

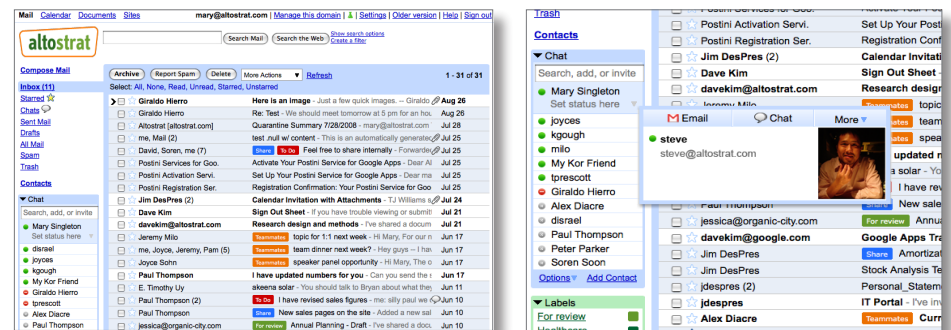


## Google Apps: easy, collaborative workgroup communication with Gmail and Google Calendar

### Messaging overview

Google Apps messaging tools include email, calendar and instant messaging solutions that help employees communicate and stay connected, wherever and whenever they work. These web-based services can be securely accessed from any browser, work on mobile devices like BlackBerry and iPhone, and integrate with other popular email systems like Microsoft Outlook, Apple Mail, and more. What's more, Google Apps' SAML-based Single Sign-On (SSO) capability integrates seamlessly with existing enterprise security and authentication services. Google Apps deliver productivity and reduce IT workload with a hosted, 99.9% uptime solution that gets teams working together fast.

### Gmail



**Get control of spam** Advanced filters keep spam from employees' inboxes so they can focus on messages that matter, and IT admins can focus on other initiatives.

**Keep all your email** 25 GB of storage per user means that inbox quotas and deletion schedules are a thing of the past.

**Integrated instant messaging** Connect with contacts instantly without launching a separate application or leaving your inbox. No software required.

**Built-in voice and video chat** Voice and video conversations, integrated into Gmail, make it easy to connect face-to-face with co-workers around the world.

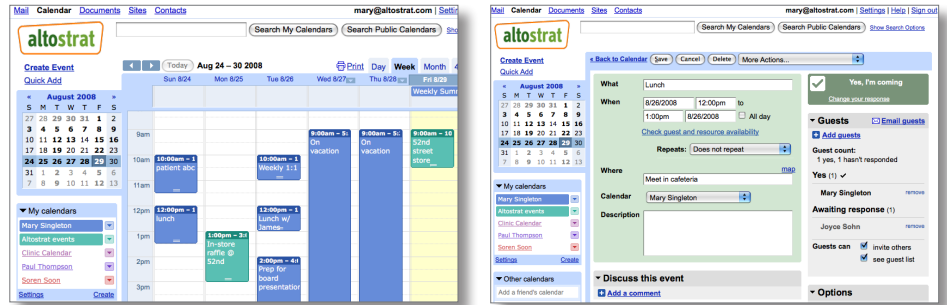
**Find messages instantly** Powerful Google search technology is built into Gmail, turning your inbox into your own private and secure Google search engine for email.

**Protect and secure sensitive information** Additional spam filtering from Postini provides employees with an additional layer of protection and policy-enforced encryption between domains using standard TLS protocols. Centrally-managed content filters enable companies to create custom inbound and outbound policies to keep sensitive information safe.

**Mobile integration** Email and IM are easily accessible on the iPhone, BlackBerry, or other smart phones through client applications or web interfaces optimized to run on mobile browsers.

**Migrate existing email** Built-in migration tools let you easily migrate email from legacy systems into Google Apps email accounts.

## Google Calendar



**Easily schedule appointments** Schedule appointments, meetings, and events. Easily enter meeting details online and let Google Calendar send invitations and update RSVPs. Overlay multiple calendars to see when people – or rooms – are available.

