



## Gmail for Business

"I knew the first thing we needed to do was look more professional with customized email addresses on our company domain."

*Michael Salvatore, Bowery Lane Bicycles*

Start with the familiarity of Gmail, and add powerful features to make it a business-class mail app for any growing company. Gmail is part of the Google Apps suite, but turbo charged—more storage, 99.9 percent uptime, works with Microsoft Outlook® and Blackberry®; suddenly you've got mail that your whole company can rely on.

- Customized email addresses for your business (@yourcompany.com)
- Voice and video chat, IM, and mail—in one easy-to-use app
- Works with Microsoft Outlook® and Blackberry®
- 25GB of storage
- Powerful spam filtering



## Google Calendar

"We're a two-mom team that needs to stay organized. Time is of the essence. Google Apps helps keep us efficient."

*Laurel Keilam, PlayPlanit.com*

Running a business means making every hour of every day count—and probably some hours at night, too. With Google Calendar, you'll have a master plan of your entire company's activities, as well as your personal schedule. It's web-based, meaning you and your employees can access it from any web-enabled device. Plus, it's group calendaring: so employees have insight into team members' availability to schedule meetings, send invites, and plan events.

- Shared project calendars to help teams work together efficiently
- View multiple calendars for easy appointment scheduling
- Send invites and manage RSVPs
- Access calendars on your mobile phone; get reminders via text message
- Publish calendars to publicize company events
- Works with popular calendar applications including Microsoft Outlook® and Blackberry®



## Google Docs

"We can see who's editing the document and what changes are being made in real time. It's collaboration at its best."

*Sean Leach, EPS Communications*

If your business relies on documents (and what business doesn't), this is a great way to make sure that everyone is on the same page. With Google Docs, you can create great looking word processing documents, spreadsheets, and presentations—but that's just the start. These documents are web-based, meaning that multiple editors can work on the same file at the same time, from anywhere, and eliminate the pain of email attachments. You'll always have the latest version within reach, and so will everyone else.

- Real-time, simultaneous editing
- Supports formats including .doc, .xls, .ppt, and .pdf
- Easily upload and share files that are backed-up
- Manage who accesses files to view—or edit



## Google Sites

"With Google Sites, we've built multiple intranets for both store managers and staff to streamline communications and business processes."

*Jay Ragusa, Gofer Ice Cream*

Centralize important company information and manage projects with Google Sites. Create an internal website for company documents, like vacation schedules, company policies, corporate pitches—even videos—that will help keep your team organized and connected. We've even created templates for project workspaces and team sites that make it easy to build a great site for just about any purpose. Make changes or edits at any time; no special coding or programming skills needed.

- Create a site as easily as creating a document—no HTML skills needed
- Keep important information centralized
- Create collaborative workspaces and sites
- Works across operating systems, including PC, Mac and Linux

# BIG business benefits

## Reliable web-based office tools for businesses of any size

A suite of powerful, online applications to help reduce IT costs, and improve collaboration between employees—for one affordable price.

## Available from anywhere, online productivity tools

Anytime, anywhere access to the apps you use every day—like word processing, spreadsheets, and presentations—even for employees who are remote or on the go.

## 99.9% uptime reliability guarantee

Google Apps will be available at least 99.9% of the time, giving you peace of mind.

## More storage, bigger email boxes

Get 50 times the storage of the average email program—a total of 25GB per employee. That holds a lot of emails without the need to delete.

## Data security and trust

Google Apps is part of Google's cloud computing platform—using similar technology that we use to provide other services like Google Search. It's designed from the ground up with security in mind.

## 24/7 customer support

Pick up the phone or send an email—we're here for your critical issues.

## A word about Google's Cloud

We host Google Apps in our data centers, which are designed for reliability. All updates take place on Google servers, so you get fast access to new features and upgrades—at no additional charge. This cloud model frees you to focus on projects that grow your business while our professionals take care of maintenance, security, and product enhancements.

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Google Apps is an easy-to-use suite that is more affordable than other popular office solutions. And, to make it even better, you can try Google Apps for 30 days, free.

After your free trial, you might be surprised at how affordable Google Apps can be—it costs less than \$5 per month per user (or \$50 a user per year) for a whole lot of productivity. But remember, you'll get a 30-day free trial. Go to [www.google.com/apps/tryfree](http://www.google.com/apps/tryfree) to sign up, today.

“Google Apps allows us to be both flexible and productive. It's something we truly can't live without.”

Sean Leach, EPS Communications



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## Business-class apps for your small business.

If you ask a million small businesses what business they're in, you'll get a million different answers. But, not many would say they're in the business of managing their email system, or improving their server's availability.

That's why there's Google Apps. With Google Apps, you can focus on your core business, instead of spending your valuable time managing servers or complex systems. Google Apps offers business-class, online tools that are easy-to-use, updated, available, and support your productivity needs.

You'll get world-class email, based on Gmail; Google Calendar, to keep your company in sync; Google Docs, to create and share documents; and Google Sites, for project management and internal company web sites. There are more apps whenever you're ready, like Google Video for private video hosting and streaming. It's a whole lot of functionality, in one, easy-to-use, affordable package already used by over 3 million businesses.

Or, as Google Apps customer Allison Howard of PlayPianit.com puts it, "We use it for everything."

Google Apps

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