



2018

IBM Verse

Infographics
collection

English infographics

IBM Collaboration Solutions

12 ways IBM Verse

Drives More Productivity Than Notes and SmartCloud Notes Web

Cleaner interface

Modern and intuitive, Verse is easier to onboard. Its simplicity helps focus. It is more appealing to those who prefer using apps over email.

Focus on important people

Built-in smarts to discover important contacts. Easy to make them stick. Attention flagged to incoming mail, reducing stress. Single click to their mail.

Faster follow-up

More focus working with 2 actions lists - needs action and waiting for - with visual reminder of due items and necessitating fewer clicks for handling.

Holistic view at your mail

Breaking mail volume by period (week, month, etc.) helps stay on top of things. This view as recently made available in Notes.

Faster mail triage

Quickly triage an overloaded inbox with the 3 most frequent action buttons conveniently located, avoiding mouse movements.

Less housekeeping

With the more powerful search engine, filing or archiving are no longer a necessity. Spend more times on tasks with greater business value.

What's new & what's next together

The calendar timeline helps keep an eye on the day while attending mail. It highlights the next meeting and night events. Create new events on the fly.

Avoid calendar overload

Beyond warning about conflicts, calendar inbox allows the processing of event notices within context so previous commitments can weigh in the decision.

Easy file sharing

Reduces storage requirements, time wasted on the wrong or duplicate file versions. Version control. Flexibility to choose appropriate solution.

Save time with drafts

Automatically saved, drafts can save precious time in case of disconnection or switching context.

Consistent experience offline

2 weeks of mail and calendar, on the desktop or on the phone, for work while mobile or disconnected. Not available for SCN.

Extensibility

A growing list of extension points makes it possible to design custom actions within Verse to integrate well with trending or custom applications.



reasons to love IBM Verse

VERSE helps me focus:

- By helping me focus on my key contacts
- By helping me keep track of what I owe to others
- ★ By reminding me of what I am waiting for
- By allowing at a single click to dispose of read email
- Through its optimized screen size on small screens and windows

VERSE helps me find things:

- By grouping my email threads together, so the entire discussion is in one spot
- Through its easy to use and fast search capability
- By flagging to my attention outstanding mail from my important contacts
- By letting me view mail through a wide variety of criteria like time, senders...
- By allowing me to view my mail and calendar together

VERSE simplifies my life:

- By allowing me to compose an email in a new window while I read and compose other mails
- By allowing me to adapt the messages list view to my taste for more or less message header information
- By allowing me to resize the width of my message
- By providing me with an intuitive rich text editor
- By autosaving as I work and saving my drafts with one click



VERSE works for me:

- By identifying my frequent contacts from my recent activities
- By building a smart type-ahead addressing
- By reminding me of due items
- By providing me a calendar inbox and a visual on my calendar at all times to join meetings in a snap
- By freeing me from having to file or archive mail

VERSE lets me act rapidly:

- It's easy to tame my inbox with one click that triages my mail
- It's easy to share mail to a social platform
- It lets me preview quickly a file in context
- It allows me to attach files easily from many containers
- It gives me a tour of new features so I can be an early adopter



VERSE keeps me connected:

- By making it easy to share messages in a blog
- By making it easy to share or link to files with internal and external users (Box)
- By notifying me of new mail or calendar events on my mobile device
- By allowing me to work with my mail or calendar when I'm disconnected
- By conveniently providing contact information and allowing interaction with my peers directly from their business card
- By allowing the sharing of mail inboxes and calendars

5

productivity tips in IBM Verse that require little effort



*Task due today!
New mail from
important person!
New feature!*

Be guided
to the news
by the red
dots!

Read &
done with



Remove
from inbox

Click this icon to discard
processed mail or mail flagged
for action. It cleans up the inbox
and the email remains available
in All Documents.

Sometimes
the fastest
email is a
quick call or
a chat!

As much as
75%
of your mail may be
handled just with
these 3 actions
conveniently
available!



I'll be right back!

*Not ready to act on it?
Click this icon to flag it for
action so it becomes part
of your To-do list...*



Delete

Don't worry.
Recycling is on!
Check the trash
folder.





Surf Your Inbox - Take Action with Verse!