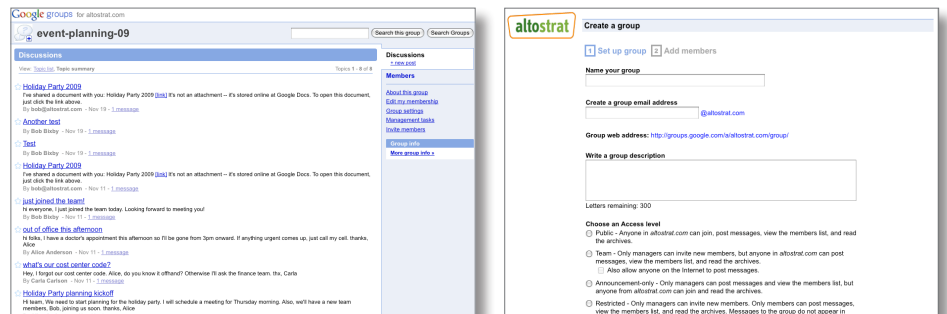
**Share project calendars** Calendars can be shared company-wide or with select co-workers. Users can select from a range of permission settings when sharing calendars with others – choosing who sees event details or makes calendar changes.

**Embed calendar on web pages** Embed a daily, weekly, or monthly calendar in Google Sites or on any web page; no programming required.

**Publish calendars** Publicize external company events by publishing a calendar and making it searchable to the world in the Google Calendar gallery.

**Mobile access** View and edit event details, add new events, and invite guests, using mobile devices like BlackBerry and iPhone. Receive calendar notifications via SMS.

## Google Groups



**Create online communities and share information via email or web discussions.** Employees can create and manage groups without IT support. Google Groups is available within Google Apps Premier and Google Apps Education Editions.

**Securely share content with a group** Share Google Docs, Calendar, Sites, and Videos with a group instead of individuals. Members can be added to and removed from the group allowing the group owner to manage who has access to content.

**Browse and search group archives** Group members can access and search archives of mail sent to their lists to efficiently find topics of interest.

**Customizable settings** Group owners have fine controls to manage their groups. This includes the ability to set up domain specific mailing addresses which can be used for internal or external purposes and moderate messages if approval is required before message distribution.

---

## Google Apps Premier Edition

Google Apps is an enterprise-ready suite of applications that includes Gmail, Google Calendar (shared calendaring), Google Docs and Spreadsheets (online document hosting and collaboration), Google Sites (team site creation and publishing), and Google Video (easy, secure sharing of video content).

Google Apps messaging tools include email, calendar and instant messaging solutions that help employees communicate and stay connected, wherever and whenever they work. These web-based services can be securely accessed from any browser, work on mobile devices like BlackBerry and iPhone, and integrate with other popular email systems like Microsoft Outlook, Apple Mail, and more. What's more, Google Apps' SAML-based Single Sign-On (SSO) capability integrates seamlessly with existing enterprise security and authentication services. Google Apps deliver productivity and reduce IT workload with a hosted, 99.9% uptime solution that gets teams working together fast.

---

For more information, visit  
[www.google.com/apps/business](http://www.google.com/apps/business)

---

- Group members also control how to access information, either via individual messages, daily digests, or no email at all.
- IT administrators have advanced capabilities, and control the types of groups employees can set up and their visibility (if at all) outside the organization.

### Additional details

Feature	Details
Applications included	Gmail, including integrated IM and voice and video chat, Google Calendar, Google Docs (word processing, spreadsheets, and presentations), Google Sites, Google Groups, and Google Video.
Gmail, Google Calendar, Google Docs, and Google Sites Uptime	99.9% uptime SLA for Premier Edition customers.
IMAP and POP	Integrate email with popular programs like Apple Mail and Microsoft Outlook.
Administrator control panel	Usage reports, disk space usage, account provisioning (no preset account limit).
Provisioning API	Manage user accounts and synchronize Google Apps users with your own user management system.
Reporting API	View and generate reports (e.g. usage data, user information and stats) using your own reporting system.
Authentication	Google Apps provides a complete and secure user authentication system for all applications. For enhanced security, you can use a SAML-based Single Sign-On (SSO) service, which allows you to tie your own authentication system to the Google Apps web-based login.
SSL	Automatically enforce Secure Socket Layer (SSL) connections.
Security	SAS 70 Type II audited.
Solutions Marketplace and third party applications and services	Connect to vendors whose solutions integrate and extend Google's messaging, collaboration, and enterprise search products.
Mobile access	Access Google Apps from mobile devices like the BlackBerry and iPhone.
Sharing controls	Set policies for user-sharing privileges, including limiting the ability to share content outside of your domain.
Advertisements	Display of relevant, text-based advertisements is optional and turned off by default.
Online support resources	User-to-user group for administrators; Help Centers for administrators and users.
24/7 assistance	Email and phone support for system critical issues.
Supported browsers	Internet Explorer 7, Mozilla Firefox 2, Safari 3, Google Chrome and later versions of each.

