

Benefits of migrating to Google Apps

This document outlines each of the applications Google offers with Google Apps and notes the benefits that can be gained from each. Additionally, you will learn more about how bellotech can assist you with your implementation and provide on-going training and support.



Below we will discuss the five core applications to Google Apps: Email, Calendar, Documents, Sites and Chat. Before we go into details about each however, let's have a look at the benefits they share:

- Secure access to your data from anywhere in the world - since Google is providing the storage platform, all you need is a web browser and an Internet connection to view your data.
- Mobile support - provides you access to all of your data from a mobile phone, such as your Blackberry or iPhone.
- Loads of storage space - seriously, it's a lot. Email currently offers 7,339Mb (more than 7Gb) of storage space per user account (email address) and there are no limitations to calendars, documents or sites.
- Searching - Google has always been based on search technologies and each of the Google Apps are no exception. All your data can be searched by your employees, but don't worry, your data can only be viewed by the members of your Google Apps domain you decide to share with.

Email

Google took their own approach to email and in our opinion they did it just right! Not only do you have web access to your email from any location, but you can also use your existing email client, such as Outlook, as well. Moreover, since Google has such a large user base, they have the ability to identify most (if not all) spam and keep it out of your inbox.

Calendar

Using Google's calendaring system makes sharing your schedule with co-workers simple, but it doesn't stop there. You can choose to share your calendar with people outside of your organization if they have a free account at gmail.com. Additionally, there is the ability to import from or export to any major time scheduling system, such as Outlook or iCal.

Documents

Much like the way Google Calendar implements sharing, Google Docs does the same - you can easily share your documents with co-workers. Sharing doesn't stop there though, you



can also collaborate with co-workers on the same documents, even at the same time! This is how we created this very white paper. Lastly, there is the ability to import or export documents to or from any major word, spreadsheet or presentation tool (ex. Microsoft Office).

Sites

Google Sites are a great way to easily create internal web pages, quickly and with little required "technical" knowledge.

Chat

Google Chat automatically allows you to instant message with all of your co-workers security. Additionally, if selected, you can choose to save all chat histories in your email inbox.

In addition to the great applications you gain access to, you're also bound to Google's system availability. This means that you can expect almost zero down time! Just think, when was the last time you could not access Google.com?

We have more than two years of experience with Google Apps integration and Google technologies as a whole. We want to offer you more than just a chance to upgrade your current infrastructure to Google, but provide the follow options to you:

- *Training*
 - we don't want you to have to jump into something blindly. We will come on site and train your employees to use each of these Google applications.
- *Support*
 - we understand there may be times you need assistance, which is why we will provide ongoing support to you with this service. Do you think you will need assistance setting up a new user? or possibly resetting a users email address? how about exporting a document from Google Docs into Microsoft Word? We can help with that!
- *Migration*
 - don't want to lose your existing email? Neither would we! Let us migrate your existing email or calendar data to Google Apps so you don't have to worry about any time lost in the transition.

Don't feel obligated to make a decision right now - take your time, weigh out the pros and cons. Our goal is to provide you with the right technology for your business, not up-sell you on something you don't need. If you're interested in the above, whether it includes (or excludes) our training and/or support package, let us know. More details about each of these can be provided upon request.

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