

SharePoint Starter Pack

What is SharePoint?

SharePoint is a web based tool from Microsoft. It allows you to share files, better manage and locate information all through a web browser.

How can SharePoint help my business?

SharePoint can help your business by being the central location for storing your files, project and ad hoc information. SharePoint can search not only the information you enter but also the information inside any document stored there. It will improve your business productivity thereby saving you money.

What is in the SharePoint Starter pack?

For a fixed price we'll construct, implement and get you started with your own SharePoint site.

Some of the features the SharePoint starter pack offers:

- **Shared Calendar**: Have one central place where all your team can keep up to date with everything that is going on in your business.
- **Shared Contacts**: Have one central location where you can keep a complete list of business contacts. This central location can then be used to update individuals contact lists.
- **Document Management**: Get a basic document library that allows you to check documents in and out. With a document library you'll be able to locate important documents quicker while ensuring everyone is working on the one version.
- **Support**: Be confident that you'll receive unlimited remote training and support in establishing and implementing SharePoint for 14 days from installation.

For further information about this offer please contact Robert Crane directly on director@ciaops.com.

