

## SERVICE OVERVIEW

# HOSTED BUSINESS EMAIL

*Hassle-free hosting and support for business email.*

According to Osterman Research, as much of 75% of a company's intellectual property is stored and sent via email.\* Hosted Business Email allows you to focus on your business while we manage your email.

## EMAIL CLIENT FEATURES

### 25GB Mailboxes & 50MB Attachments

- Keep thousands of emails in your inbox without running out of room\*\*
- Send and receive large files such as a 1000-page Word documents, 200 PowerPoint slides, or 500 Adobe PDFs\*

### Mobile Sync for your company email

- Sync personal data, like contacts, calendars, and more to iPhone®, Andorid® or Windows Phone®
- Quickly and easily add Mobile Sync to one or many mailboxes from the Control Panel
- Combine Mobile Sync with Outlook Sync (Outlook 2013 only) to create an Exchange-like experience

### Customized Settings

- Adjust spam filters, trash handling, and message alerts at domain or user level
- Display HTML or text
- Supports 11 languages
- Customize reply and forwarding settings
- Create user or domain-level safelists and blacklists
- Receive email from external accounts
- User or domain-level customization options

## APPLICATION SUITE FEATURES

### Contacts

- Create multiple personal contact lists with unlimited entries
- Company directory auto-updates new mailboxes
- Multiple entries for phone and email information, notes area and image options
- Import/export contacts between Outlook®, Gmail® and more
- Users can update their personal contact data from the webmail interface
- Make permission-based group lists from the Control Panel

### Calendars

- Create multiple calendars and share with selected people in Webmail
- Send meeting invites and create recurring events
- Allow specific people to edit your calendar
- iCal feed to share calendars outside of your domain
- Get alerts via email, pop-up, or SMS text
- Color-coded viewing for multiple calendars
- Import calendars in .csv format

### Tasks

- Create task lists with sub-tasks
- Assign due dates
- Multiple search options
- Add task-specific information in task notes area
- Use Task List Manager to view all outstanding tasks

### Notes

- Unlimited space to record text notes
- Assign note titles for easy searching
- Search by title or last updated date
- Copy and paste text from other applications

\* Osterman Research: "Messaging archiving Market Trends, 2005-2008"

\*\* Illustrative estimate—Actual numbers depend on the size of a given file(s).