

**Your new Google Apps account will include the following services:**

Application	Description
Gmail	<p>Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun.</p> <ul style="list-style-type: none"> <li>▪ <b>Lots of storage</b> – You get a full 7 GB of online storage for your email, so you can archive all of your email online. You'll no longer need to worry about deleting messages or saving them in offline folders.</li> <li>▪ <b>Enhanced message organization and retrieval</b> – With Gmail, you'll spend less time managing folders and looking for messages. For example, you can add one or more tags, or "labels," to your messages to organize and store them more efficiently. And with the Google-powered search feature, you can find any message quickly and easily, whether it's in your Inbox or stored in your message archive.</li> </ul>
Google Calendar	<p>Organizing your schedule shouldn't be a burden. With Google Calendar, it's easy to keep track of life's important events all in one place.</p> <ul style="list-style-type: none"> <li>▪ <b>Easier calendar sharing</b> – Google Calendar lets you and your team members quickly and easily share your calendars with each other and specify the details you want to show. Calendar sharing is a great way for you and your coworkers to keep each other informed about your schedules. Now it's easier than ever to find out if someone is in a meeting, on a business trip, or on vacation.</li> </ul>
Google Talk	<p>Google Talk is an easy service you can use to make voice calls, to send instant messages, to transfer files, and to leave voicemail messages for your friends. The downloadable application makes real-time communications simple and intuitive.</p> <ul style="list-style-type: none"> <li>▪ <b>Integrated chat</b> – With the Google Talk instant messaging application, you can communicate instantly right from the Email interface. In addition, all your chats are automatically saved in your Email application, so you can always retrieve important information.</li> </ul>
Google Docs	<p>Google Docs is a Web-based word processor, spreadsheet, presentation, form, and data storage service. It allows users to create and edit documents online while collaborating in real-time with other users.</p> <ul style="list-style-type: none"> <li>▪ <b>Real-time collaboration</b> – Using Google Docs, you can create documents, spreadsheets, and presentations, and you and your team members can view and edit them at the same time. You can still use your [Microsoft Office/other] products as needed, but now you'll have more options for storing and collaborating on your documents.</li> </ul>

Google Sites	<p>Google Sites is the easiest way to make information accessible to people who need quick, up-to-date access. People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, YouTube and Picasa), and new free-form content. Creating a site together is as easy as editing a document, and you always control who has access, whether it's just yourself, your team, or your whole organization.</p> <ul style="list-style-type: none"><li>▪ <b>Easy-to-build team web sites</b> – With Google Sites, your team can quickly publish a robust internal web site on which to gather all sorts of shared information, such as documents, spreadsheets, presentations, files, and videos. You can even embed Google calendars and other gadgets on your site!</li></ul>
Mobile Apps	<p>Run Google Apps from your smart phone or mobile device. Just go to <a href="http://m.google.com">m.google.com</a> in the web browser on your mobile device. Select your device from the list provided and download apps tailored for your device.</p>