



To get started with Google Apps, visit:
google.com/apps

Google Apps for Business Work Better Together from Anywhere

What it is:

Google Apps is a cloud-based productivity suite that helps you and your team work better together from anywhere. It's simple to setup, use and manage, so you focus on what really matters. With the cloud, your data is secure, there are no servers to purchase and maintain, and software updates are as easy as refreshing your web browser.

What you get:

Gmail:

- Custom business email address to build identity with your clients
- Lightning-fast message search
- Integrated text, voice and multi-person video chat

Google Calendar:

- Easily schedule events and send invitations
- Share your calendar with colleagues and delegate calendar access
- Publish calendars to the web to enable customer scheduling

Google Drive:

- One place to store everything, in any format and access it from anywhere, on any device
- 30GB of storage across Gmail and Drive
- Instant software updates and saving so you never lose any work

Google Docs, Sheets and Slides:

- Create, edit, and share docs in real-time
- Enables real-time collaboration so people can work on the same document at the same time
- Docs updated in real-time to prevent version control issues

Google Hangouts:

- Brings online video meetings right to your laptop, phone or tablet
- Ability to invite up to 15 participants to chat and work together in real-time with screen-sharing and collaborative document editing
- Works internationally

And much more:

- Google Sites lets users create and share project websites and intranet pages without requiring any advanced technical skills
- Google Apps Marketplace includes hundreds of third-party applications that work seamlessly with Apps