

## Google Apps

### Service Overview

PCM provides the Google Apps email service which offers a number of additional benefits compared to traditional email systems. This system is hosted by Google and requires no hardware or software, making it a cost effective solution for business email.

### What are the key benefits?

**No change in email appearance.** Emails can still be collected using existing email software for example Microsoft Outlook. No need to learn how to use a new email program.

**Big Storage.** Each user account benefits from 25GB of email, which is approximately above 10 times the amount that the average user utilizes in 6 years.

**Backed up.** Should a PC be stolen or fail, the emails can still be downloaded from Google to keep you up to date.

**Easy access.** You can access your emails from anywhere with an internet connection either by computer or phone.

**Shared calendars.** Enables colleagues to share details of appointments and integrate working schedules.

**Increased functionality.** Documents, spreadsheets and presentations can also be stored online under the accounts and edited collaboratively.

**Included spam and virus filter.** Protects you from junk mail, archiving borderline spam in quarantine for user review. Users are updated with a summary of the quarantined email.

**FREE alias accounts.** Emails such as "info@" and "sales@" which are delivered to multiple users are free of charge.

**Flexible pricing.** Price is based on the number of email accounts required; should a member of staff leave their address can be reused for a new staff member for no additional cost.

### Choosing Google Apps

PCM will manage the migration from start to finish. This includes organising the transfer to Google Apps with your existing email/website hosting provider, setting up the required user accounts with Google, configuring the client computers to collect the email in Outlook, setting up mobile devices and uploading existing email to the Google servers.

### Pricing

Prices are based on an annual charge of £45 + VAT per user, with a variable setup cost dependent on factors such as the number of users, how email is to be collected on the client workstations and quantity of existing email that is to be uploaded to Google.

