# Run Your Business Online with Google Apps

Get organized, collaborate, and communicate with customers, partners and employees more easily by moving your business to the cloud. With Google Apps for Business, you can build, grow and run a better business.

Build a better business with Google Apps for Business

1 Organize your time

Google Calendar makes scheduling meetings and managing projects easy.
- See when people are available, send invites and RSVPs.
- Add, view, and edit events online or from your mobile device.
- Create multiple calendars for different groups, projects and workflows.
- Share project calendars company-wide or with a select few.
- Choose to share or unshare and hide or unhide your calendar at any time.
- Works with other popular calendar applications.
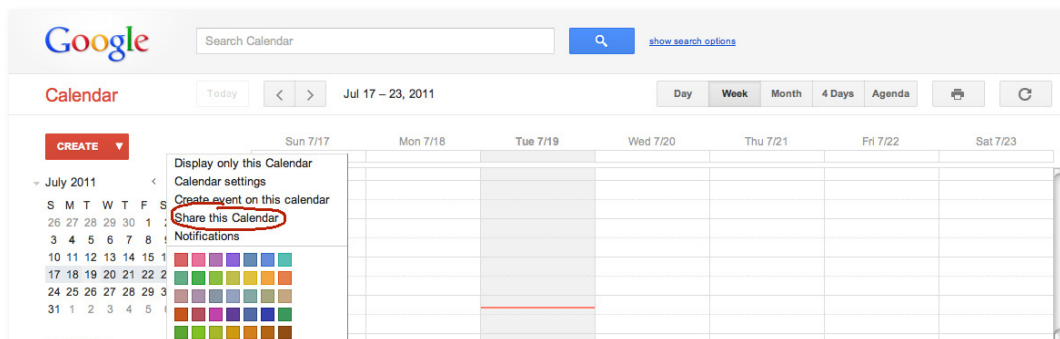
Invite someone to view your calendar in 3 easy steps:

Step 1 : Sign into your Google Apps Calendar. Locate your calendar under "My calendars" and click the down arrow to choose to share this calendar. This will take you to the calendar share setting screen.

Step 2 : Find the "Share with specific people" section. Enter the email address of the person you want to share your calendar with, choose an access level and click **save**.

Step 3 : If the person is using Google Calendar, he/she will receive an email invitation. If he/she is not, you will be asked to send an invitation in order for them to be able to view your calendar.

2 **Collaborate with anyone, anywhere**

Google Docs lets you collaborate on documents online and in real time.
- Easily upload, create and share documents, spreadsheets, presentations and more.
- Work together and edit documents in real time.
- Save every version of every document instantly with automatic save.
- Review or revert back to old versions of documents at any time.
- Access your work anytime, anywhere.
- Easily upload documents—regardless of your operating system.
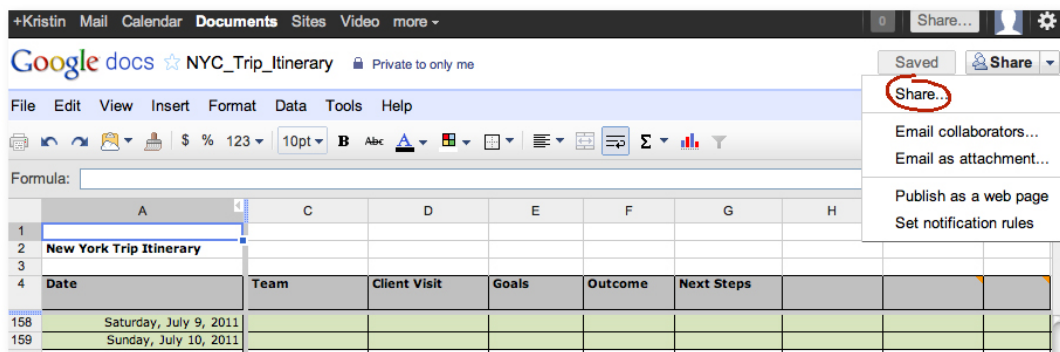
Start sharing information in no time with these 3 steps:

Step 1 : Invite people to share right from your document by clicking the "Share" drop-down menu. This will take you to the "Sharing settings" window.

Step 2 : Under "Add people," enter the email addresses of the people you want to share your document with. You can add a single person or multiple people and select whether each person "Can view" or "Can edit" the document.

Step 3 : The last step is to send the invitation, but before you do, you have the option to add a message. Once you're done click **Share** to send your invitation.

3 **Communicate in a way that works for you**

Email, chat, voice and video calls in one convenient place.
- Gmail gives you anytime, anywhere access to your inbox.
- Start a video chat with one click, without leaving Gmail.
- Send instant messages to partners and employees—even if they don't have Gmail.
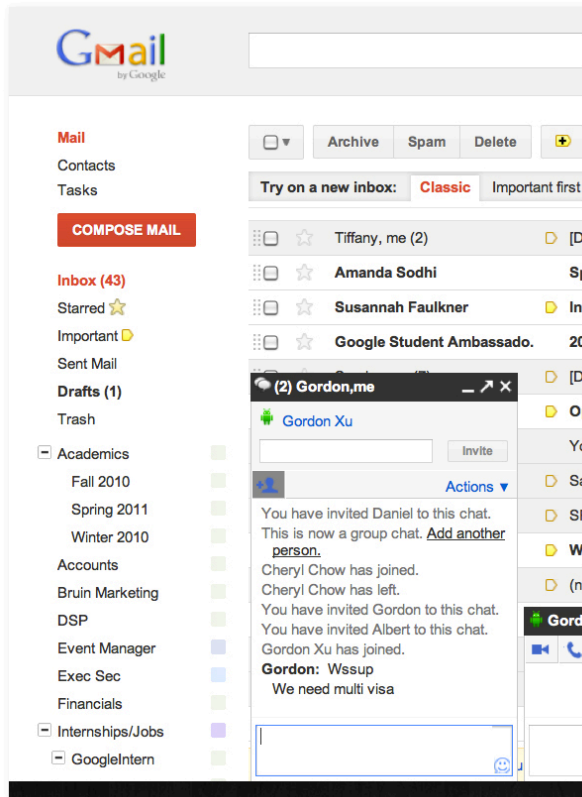
Get the whole group talking in 2 steps:

Step 1 : In the "Chat" section of your Gmail, start a chat with a one person in your Contacts list and view them by clicking on their video icon. Once you've started the chat, click **Options** at the bottom left of your chat window and select **Group Chat**.

Step 2 : In the field labeled "Add a person to this chat," enter the name of the contacts you want to add to your group chat.

Get Started

Google Apps is free for 30 days for up to 10 users. Visit www.google.com/apps to begin your free trial.

Go ahead. Run your business online with Google Apps!