



OpenText Hightail

Easily send large files and encourage team collaboration with internal and external colleagues

OpenText™ Hightail™ allows teams to easily share large multimedia files with internal and external colleagues and track the delivery and downloads of content. Organizations can keep content secure at multiple levels. The solution offers the flexibility of setting access and sharing permissions at the account level, and individual users control who can access content with identity confirmation receipts, access codes and expiration dates.

 **Eliminates miscommunication** by keeping all versions and feedback in one place

 **Saves time and boosts productivity**

 **Keeps work secure**

Feature name	Description
Secure file sharing	<ul style="list-style-type: none"> Share files in any format (up to 500GB) and control access to content with password protection, permission settings and expiration dates Comply with SSAE 16 standards, enabling organizations to meet industry regulations; 256-bit data encryption
Unlimited storage	<ul style="list-style-type: none"> Get unlimited content storage
Organization and archiving	<ul style="list-style-type: none"> Organize work into projects, workspaces and file groups for teams and archive completed files
Visual file previews	<ul style="list-style-type: none"> Gain instant access to high-resolution previews for images and streams for video files
Precise feedback	<ul style="list-style-type: none"> Collect feedback from multiple reviewers with in-line comments on images and timestamped feedback on videos and audio, all in one place
Realtime conversations and notifications	<ul style="list-style-type: none"> See all comments in context as they occur and receive realtime email notifications for project updates
Guest access	<ul style="list-style-type: none"> Allow external collaborators to view, comment and download content without requiring log in credentials
Version control	<ul style="list-style-type: none"> Work off the latest file and access archived versions and comments in the visual version carousel
Set tasks and follow-ups	<ul style="list-style-type: none"> Set targeted @mention notifications and flag key tasks with due dates
Manage approvals	<ul style="list-style-type: none"> Use one-click approvals, routing and requests system
Activity and team dashboards	<ul style="list-style-type: none"> Monitor team activity and outstanding to-dos in one place
Discussion boards	<ul style="list-style-type: none"> Kickoff a new brief, provide project-level updates or discuss a new direction on Space level discussion boards
SAML and Active Directory	<ul style="list-style-type: none"> Gain easy access through single sign-on and integration with an existing directory service
Two-factor authentication	<ul style="list-style-type: none"> Add another layer of security to accounts by requiring two forms of user identification
Priority support	<ul style="list-style-type: none"> Access a dedicated support line for help when required