

OneOffice Productivity

Huawei SaaS Deployment Guide



OneOffice

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Mission – A simple, complete & secure platform to empower productive teams

Why?

1. Secure

Private local servers, end-end encryption

2. Complete & Easy-to-use

All features in one convenient place

3. Cost Effective

Technology, servers, updates, IT



Introduction

- This guide will help you setup your instance of OneOffice
- You need
 - Your users list (name, email, password)
 - This guide

Important Links

- **Website** – <https://oneoffice.ca>
- **Docs** – <https://docs.oneoffice.ca>
- **Apps** – <https://oneoffice.ca/download>

Admin Panel

- Huawei Marketplace will provide you with a link upon completion of your order
- Click on the link to open the admin panel

First Login

- On first access you are prompted to create your user credentials
- Use an email address you can access
- These credentials are usually different from your OneOffice accounts (some companies have multiple OneOffice instances e.g. different countries)

Users Creation

- In the Users panel, you will see the number of licenses you have purchased
- Download the users template
- Edit it in a spreadsheet program and re-upload
- Make sure your passwords are at least 8 characters

Accessing Your OneOffice

- Click on Domains in the top panel
- You will see your domains where you can direct your users to log in



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Having the right tool for
the job is half the battle



Anywhere ...

is your office now

Thank you.

Please feel free to contact us
info@oneoffice.ca

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