exchange2go

Collaboration and Productivity

Microsoft Exchange is known in the industry for its ability to provide a suite of collaboration and productivity tools to help organisations with the collaborative needs. **exchange2go** **Hosted Exchange** provides all of the features found with a dedicated, in-house Microsoft Exchange Server, without the high cost.

➢ **Personal and Shared Calendars** - Allow users to maintain their own personal calendar and share its contents with other users.

➢ **Personal and Shared Contacts** – Allow users to maintain their own personal contacts and share contacts with other users.

➢ **Personal and Shared Tasks** – Allow users to manage their own personal task lists and share them with other users.

➢ **Global Address List (GAL)** – Ability to create and manage a corporate address list that stores all the contacts within the organisation and can be viewed by anyone in the organisation.

➢ **Distribution Lists** – Ability to create an email address that will email a list of email addresses all at the same time.

➢ **Scheduling Assistant** – Helps users efficiently schedule meetings by providing visual guidance on the best and worst times to schedule meetings based on meeting invitees and required resources.

➢ **Out of Office Messaging** – Users can schedule out of office messaging to begin and end on specific dates and times.

➢ **Public Folders** – Create a folder that can share files, emails, contacts, calendar items, notes and/or tasks with other users.

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