

## PRODUCT BRIEF

# Google Apps Cloud-Based Productivity

Connect everyone on your team from anywhere, at anytime, on any device.

### Work Together on Projects in Real Time

*Now every team member can collaborate together on the same project from any location.*



Google Drive brings all the benefits of cloud computing to your business. By having

Google host your files securely in the cloud, your work will always be saved and backed up. You can also share your work with specific people on your team that you give permission to, while blocking access from everybody else.

With Google Apps, locations and computing platforms are no longer barriers for getting work done. Google Apps works across platforms like Mac and PC, as well as on different devices and web browsers. This means everybody on your team does not have to have the same software and be in the same place to collaborate on a project with Google Apps.

Having the ability to communicate details on specific sections and lines of a Google Apps document is now possible through the cloud. For example, you can highlight a body of text or cells within a spreadsheet and leave comments on them, dictating what should be changed or added. Google Docs also comes with a handy suggestions feature, which allows you to make suggested edits without changing the original document; you can mark up documents, slideshows, and spreadsheets without risking their original integrity.

### Stay Connected with Gmail

*New features to Gmail give you the power to work more efficiently and save time.*

Gmail offers several great benefits for the small business owner. Gmail securely stores your messages in the cloud, which allows you to access all of your communications whenever you need to. For the times that you are away from an Internet connection, Gmail has offline support that allows you to retain access to your important messages.

Every Gmail account in your company comes with 25GB of cloud storage that can be managed from a dashboard. From this dashboard, you have the ability to send instant messages and engage in video calls with any online contacts. Plus, Gmail integrates with Google Apps to allow for easy sharing of documents and other projects.

### Manage Agendas with Google Calendar

*Easily check employee schedules to optimize workforce productivity.*

Improve your time-management skills with Google Calendar. You can have Google Calendar send you important event reminders on your phone or through your Gmail inbox, as well as double-check your employees' schedules to ensure there are no scheduling conflicts.

Google Calendar has a feature that will automatically inform you of open spots on a person's schedule. You can even export Google Calendar to your website so the general public can be notified of events, news, and more.

### Features

- Gmail with 25GB of Storage
- Guaranteed 99.9% Uptime
- Simple Scheduling with Google Calendar
- Real-Time Collaboration with Google Drive
- Access to Google Apps: Docs, Slides, and Sheets
- Branded Email Domain Name: user@domainname.com
- Encrypted Browser Sessions
- Two-Factor Authentication

### Benefits

- Consistent data backup processes ensure your progress is always saved.
- Administrator controls over your data, including who can view and edit files.
- Optimal, managed data security.
- Constant security improvements from the Google team.
- Cost savings from Google hosting your company's data off-site.

**Get Proactive! Call Us TODAY!**

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