Important = needs action
Urgent = this week
Non urgent = later



**Create actions as
needed when you carve
through your mail**



**Capture a note as a
reminder or as a tag**



**Plan periodic reviews
of the actions lists**



**Beat the reminders
and get a perfect 10!**



7 stress relievers from IBM Verse

Important mail



No scrolling to spot new mail from important contacts. It's right there on top!

Important mail on the go



Alerts are generated on your phone for mail arriving from your important contacts.

Well managed To-Dos



Track to-dos easily in two to-do lists. Inbox is not only where emails goes but also where to-dos go to get lost.

Busy schedule in sight



Conveniently available at the bottom of your screen, your time commitments are visible at all times and you can join meetings with a single click!

Night commitments



Verse reminds you of your evening and next morning commitments!

Single touch FYI mail



It's a single click to discard FYI emails after reading them and you can retrieve them easily if you ever need to.

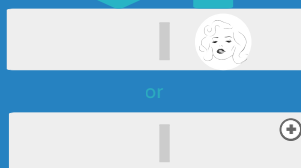


No overbooking!



With calendar inbox, you see your agenda as you are about to accept changes to it. This helps avoid accepting too many engagements too close together!

How to make people important?



SMART DETECTIVE

with IBM VERSE



TOOLS

1



REFINE FURTHER

2

Filter by folder, by sender, by date in any combination
Specify on sender search if you want TO, FROM or either
You can ask for emails with files, links or unread
You can specify ACTION or WAITING ANSWER in your query

SHORT CUTS

No positioning required: it searches through all your mail
Click contacts picture or accept people/folder suggestions
Be as precise as you can to get fewer and more relevant results

4

ERROR MESSAGES

"Something went wrong. We are having trouble displaying your message"

Invalid search.
Review your query.

"Sorry, none of your results have ... in them"

There are no messages with links or files that match your query.

"There are no unread messages in this folder."

Try searching without specifying unread messages only.

BE AWARE

Missing document?

Allow

5



30 sec
for indexing



Avoid working in multiple browsers



IBM Verse **Something for everyone!**



The multitasker

The integrated experience helps me focus and reduces stress

Fast conversion of email into meetings or To-dos

Quick meeting creation is so helpful for my dynamic agenda

Calendar alerts are priceless reminders

Profile and business cards support my network building



The seller

Customers are on my important to me bar, always in view for quick action

Verse Mobile and Offline access keep me productive on the road

Profiles and business cards support my extensive networking

To-Dos help me track action items on which my sales or delivery depend

Secure file sharing allows me to share sensitive information safely



The leader

The mobile experience is carefully planned to keep important contacts and messages in mind

Integration to Connections Cloud helps me drive thought leadership from email to social channels of the organization

Lets me schedule and host meetings more effectively

Profile and business cards provides fast access to contact information including local time



The sharer

The smooth integration of Verse with Connections Cloud helps me leverage social quickly

I socialize information rapidly with confidence that everyone has the latest version all the time

Just by my handling a piece of information, my followers are alerted to information deemed interesting

Profiles and business help me extend my network



The assistant

Connections Cloud sourced profiles and easy to access business cards help my understand the organization

Threaded mail helps me interpret the context of a request or discussion for proper and timely handling

Easy calendar and mail delegation to help others

Calendar inbox groups in one location and in context all event-related notices



The project manager

Mail threads help me view related project conversations

Profiles provide insight to my team members relationships, file sharing and helps me improve project resources allocations

Fast and easy meeting scheduling is quite helpful

File sharing is most appreciated as it allows a document to evolve and avoids the exchange of outdated versions while providing history

15 ways to verse better with IBM Verse



It helps me with my work

The important to me bar draws my attention to important people I work with and gives me prompt access to their mail and actions.

I handle faster most of my emails directly from the message list.

I no longer have to archive or file! The search engine is flexible and allows me to find emails faster than before.

My mobile experience alerts me to important incoming messages, meetings and due action items.

Verse adapts to my habits, reducing my need to maintain preferences. For instance, my frequent contacts adapt to business cycles and projects.



It helps me plan my time

Having mail, calendar and action items together, in a nice clean integrated interface, imposes on me less context switching and less stress.

