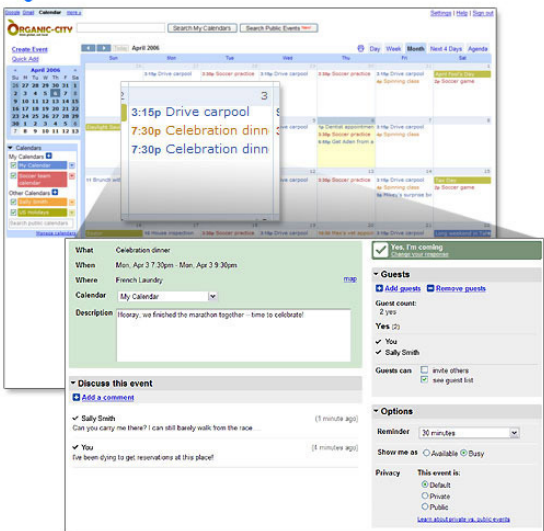


## 31 Google Calendar

Google Calendar helps individuals and whole organizations manage their time. Not only can you organize your personal calendar, invite others to meetings and events, and keep track of RSVPs, but you can also create shared calendars that multiple people can view or edit. You always control who has access, whether it's just yourself, your team, or your whole organization. You can even publicize events to the world. The Google Calendar web application is accessible from anywhere, and you can sign in from your mobile phone.

**Quick Add**  
Just click a spot on your calendar (or use the Quick Add link) and start typing to add a new event.

**Calendar Sharing**  
View calendars that others have shared with you, and let your friends and family see your agenda.



**Gmail Integration**  
Gmail now recognizes when messages mention events, and you can add those events to your calendar with just a couple clicks.

**Invitations**  
Send invitations for any event on your calendar by adding guests.

**Reminders**  
Never forget another event again. You can even get reminders sent right to your mobile phone.

## Quick Facts

### Sharing is built in

Invite others to meetings and track responses, share entire calendars with your contacts, or make your public event information available to the world.

### Responsive, intuitive interface

Drag-and-drop capabilities make it feel like a desktop application.

### Integrated contact list

Your contact list in Google Calendar is always in sync with Gmail, so you'll never need to look up someone in Gmail to send an invitation.

### Integrated into Gmail

Gmail recognizes incoming meeting requests and invitations and helps you RSVP without ever leaving your inbox.

### Support for shared resources

With Google Apps Premier and Education editions, you can let people reserve conference rooms and other shared resources from their calendars.

## What's in Google Apps?

Google Apps offers dozens of communication and collaboration tools for any size business. Highlights include:

### Gmail

25GB of storage per user

Browser-based user interface

Secure, centralized management

### Google Docs

Greater team collaboration

Improved workflow processes due to simplified, centralized management

### 31 Google Calendar

Web-based calendar integrated into Gmail

Share calendars within your company or even publicly

### Google Groups

Centralize communication across a group

Share documents, calendars, sites, shared folders and video

### Google Talk

Browser-based internal video chat and instant messaging

### Google Video

A video channel for your business

### Google Sites

Google Sites makes creating and sharing a group website easy

### Google Apps Marketplace

Discover how top web-based apps from independent software developers integrate with Google Apps



Strategic IT  
That Delivers



### Mobile access

Install the Google Sync for mobile application onto your BlackBerry® smartphone, and your BlackBerry® calendar will stay in sync with your Google Calendar whether you make changes from your mobile device or online. Just browse to <http://m.google.com/sync> from your BlackBerry® smartphone to download the application. If you don't have a BlackBerry® smartphone, you can access a streamlined version of the Google Calendar web interface from your phone at <http://calendar.google.com/a/your-domain.com>, designed especially for mobile devices. If you can't use the internet on your phone, you can still get event reminders, check your calendar and even add new events to your agenda with SMS commands.

### Security and privacy

You choose who can view your calendar, and when. Other users can only access your calendar if you add them to the list of authorized viewers or if you decide to publish your events.

### Integration

Data APIs let you integrate Google Calendar with other calendar-based programs so you can seamlessly transfer from an existing calendar system or use a client application to access your calendaring functions.

### Interoperability

With Google Calendar Sync, your schedule automatically syncs between Google Calendar and Microsoft Outlook Calendar. You can determine the direction of information flow as well as the sync frequency.

### Built on open standards

Import from other common calendar formats, and share calendars in the popular iCal format.

### Supported browsers

Microsoft Internet Explorer, Mozilla Firefox, Safari and others.

### Supported languages

U.S. English, U.K. English, French, Italian, German, Spanish, Danish, Dutch, Norwegian, Finnish, Swedish, Russian, Chinese (simplified), Chinese (traditional), Korean, Japanese, Brazilian Portuguese, Turkish and Polish.

## Select Agosto/Google Apps Clients

- |                             |                                       |
|-----------------------------|---------------------------------------|
| Sequoia Capital             | ▶ Blue Plate Company                  |
| Jaguar/Land Rover           | ▶ Catco Parts                         |
| Regis Corporation           | ▶ Standard Heating & Air Conditioning |
| Dunn Bros Coffee            | ▶ St. Catherine University            |
| 2nd Wind Exercise Equipment | ▶ Fredrickson Communications          |
| Brickman Group              |                                       |
| Famous Dave's               |                                       |

## What if I have more questions?

Agosto has extensive information about Google Apps and our Cloud services on our website at [www.agosto.com/cloud](http://www.agosto.com/cloud)

You can also reach us at [sales@agosto.com](mailto:sales@agosto.com) or **612-605-3520**.

## Who is Agosto?

We're one of the nation's oldest, most progressive and fastest-growing cloud and Google Apps consulting firms. An early member in the Google Apps resource network, we're also singled-out by MSP-mentor 100, a distinguished research report that identifies the world's most progressive managed service providers.

We served on Google's Customer Advisory Board in 2008 and joined its Partner Advisory Board in 2009. As one of only 12 partners to sit on the Board, we're one step ahead of nearly any other Google Apps integration company.

