![ASK technologies, inc. www.asktech.com]

SharePoint 2010 Hosting
Features and Benefits

Windows SharePoint is a web-based collaboration tool that allows organizations to publish and share information quickly and easily. This includes company information such as event schedules, documents, contact information as well options for online meeting workspaces and discussion forums.

SharePoint makes it easy for organizations to communicate online:

- Discuss Projects
- Share Documents
- Manage Calendars
- Manage Tasks
- Great for project management
- Makes a great file server on the web
- Full-text Indexing to enable powerful searches for documents

The document storage feature of SharePoint is one of the most powerful, with the ability to search for documents from Microsoft Office and even Adobe PDF files.

Learn more about what SharePoint has to offer, from instant collaboration, to storing critical information and documents for your business. With 99.9% service availability and easy access to critical information, it is good for any business.

Some of the features are:

Customized Web Portal for your organization
Have a central location that employees can use to access internal company information such as policies, procedures, sales information and more. It is like having your own private Intranet.

For example, your site name could be: http://portal.yourdomain.com.

Share information such as documents, schedules, tasks and more
You are able to store documents of any kind, maintain calendar information, tasks, to-do lists or create a knowledge base for customer service or sales staff.

Exchange documents and files
Using your browser, Office 2002 or 2003, you can open, save and edit documents directly from your SharePoint site. This makes publishing information in document form very easy for any user. In addition, there is a "check-in" and "check-out" feature that tells users that a document is being used by someone else, and whether it is available for editing.

Full-text Search Capability Throughout your Site
SharePoint indexes your entire site, including any subsites that you create, so if you are looking for a specific document, you can use key word searches to easily locate it.

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Secure access using SSL and private user passwords
You can use our shared SSL certificate to connect to your site (https) so all of the information you exchange with the site is encrypted. This means no one else can read the information. In addition, for your users to access the SharePoint site, they need a username and password. Unknown users from the Internet will not have access to your site.

Track Projects and publish company information
See more under Examples of Using SharePoint. SharePoint can be used as a *basic* project management tool, or to keep track of any processes going on in your organization. Additionally, timely information can be made available to employees.

Make information available to Partner organizations easily
Do you work with Partners that need access to limited information? You can limit what users are able to access in SharePoint. You can provide Partners access with a login to a limited portion of your site where you have made specific information available to them. It can be done securely so it is still private.