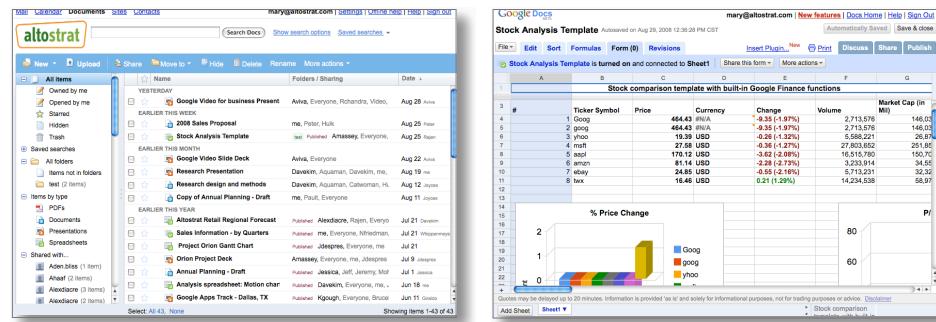


Google Apps for Business: workgroup productivity with documents, video, and site creation

Collaboration overview

Google Apps for Business enables secure, real-time collaboration among workgroups of all sizes. With hosted documents – word processing, spreadsheets, and presentations – web-based video access, and easy site-building tools, Google makes information usable from any browser or smart phone, whenever and wherever users work. SAML-based Single Sign-On (SSO) services integrate seamlessly with established security and authentication systems, without the need for additional hardware or software.



Google Docs (documents, spreadsheets, and presentations)

Real-time, simultaneous editing Let multiple users work together, editing online at the same time. Collaborate real-time within your domain, or allow edits by external partners or clients.

No need for file attachments Version control is easy because workers share the same online copy of each doc. All revisions are saved, organized, and recoverable.

Embed Docs on web pages Display documents, spreadsheets, and presentations in Google Sites with just a few clicks. Use the provided HTML code to embed presentations onto a website, existing intranet, or blog.

Present and publish through the web Deliver presentations to remote audiences through an open browser window, and publish documents and spreadsheets as internal web pages for easy employee review.

Easy-to-make surveys and web forms Forms within Google Spreadsheets let users create forms, collecting survey data, registrations, or other form-based input. Forms can be published on web pages, embedded in documents, or sent in email. Input automatically populates the associated spreadsheet.

Use pre-built, customizable templates Professionally-designed business document templates – business cards, letterhead, employee time sheets and more – are easily accessed and shared in the Google Docs template gallery.

Manage and access files online All Google Docs files (documents, spreadsheets, and presentations) are available and searchable online, letting authorized users access their files from anywhere, even on mobile devices like BlackBerry and iPhone.

Work seamlessly with traditional file formats Import from, export to, and collaboratively edit or publish with .doc, .xls, .csv, .ppt, .txt, .html, .pdf, and other formats.

Automate simple tasks across Google products Use Google Apps Script to customize Google Docs spreadsheets, link Google products and automate repetitive tasks directly from Google Docs spreadsheets.

Google Sites

The screenshot shows a Google Site titled "Project Eggplant". The site has a navigation bar on the left with links like Home, References, Project Status, and Attachments. The main content area includes a "Project Status" section with a pie chart and text about the next release, and an "Attachments" section listing various files like "PresentationTemplate.pdf", "Eggplant.ppt", and "Eggplant.xls". A sidebar on the right provides options for inserting various Google products like Images, Tables, and Videos.

Build any type of website Create all types of websites: corporate intranet, team, project, departmental, training, wikis, and more. Sites can be shared internally with external users like partners, clients, and vendors.

Embed rich content Display documents, spreadsheets, presentations, videos, web forms, photo slide shows, and gadgets all in one place, with no coding required.

Find information instantly Google search technology is built in, so employees can find business content simply by using the familiar Google search box.

Google Groups

The screenshot shows a Google Group named "event-planning-09". The left pane displays a discussion thread with messages from users like Bob Bailey, Alice Anderson, and Carol. The right pane shows a "Create a group" form with fields for "Name your group", "Create a group email address", "Group web address", and "Write a group description". It also includes a "Choose an Access level" section with options for Public, Team, or Restricted access levels.

Create online communities and share information via email or web discussions. Employees can easily create and manage groups without IT support. Google Groups is available within Google Apps for Business, Education, and Government 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.

- 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.

Google Video

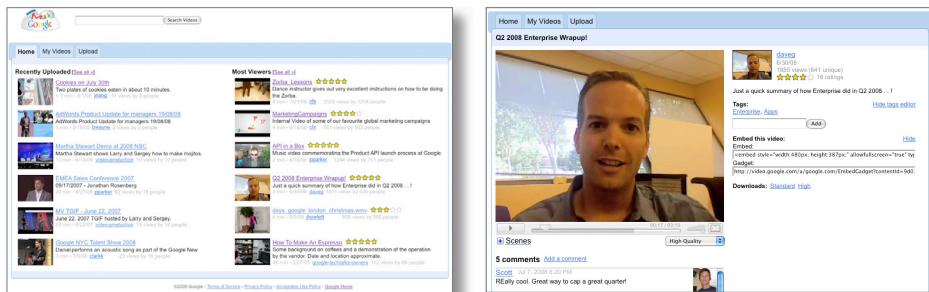
Communicate visually Share more information in less time, making content like trainings and executive communications more personal, visual, and engaging.

About Google Apps for Business

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 enables secure, real-time collaboration among workgroups of all sizes. With hosted documents – word processing, spreadsheets, and presentations – web-based video access, and easy site-building tools, Google makes information usable from any browser or smart phone, whenever and wherever users work. SAML-based Single Sign-On (SSO) services integrate seamlessly with established security and authentication systems. Google Apps brings easy, secure productivity to any work team, without the need for additional hardware or software.

For more information, visit
www.google.com/apps/business



Easy, web-based video sharing Google securely hosts and streams your videos – no need to email large files, store videos locally, or purchase a video storage solution. Employees can upload or view internal videos without needing any special software – just a standard browser.

Embed videos anywhere Videos can be easily displayed on Google Sites, your existing intranet, or any web page.

Community features Users can rate videos, add comments, and use internal tags to make videos more discoverable for subsequent viewers.

Centralize video management Administrators can view all uploaded content and remove videos if necessary.

Administrator 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 Google Apps for Business, Google Apps for Education, and Google Apps for Government customers.
Administrator control panel	Usage reports, disk space usage, and account provisioning (no preset account limit).
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.
Supported browsers	Internet Explorer 7, Mozilla Firefox 2, Safari 3, Google Chrome and later versions of each.

