



## Managed Microsoft® SharePoint putting information to work for your business

### hassle-free, effective collaboration

Collaboration is essential to productivity. We all know this, but sometimes putting it into practice isn't that easy. For example, one of our clients required a solution that centralized the documents of all its small work teams. Although access to information was critical to the teams, much of the information was in e-mail messages stored in personal e-mail in-boxes. This prevented effective collaboration because the information was not easy to find nor was it readily available, especially for new team members. TELUS was asked to design a solution that would improve our client's collaboration environment.

The solution we chose was TELUS Managed Microsoft SharePoint. It combines the powerful SharePoint collaboration platform with TELUS' IT expertise and commitment to top-quality service. TELUS manages all the infrastructure, security and applications of your SharePoint implementation. TELUS Managed Microsoft SharePoint is the hassle-free way to enable effective collaboration for all your teams.

TELUS Managed Microsoft SharePoint is one of our Collaboration Solutions – products and services that drive active and real-time collaboration, putting the right information in front of the right people at the right time. They are part of our collaboration services portfolio, which is designed to help you work and collaborate more effectively both within your company and externally with customers, suppliers and partners.

### empower your business

Businesses today must be able to put information to work, connect people and spaces, target and personalize information. And it must all be done quickly and easily. TELUS Managed Microsoft SharePoint comprises both technology and service – state-of-the-art collaboration software and exceptional management. The combination yields significant business advantages:

**Enable collaboration.** You can manage and gather information, publish documents, compare notes, share schedules, create online surveys and work together on virtually any type of file. You can access critical documents from any Web browser.

**Reduce costs.** With TELUS Managed Microsoft SharePoint, there are none of the installation or maintenance costs usually associated with the implementation of messaging and collaboration infrastructure. You get the latest version of the software, ready to set up in no time – significantly reducing your operating costs.

**Focus on your business.** TELUS Managed Microsoft SharePoint is a hassle-free solution. There are no headaches caused by installations, down periods or maintenance. We take care of all the details. Managing your users is easy through one of the most advanced online management tools on the market. To ensure security, you can specify access privileges to particular users for sites or documents.

**Complete integration with Microsoft Office applications.** Your team members can collaborate using the tools they use every day. They can create, edit and publish directly from Microsoft Office applications like Word, Excel, PowerPoint and Visio. Office Outlook 2003 calendars and contact lists can be synchronized with specific team sites.

TELUS Managed Microsoft SharePoint is a powerful collaboration solution that provides a single point of access to people, teams, knowledge and applications. Your employees can quickly and easily create, manage and build their own team Web sites and make them available throughout the organization. With TELUS as your partner, you are freed from the time and expense of custom development, and day-to-day management concerns. We take care of all the infrastructure, security and applications.

## connect people, teams and information

TELUS Managed Microsoft SharePoint allows your organization to:

- Make team meetings more effective, regardless of the location of each participant
- Avoid major investments in infrastructure and technical staff – TELUS takes care of everything
- Automatically receive the latest updates including maintenance without additional fees
- Customize your service based on your business needs rich services for information workers

TELUS Managed Microsoft SharePoint takes collaboration to a new level. It enables your enterprise to deploy an intelligent portal that seamlessly connects users, teams and knowledge. Your employees will be able to take advantage of relevant information across business processes, thus increasing individual and team productivity. The key functions enable you to:

- Share files
- Collaborate
- Manage information
- Customize

## share files

TELUS Managed Microsoft SharePoint provides your team site with document storage and retrieval, check-in and check-out functionality, version history, custom properties, and flexible, customizable views. Your team members can easily find and share documents and other files including document libraries and image libraries.

## manage information

Use TELUS Managed Microsoft SharePoint for storing information such as event calendars, contacts, Web links, discussions, issues list, and announcements. You can create custom lists in your site that meet your team's specific information-sharing needs such as:

- Contact lists
- Site links
- Lists and spreadsheets

## collaborate

Your team members can easily create collaborative workspace sites to share and manage their team information. Collaboration features help keep you and your teammates connected and productive. They include:

- Announcements lists
- Event lists
- Task lists
- Discussion boards
- Surveys
- Meeting workplace sites
- Document workplace sites

## customize

TELUS provides SharePoint team sites that are useful right out of the box. You don't need any programming skills – using SharePoint is as familiar as using Microsoft Office applications.

Those with programming expertise will find it easy to customize a team site by changing its appearance and adding functionality:

- Pages with themes, colour or specific layout
- Applications (called Web parts) to add functionality such as CRM, trouble ticketing, expenses approval, product catalogue and online ordering, executive dashboard
- Content such as stock quotes, weather, business articles and news

With TELUS Managed Microsoft SharePoint, you gain a partner who manages all aspects of your SharePoint implementation. No worries; no hassles. This single-supplier solution delivers a consistent approach, uniform strategy and ultimate accountability. You can rely on the TELUS team to work closely with your organization to create a cost-effective SharePoint solution that meets your business needs.

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