I can very easily track and manage work that I owe or delegated..

I can fluidly move incoming emails to meetings or action items or on our company's social space as appropriate.

The quick calendar creation makes it faster for me to create appointments as it fits most of my daily needs.

Verse Offline keeps me productive where ever I am, with all my mobile devices and my laptop.



It helps me collaborate

Threaded emails provide context of conversations and shortens my inbox.

The files component allow my team to always use the right version and exchange files securely internally and externally.

The powerful faceted Search tool is intuitive, fast and allows me to refine and combine results.

I can move collaboration from the inbox to social in a natural way.

When I don't recognize a name, I can easily identify the person's role through their business cards, the relationship map and follow them.

Average worker receives

121¹
emails a day

Average worker spends

80%²
of his day on the phone, in meetings or processing mail

Average worker spends

50%²
of his day collaborating in small chunks of time

... and yes ...

60%³
of email users keep everything in their inbox and do not file

Because well designed cognitive technology is needed to help deal with the more fluid, more dynamic and more interactive work environment we progress in today.

Sources: 1 Radicati Group, 2 Harvard Business Review, 3 Human-Computer Interaction Institute,

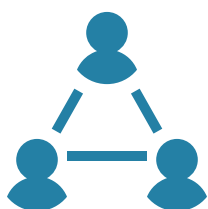


IBM Collaboration Services

2016

Collaborate better

with IBM Verse



Better access to my collaborators

- Instant awareness of important incoming mail
- Frequent interactions conveniently accessible
- Convenient business card insight
- Quick access to connect with them
- Threaded mail providing context/shortening inbox



Co-create and share better

- Secure file sharing internally and externally
- Eliminate duplication
- Better version control
- Easy drag & drop
- Access and edits from iOS and Android device



Powerful search to find anything fast

- Intuitive facet search
- Add contacts to arguments just by clicking on their icon
- Slide and dice to your content
- AND and OR arguments
- Important to me bar removing the need to search



2 clicks to move from ME to WE

- To move an email to social
- To move an email to a meeting
- To move an email to an action item



Better ways to discover who's who

- Convenient access business cards
- Relationship map directly from email
- Integrated with Connections profile allowing search by keywords and tags



Focus on business better with IBM Verse

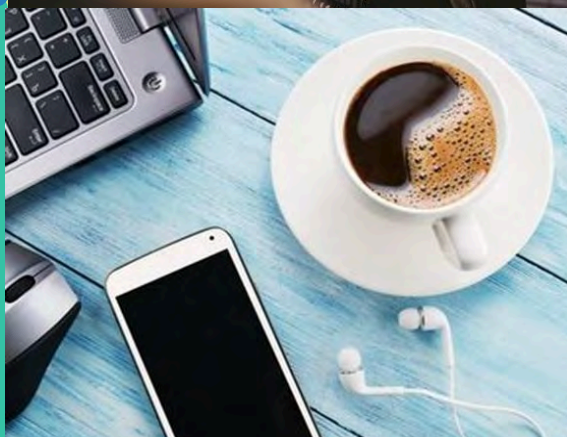
Focus my attention!

- Important contacts discovered by Verse
- Instant awareness of new mail and due actions
- Single click access to the mail involving them
- Convenient business card insight
- Quick access to connect



Make my job easier!

- By reminding me of important mail and due items
- Adjusting my important contacts to reality
- With smart type ahead
- Up to the moment calendar awareness
- Across my favorite device or browser

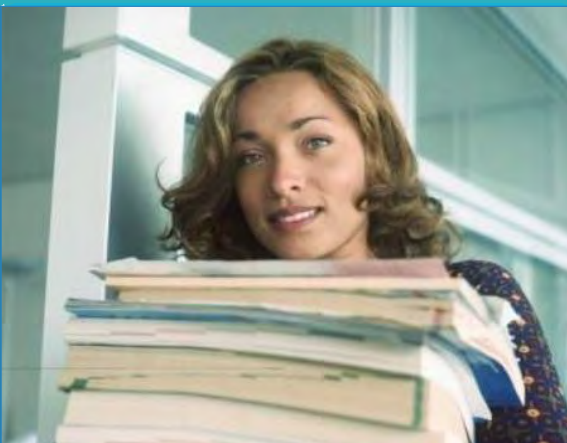


Manage my inbox faster!



