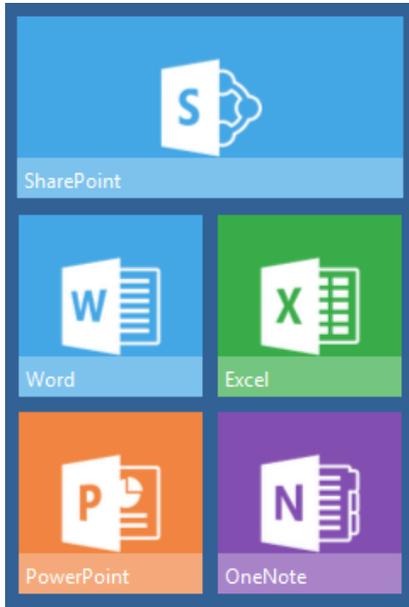# SharePoint & Office Web Apps

Collaboration within companies is getting more and more complex. Once, colleagues could easily work on the same file using a USB-stick or exchanging emails with attachments. Nowadays documents grow bigger and bigger and can quickly clutter email boxes and servers with redundant or obsolete information; with staff's mobility on the increase too, access to the latest version of a document, from anywhere and at all times is a necessity. Effective sharing of information with colleagues such as links to websites, market analysis or industry reports has also become vital to efficiently work together whilst keeping everyone informed. This is precisely what SharePoint offers; a network drive, an internal team site, project space, a shared calendar and much more, accessible from any device from anywhere.

Create

The Microsoft Office Web Apps part of the SharePoint package run in your web browser. There's nothing to download or install. There are hundreds of free templates as well, so you don't need to start from scratch every time you create a flyer, calendar, budget or many other kinds of documents.

- **Word** Web App
- **Excel** Web App
- **PowerPoint** Web App
- **OneNote** Web App

Share

Connect with employees across the enterprise use SharePoint to engage with people, share ideas and reinvent the way you work together.

- **Share documents -** A single place to store all your documents and work with colleagues in real time
- **Social feeds** - Use feeds to stay on top of relevant content and collaborate with coworkers
- **Groups and communities** - Engage in discussions with experts and find answers
- **Mobile** - Anywhere access to people and your information

Manage

Setting up a cloud service for one user is easy, managing multiple users with multiple accounts and rights can be a nightmare. With our unique "Getting Started Wizard" you will be able to setup, create users, assign rights and invite colleagues in a matter of minutes. Get your teams working together now!

- **Centralized management** – Manage of all Cloud apps
- **Easy setup** - with the getting started wizard
- **Easily invite** - an unlimited amount users to join in the project

Organize

Whether working as a team or an individual, SharePoint helps you organize information, people and projects.

- **SkyDrive Pro -** Keep your documents in sync and access them wherever you go
- **Sites -** Create a single location for your team to organize content, share ideas and manage a project
- **Task management -** Manage personal and team tasks right within SharePoint and integrate with familiar tools like Outlook and Project

To learn more, visit www.luxcloud.com/marketplace/sharepoint or contact your account manager.