

Microsoft Communication Services Data Sheet



It's now possible to make your business more productive, efficient, and competitive—with powerful, integrated business communications. It's easy, it's proven, and you can probably afford it regardless of how small your business is.

With Microsoft® Communication Services for small and midsize businesses, the tools you need to effectively communicate are affordably packaged in a hosted solution. Now just like employees of large corporations, your employees can send and receive e-mail, share calendars and contacts, manage documents and processes, and most important, improve communications with coworkers, partners, vendors, and customers—on the go from virtually any device. It's a critical new advantage that will keep you on top of your business in a fast-paced digital marketplace.

The options are yours—enjoy access from anywhere with Microsoft Office Outlook® Web Access, or step up your level of control with the Microsoft Office Outlook® 2007 messaging and collaboration client.

Office Outlook Web Access

Now you can have anywhere access with Outlook Web Access.

Assert new control over your business communications, including managing your communications effectively on the go from virtually any device. Office Outlook Web Access provides a rich experience familiar to users of Office Outlook 2007, except through a browser where you can access your business-critical and personal information—so you can communicate from any PC, anywhere you have Internet access.

You can also access messages from your Windows Mobile®, iPhone, or other supported smart phone devices, maintaining the same contact and scheduling information on your mobile devices and computer with real-time, over-the-air synchronization:

Office Outlook e-mail Web Access. With Microsoft Communication Services, your Office Outlook 2007 comes alive—providing you with an integrated solution for managing your time and information, connecting across boundaries, and maintaining control of the information that reaches you. Microsoft Communication Services and Office Outlook 2007 deliver innovations you can use to quickly search your communications, organize your work, and more effectively share your information with others—all from one simple Exchange Messaging service interface. This service is also available to Mac users through the Microsoft Entourage® e-mail and personal information manager.

Task management. A task list provides the ability to create and assign tasks to others and can be tied in with e-mail notification and calendars for basic project and personal time management. You can manage projects across workgroups or companies with the ability to view timelines and assignments, store documents, and track individual and group tasks that are active, completed, and overdue.

Office Outlook 2007 contacts. Contacts in the company directory are centrally maintained for sharing throughout the organization and can be downloaded and used throughout all versions of Office Outlook 2007. Distribution lists also can be centrally shared and maintained to facilitate communication to groups such as departments or customer lists.

Appointment requests. The Scheduling Assistant automatically suggests the best time for a meeting when given a list of desired attendees. No longer is it necessary to make phone calls to determine coworkers' availability for a meeting or conference call. An intuitive color-coded interface gives you precise information so that you can schedule things efficiently and get on with your work.

Office Outlook 2007

Leverage the full potential of corporate-class e-mail and collaboration.

To further simplify your business life, step up to the full version of Office Outlook 2007. This service includes a full retail copy of Office Outlook 2007 and Microsoft SharePoint · Document Management, along with all the functions listed above in Office Outlook Web Access that can bring your employees enhanced functionality and collaboration features to help boost your company's productivity:

The power of Office Outlook 2007 on your computer. Load Office Outlook 2007 on every computer for every mailbox in your organization. This maximizes the power and performance of your Microsoft Communication Services. Now you and your team can access the rich features of Office Outlook 2007 without an Internet connection. Plus it provides an advanced new graphical user interface and will drive your search and access functions at top speed.

Document sharing and full text search—with SharePoint Document Management. With Office Outlook 2007, you can fully interact with shared data stored by Microsoft Communication Services with SharePoint Document Management. You can connect group calendars, documents, contacts, or tasks with Office Outlook 2007 and have full editing capabilities, knowing that any change you make to the information stored in Office Outlook 2007 is backed up and reflected in the server version. Additionally, files and messages can be grouped by customers and shared within the company to facilitate managing customer information or other processes. This service is also available to Mac users through Entourage.



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