Simplify mail management!

- Filing or archiving are no longer necessary
- Mail is out of the inbox in a click
- Instant indexing of mail
- Powerful search leading to fast results
- Save 10% of your email administration time



Be selective with on the road notifications

- Notifications for new mail from important contacts, agenda items and due action items
- Integrated in iOS Notification center
- Quick access to meetings and mail



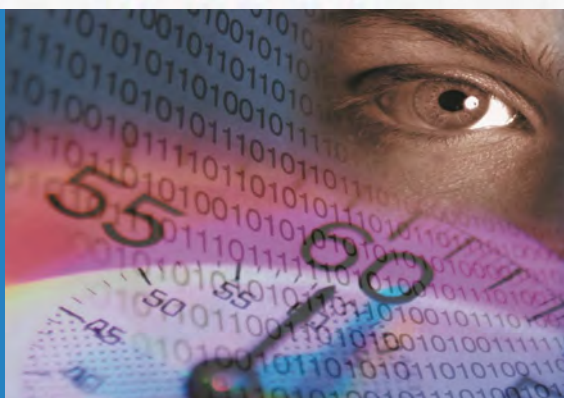


Plan the Day Better with

IBM Verse

Easily track work

- Get organized with action items lists
- Fast set and remove follow up actions
- Alert of due action items visible at all times
- Alert of due action items dispatched to phone



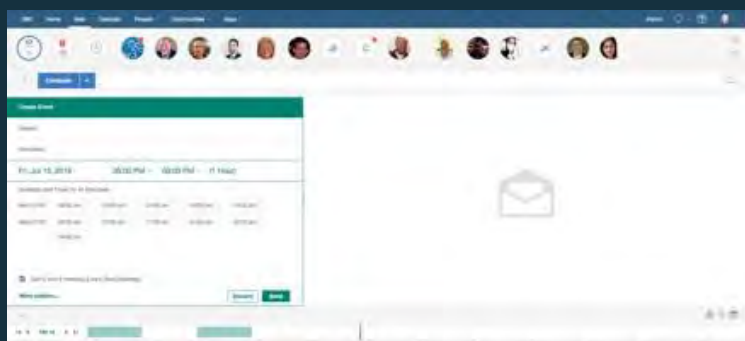
Fluidly convert emails into action

- Easily move what should be handled through a meeting, copying content and addressees to the invitation automatically
- Easily turn an email into an action item and add your notes to it
- Easily socialize an email of interest to a larger group



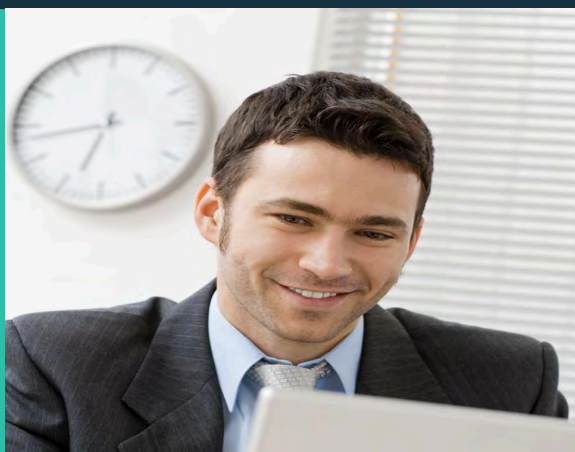
Work quickly with my calendar

- Quickly create a meeting by clicking on an available time
- Hover over a calendar entry to get information
- Notice of upcoming events reducing the need to drill in calendar entries
- Be alerted and snooze events - try Chrome with the Chorus extension!
- Easy in place planning with calendar inbox



Integrated view

- No need to go anywhere: the calendar is integrated with your mail and action items visible at all times
- Less context switching



Verse Offline keeps me productive

- Works with Mobile and desktop
- Offline is a time saver for unplanned situations with no network
- Also used to avoid Wi-Fi fees or when dealing with an unstable network



IBM Collaboration Services

2017