



Hosted SharePoint

The cloud based solution to connecting your business

How will Hosted
SharePoint benefit my
business?

Sharing Calendars

- View the diary of all staff members
- Effortlessly know the whereabouts of colleagues
- Choose what to share in your personal/shared calendar

Work from multiple locations

- Great for home/office/on the road use
- Access files and documents from anywhere
- Version control to avoid confusion
- Pick up where you left off with no hassle

Share files with clients

- Give your customers access to selected documents without accessing your full SharePoint site
- Reduces emails back and forth
- No risk of using old versions

Track work/versions

- Update multi-tasked files easily
- Track everyone's task status
- Great for when staff members are away from the office

Document FAQ's

- Document the answers to FAQ's from customers
- Easily accessible by all staff members
- Submit questions and allocate staff members to respond
- Saves time when dealing with customer enquiries

Allocate internal permissions

- Give selected staff members access to specified documents
- Good for sharing management only documents e.g. reviews, contracts etc.
- Same approach can be used for restricting calendars access etc.

Manage team discussions

- Save complicated email threads being passed between staff
- Demonstrates responses clearly
- Can add/remove selected staff members

Collate feedback

- Use open ended questions, closed questions and multiple answers
- Great for collating staff feedback/opinions
- Saves time collating answers from individual emails
- Generates response charts/graphs

Any questions?

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