

DO MORE IN LESS TIME

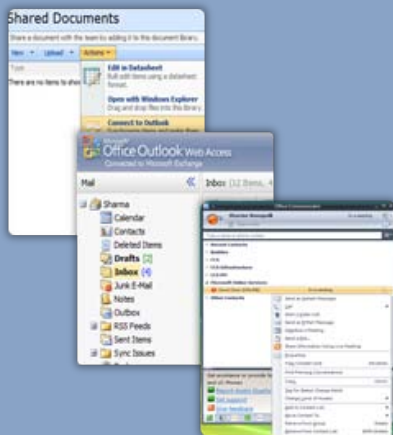
Boost everyday productivity with Microsoft software and services

Want better tools to help you and your staff work more productively, without the headache of complex technology? The familiar messaging and collaboration services in Microsoft® Office 365¹ will help you get more done, more quickly—no matter where you're working from or whom you're working with. And because Office 365 provides a web-based alternative to traditional software, you won't even have to worry about installing and managing your own server hardware and software.

Get More Done by Simplifying Everyday Tasks

Keep in touch with one logon.

- Access your email, calendar, contacts, instant messaging (IM), online meetings, and even shared files with just one logon.
- Save time in your everyday work by not using multiple, disconnected programs.



Work Together More Effectively with Anyone Using Collaborative Technology

Make teamwork a snap.

- Make it faster and easier to schedule group meetings by sharing your calendar.
- See who's available and connect on the fly from virtually anywhere you have Internet access with text, audio, and video chats.
- Save time and travel with online meetings and training.
- Help eliminate the need to store multiple copies of shared files on individual computers with a shared online workspace. Track project information centrally and work together on project documents, presentations, and spreadsheets without losing track of versions.



Work Outside the Office More Easily with Modern, Mobile Technology

Work from anywhere with ease.

- Access your email, calendar, contacts, instant messaging, online meetings, and even shared files from virtually any computer with a browser and an Internet connection.
- Stay productive on the road with your smartphone:²
 - Check and manage your email, calendar, contacts, and tasks.
 - See who's available and keep in touch using IM.
 - View and edit documents, spreadsheets, presentations, and digital notebooks stored in SharePoint Online.



1. Includes Microsoft Exchange Online for email and calendaring; SharePoint Online for portals and document sharing; Lync Online for presence availability, instant messaging, peer-to-peer audio calls, and web and video conferencing.

Microsoft
Online Services

Find out more about Office 365 for small businesses at www.palmettotg.com/office_365

To learn more about opportunities to boost everyday productivity in your business, please [contact PTG](#), a Microsoft SMB Cloud Champions Club Tier 1 partner.

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