

# Google



## ABOUT GOOGLE APPS

Google Apps is a suite of applications that includes Gmail, Google Calendar (shared calendaring), Google Talk (instant messaging and voice over IP), Google Docs & Spreadsheets (online document hosting and collaboration), Google Sites (team site creation and publishing), Start Page (a single customisable access point for all applications), Google Video, and Google Security & Compliance. Google Apps offers editions tailored to specific customer needs.

## ABOUT SYNAPTIC SYSTEMS

Synaptic Systems helps harness the power of information for your business. Throughout North America, we provide these solutions for many businesses, educational institutions and government bodies, directly through our local teams and partners. Synaptic Systems is a Google Enterprise Partner and Certified Reseller that helps companies integrate, customize and deploy Google Apps.

For more information, visit <http://www.synapticsystems.net>

Synaptic Systems, Inc.  
125 Technology Drive  
Southpointe, PA 15317  
724-743-4740 voice  
724-743-4760 fax  
[www.synapticsystems.net](http://www.synapticsystems.net)  
[info@synapticsystems.net](mailto:info@synapticsystems.net)

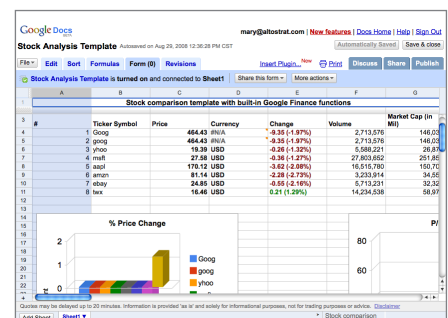
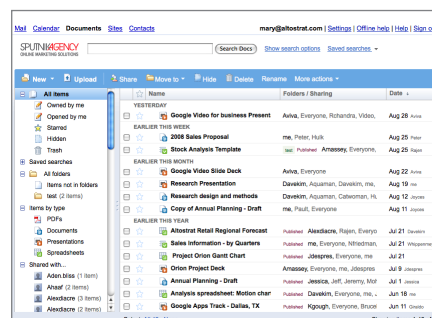
## Google Apps: Collaboration tools

### Collaboration overview

Complement your existing desktop applications with Google Apps to enable real-time, simultaneous collaboration among employees, customers, and business partners. By storing documents, spreadsheets, presentations, and videos online, information is made accessible from any computer, even from mobile devices like the BlackBerry and iPhone, which means users can access their information anytime from any place. SAML-based Single Sign-On (SSO) service can integrate seamlessly with your existing security and authentication systems, and all the collaboration apps allow for easy information sharing – employees can invite users from inside and outside the company domain as viewers or collaborators. And none of this functionality requires you to purchase additional software or hardware.

### Google Apps collaboration tools

Google Docs, Google Sites, and Google Video.



### Google Docs (documents, spreadsheets, and presentations)

**Real-time, simultaneous editing** - Multiple users can make changes and edits to an online file at the same time. Real-time collaboration can be done internally or with external partners and clients.

**No need for file attachments** - Coworkers can share the same online copy of each doc, spreadsheet, and presentation. No revision reconciliation is required, because all revisions are saved and recoverable.

**Embed Docs on web pages** - Display documents, spreadsheets, and presentations in Google Sites with just a few clicks. Use the provided HTML code to embed presentations onto a website, existing intranet, or blog.

**Present and publish through the web** - Presentations can be delivered to remote audiences, and documents and spreadsheets can be published as internal web pages for employees to view.

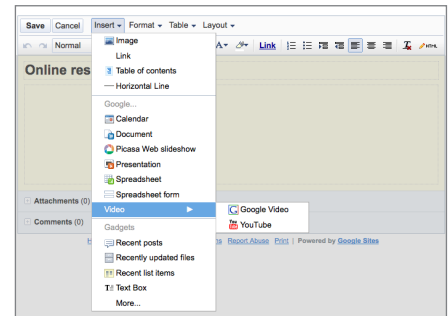
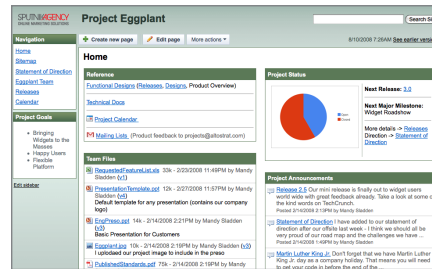
**Easy-to-make surveys and web forms** - The forms feature inside Google Docs spreadsheets lets anyone create a form for collecting survey data or simple registrations in minutes. Forms can be published as a web page, embedded in a website, or sent as an email; users can submit answers to the form from email directly; and submissions are automatically populated into a Google Docs spreadsheet.

**Use pre-built, customisable templates** - Whether you need business cards, letterhead, or employee time sheets, you can find professionally designed templates by Google and other companies in the Google Docs template gallery.

