zoho Mail

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY



Sending a New Email

- Click **New Mail** in the left panel
- Fill in recipients: **To**, **Cc**, **Bcc**
- Add a clear **Subject** line and compose your message
- Use the **Rich Formatting Toolbar** for fonts, colors, bullets, and attachments
- Click **Send** (top-left corner)
- Your email appears in the **Sent** folder

💡 **Pro Tip:** Enable **Outbox Delay** or **Undo Send** to hold emails for a few seconds—perfect for catching typos or forgotten attachments before delivery.

Viewing & Organizing Emails

All incoming emails appear in your **Inbox**—unread messages display in bold

- Click any email to open, reply, forward, or archive

Customize your display style (Compact, Classic, or Modern) under ***Settings → Mail View***

- Create folders and filters to automatically sort incoming messages by sender, subject, or priority

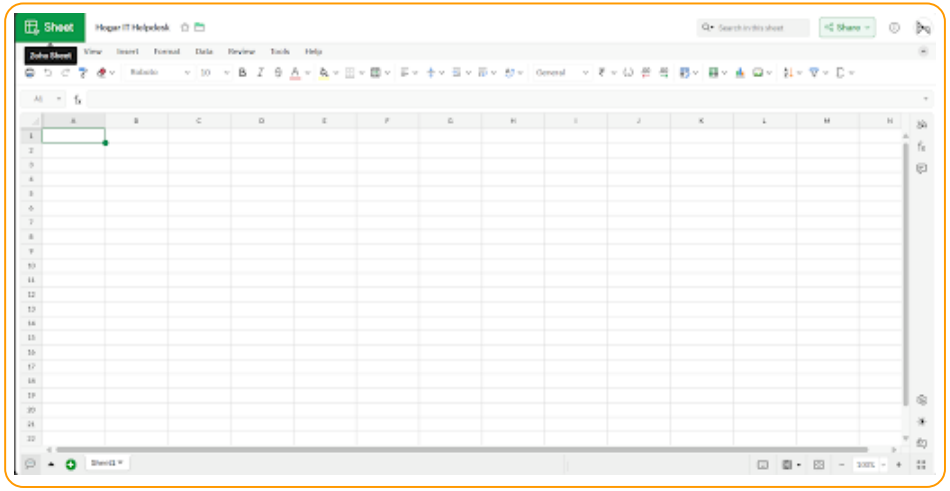
Editing & Sharing Documents in WorkDrive

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY

Open, Edit & Collaborate



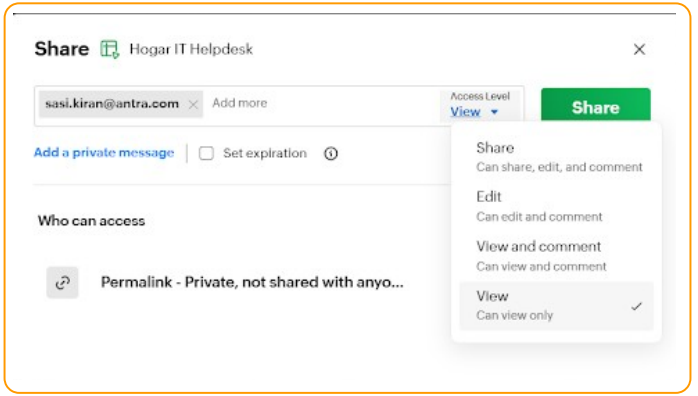
Click any document to **view or edit online** using Zoho Writer, Sheet, or Show

Use **Comments** and **Version History** to track changes and feedback

Real-time collaboration allows multiple users to edit simultaneously

Monitor all updates from the **Activity Panel** on the right side

Sharing & Permissions



Select a file or folder → Right-click → **Share**

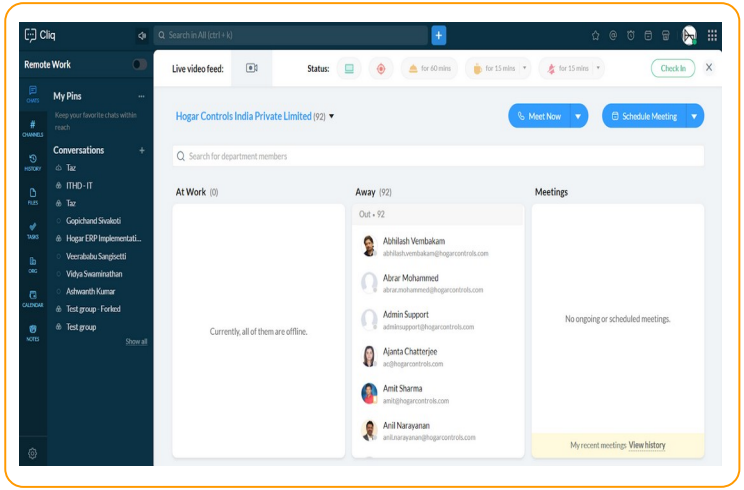
1. Add team members or generate a shareable link
2. Choose appropriate permissions:

Viewer – Read-only access
Commenter – Can add notes and feedback
Editor – Can modify content
Co-owner – Full administrative rights
Optionally **set an expiry date** for shared links
Click **Share** to finalize and notify recipients.

Zoho Cliq – Instant Team Communication

HOGAR
Live the future

SUPER SURFACES®
where words fall short



Access Cliq

Visit **https://cliq.zoho.in** or select **Cliq** from the Zoho One Dashboard. Sign in with your Zoho official credentials. Available on **Web, Desktop, and Mobile**.

