



Collaboration Solutions

ABOUT GOOGLE APPS

Google Apps is a suite of applications that includes Gmail, Google Calendar (shared calendaring), Google Talk (instant messaging and voice over IP), Google Docs & Spreadsheets (online document hosting and collaboration), Google Page Creator (web page creation and publishing), Google Video, and Google Security & Compliance. Google Apps offers editions tailored to specific customer needs, including Premier Edition for businesses of all sizes.

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Share Information; Improve Efficiency

Google Apps Premier Edition™ delivers a robust suite of collaboration tools that deliver comprehensive communication and collaboration solutions with a complex infrastructure.

Manage, Share, and Collaborate

Forget emailing versions back and forth, **Google Docs™** gives you the ability to share documents, spreadsheets, and presentations, with multiple persons reviewing and editing documents in real-time. With direct to PDF capability and seamless import/export to Microsoft Office, Open Office, and other common formats, you can leverage the power of Google Docs without giving up your familiar tools.

Gathering information from peers and customer is easy. **Google Forms™** gives you a simple means to collect data via email, blog posts, and web sites. You can auto-create forms from your spreadsheet, or create a form and watch the spreadsheet build itself to match.

Communicate with Your Team, with Your Customers

Whether you use Gmail or integrate your Microsoft Exchange server, email is just the beginning. **Google Talk™** gives you secure instant messaging, with the ability to save conversations for future reference or go 'off the record' for privacy.

Google Sites™ lets you create wikis, discussion forums, blogs, to do lists, picture and video libraries, and document sharing repositories. Easy to build, with flexible templates, you can keep you Google Sites private within your company, or share them with customers as secure project team sites and customer portals.

Google Calendars let you manage your time, your resources, and your events. Embed event calendars in your public web site to manage events, invitations, and responses without web site programming.

With **Google Video**, you can communicate visually without expensive video conferencing equipment or services.

Security the Key to Sharing

Google Apps Premier Edition assumes you want full security. You decide how much your team can share with others. You decide if others need a password to access information, and if they can view or edit the information. You decide what, if any, information should be public.

Affordable, with Local Support

Horizon makes collaboration affordable. With no hardware or software to buy and maintain, you can use some or all of Google Apps' power for a reasonable one-time setup fee and an affordable per-user annual fee. Horizon adds value with local support, professional services, training services, and small business expertise.

Horizon Info Services delivers industry-leading, enterprise-class, technology services to small businesses at affordable prices. Serving businesses of 1 to 500 employees, Horizon's planning, implementation, and support services help smaller organizations leverage these services while reducing costs.