## Google Apps: Collaboration tools

**Manage and access files online** - All Google Docs files (documents, spreadsheets, and presentations) are available and searchable on the web-based Google Docs list, allowing users to access their files from anywhere, including mobile devices like BlackBerry and iPhone. Advanced sorting options and folders make it easy to centrally manage files.

**Work seamlessly with traditional file formats** - Import and collaboratively edit or publish from .doc, .xls, .csv, .ppt, .txt, .html, .pdf, and other formats. You can export as well.



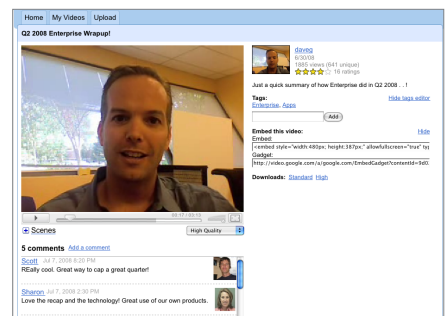
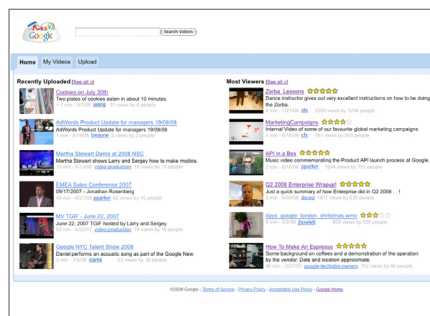
## Google Sites

**Build any type of website** - The user-friendly interface combined with powerful features lets anyone create all types of websites: corporate intranet; team, project, departmental sites; training sites; wikis; etc. Sites can be shared internally or shared with external users like partners, clients, and vendors.

**Embed rich content** - Display documents, spreadsheets, presentations, videos, web forms, photo slide shows, and gadgets all in one place, without any programming skills.

**Decentralise content management** - No coding or system expertise is required to create new sites or update web pages, which means there's no need for IT support to get started and more employees can contribute their knowledge. And by giving multiple people or entire teams editing rights to a site, you can keep information fresh and up-to-date.

**Find information instantly** - Google search technology is built-in, so employees can find useful company sites and web pages as easily as searching the Internet.



## Google Video

**Video is a powerful medium** - Share more information in less time, making company content like internal training and executive communications more personal and engaging.

## Google Apps: Collaboration tools

**No large video files to manage** - Google securely hosts and streams your videos, so employees don't need to email large files around, save them locally, or burden IT for a video sharing solution.

**Everyone can participate** - Any employee can share a video in a matter of minutes, and watching a video doesn't require any special software – just a standard browser.

**Embed videos anywhere** - Videos can be easily displayed on Google Sites, your existing intranet, or any web page.

**Community features** - Anyone can rate a video, add comments, and add tags to make videos more discoverable for subsequent viewers. And administrators can create a list of tags to be recommended to users like 'Lecture, Meeting, Training, and Engineering'.

**Centralise video management** - Administrators can view all uploaded content and remove videos if necessary. And Premier Edition domains receive 3GB of video storage per user account, which is shared by the entire domain, so you can archive all your video content in one place.

### Administrator details

Feature	Details
Applications included	Gmail, Google Talk, Google Calendar, Google Docs, Google Sites, Google Video, and Start Page.
Administrator control panel	Usage reports, disk space usage, account provisioning (no preset account limit).
Provisioning API	Manage user accounts and synchronise Google Apps users with your own user management system.
Reporting API	View and generate reports (e.g. usage data, user information and stats) using your own reporting system.
Authentication	Google Apps provides a complete and secure user authentication system for all applications. For enhanced security, you can use a SAML-based Single Sign-On (SSO) service, which allows you to tie your own authentication system to the Google Apps web-based login.
SSL	Automatically enforce Secure Socket Layer (SSL) connections when your users access Gmail, Google Calendar, Google Docs, and Google Sites.
Solutions Marketplace and third party applications and services	Connect to vendors whose solutions integrate and extend Google's messaging, collaboration, and enterprise search products.
Mobile access	Access Gmail, Google Calendar, Google Docs, and Google Sites from mobile devices like the BlackBerry and iPhone. continued...

## Google Apps: Collaboration tools

Feature	Details
Sharing controls	Set policies for user-sharing privileges for Google Docs, Google Sites, and Google Calendar, including limiting the ability to share content outside of your domain.
Advertisements	Display of relevant, text-based advertisements is optional and turned off by default.
Online support resources	U2U Group for administrators, Help Centres for administrators and users.
24/7 assistance	Email and phone support for system critical issues.
Supported browsers	Internet Explorer 7, Mozilla Firefox 3, Safari 3.1 and later versions of each.

# Google

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### Synaptic Systems, Inc.

125 Technology Drive  
Southpointe, PA 15317  
724-743-4740 voice  
724-743-4760 fax  
[www.synapticssystems.net](http://www.synapticssystems.net)  
[info@synapticssystems.net](mailto:info@synapticssystems.net)