Direct Messaging

Start instant **1:1 or group conversations** with colleagues. Send quick messages, share updates, and stay connected throughout your workday.

Channels & Groups

Create **dedicated channels** for teams, projects, or departments. Keep conversations organized and ensure everyone stays informed on relevant topics.

Share Files Instantly

Drag and drop **files, screenshots, and documents** directly into conversations. No need to switch apps—everything happens in one place.

Voice & Video Calls

Connect with colleagues via **integrated audio and video calls**. Switch from chat to call seamlessly without leaving the platform.

Cliq transforms how your team communicates—making collaboration faster, more efficient, and more connected. Whether you're troubleshooting an issue, brainstorming ideas, or coordinating on a project, Cliq keeps everyone in sync.

Zoho Meeting & Calendar - Video Conferencing & Scheduling

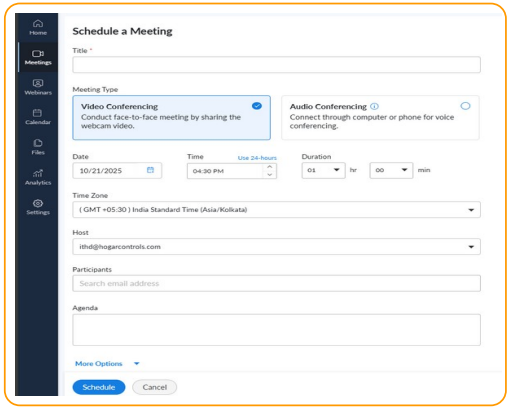
HOGAR
Live the future

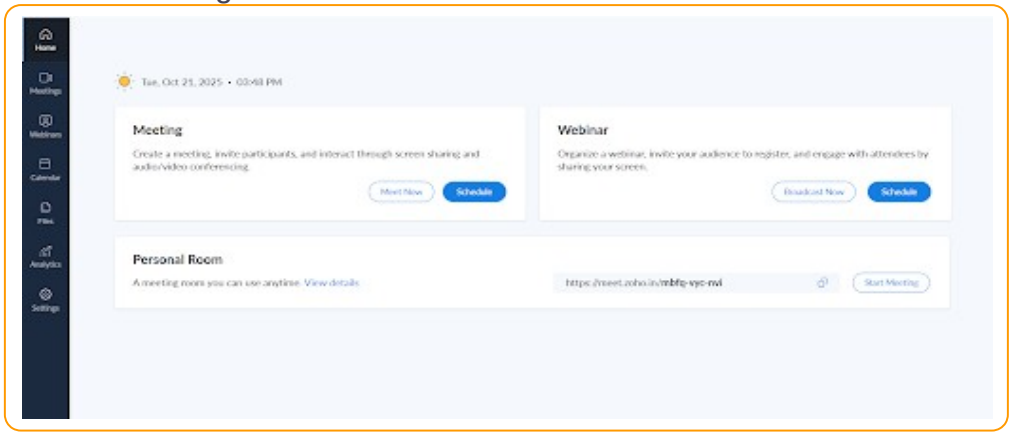
SUPER SURFACES
where words fall short

DESIGN UNITY

Zoho Meeting – Video Conferencing

- **Access:** Open **https://meeting.zoho.in** or from **Zoho One Dashboard → Meeting App**.
- **Features:** Host and join secure online meetings, webinars, and screen-sharing sessions.
- **Integration:** Syncs automatically with **Zoho Calendar** for meeting invites and reminders.





Tips:

- Use **Chrome or Edge** for best performance; allow camera and mic access.
- Zoho Meeting and Calendar work together to simplify remote collaboration — enabling employees to schedule, join, and manage meetings seamlessly within the Zoho ecosystem.

IT Policies and Procedures



IT Asset Policies:

- All company-issued IT assets (laptops, monitors, peripherals) are company property and must be used strictly for work-related activities.
- Employees are responsible for the care and proper use of issued equipment.
- Any damage, loss, or theft must be reported to IT immediately.
- It is the employee's responsibility towards the assets and any official data that is allotted, and any misleading or unauthorized access to data or websites found on the audit will be charged under penalty, which leads to immediate termination as per the HR and IT policy.
- Employees laptops are provided with a barcode sticker with their serial details encoded in the barcode. To carry IT assets out of the office, users must drop an email for approval from their respective RM, CC to ITHD@domain.com, and India HR.
- All the employees are required to self-attest the IT Asset Declaration Form, which is handed over on the day of assigning an asset (laptop, desktop, or tablet).

Email Usage:

- Use Professional Language: Keep emails clear, concise, and professional.
- Avoid Forwarding Chain Emails & Unsolicited Messages : Maintain Email Security & Confidentiality: Never share confidential data via email without encryption.
- Verify recipients before sending sensitive information.
- Company Email Id: Use company-approved signatures with your name, designation, and contact details.

Software Usage:

- Only IT-approved software should be installed on company devices and project requestiment applications, based on RM approvals

HOGAR
Live the future

SUPER SURFACES
where words fall short

DESIGN UNITY

HOGAR

Live the future



NEED HELP?

Support Contact

ithd@hogarcontrols.com

Phone: +91 6303927638, +91 7386359405

Zoho Cliq Channel: ithd@hogarcontrols.com