



## **Improve Company Efficiency and Increase Productivity.**

Hosted SharePoint is the online collaboration platform that allows employees to work together by sharing information securely over the internet. Increase productivity, improve efficiency within the workplace and help your staff work together smarter and faster by implementing a Hosted SharePoint solution.

Recent advances in broadband and remote technologies have allowed businesses to work beyond the boundaries of a traditional office environment. The ability to work remotely is now a standard requirement for many businesses across the world, but with this requirement comes the challenge of keeping people connected and working together efficiently without losing business continuity.

Hosted SharePoint from Our IT Department is the perfect solution. It allows users to work together from any location on the same projects, documents and other business critical information. Share contacts, diaries, events and even start online conversations with all from the a centralised SharePoint collaboration portal.



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# The Functionality of Hosted SharePoint Explained.

## Use SharePoint for Project Management.

SharePoint is the perfect online collaboration tool for creating and managing projects from a centralised location. You can create new projects and calendars, manage your existing projects, create and view milestone schedules and you can create, assign and delegate tasks. You can also keep your project teams on track and up to date with the latest project activities.

## Use SharePoint for connecting teams and team members.

SharePoint can be used to effectively coordinate activities and encourage the sharing of information between teams and team members. Create discussion boards, document plans, ideas and plan together all from one central location.

## Use SharePoint for Document Management.

Hosted SharePoint allows you to manage company documentation from a central location. Ensure that every user in your organisation has access to the latest documents, manage document workflow and make your life easier by storing and sharing documents in a central location. With Hosted SharePoint, lost documents and problems with document versions will be a thing of the past.

## Summary of Hosted SharePoint Benefits;

**Flexibility** - Share documents, calendars, diaries and contacts securely between employees from a user friendly interface.

**Accessibility** - Access and share company data from anywhere in the world that has an internet connection.

**Increase productivity** - Employees can work together from a single workspace no matter where they are located. Get fast access to business critical information and enjoy real time online notifications and discussions.

**Seamless integration** - SharePoint integrates seamlessly with your existing Microsoft products, such as Microsoft Outlook and Hosted Exchange email services.

**Business Continuity** - All business critical data shared on Hosted SharePoint is securely backed up online.

**Cost effective** - Reduce your administration and storage costs by working smarter with a Hosted SharePoint platform.

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