

# Outlook Collaboration

Contacts/Calendars/Tasks/Notes

“Share Outlook folders without Exchange Server”

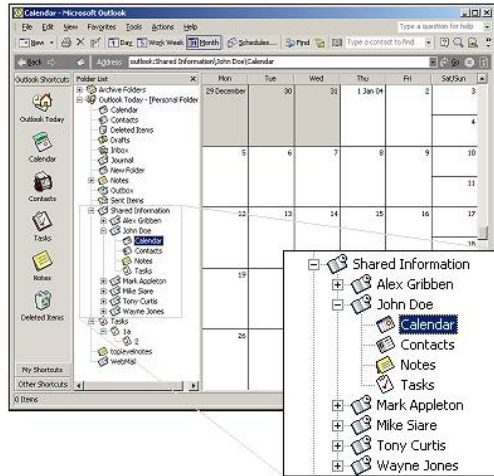
**WorkgroupShare** lets the people in your organization share their personal Outlook folders, such as calendar, contact, task and notes information, without the expense or expertise required by Microsoft Exchange Server.

**WorkgroupShare** is a scalable collaboration server that can be used with thousands of users. It comprises a server program that is installed on one computer and an Outlook extension client program that is installed on each computer that runs Microsoft Outlook. The WorkgroupShare client program will work with all versions of Outlook from Outlook 2000 through to Outlook 2003. It can even share data between different versions of Outlook.

Outlook communicates with the WorkgroupShare server using standard Internet protocols. This means that not only is it possible to share Outlook over the LAN, but also from a remote location, over the Internet.

### Access Control

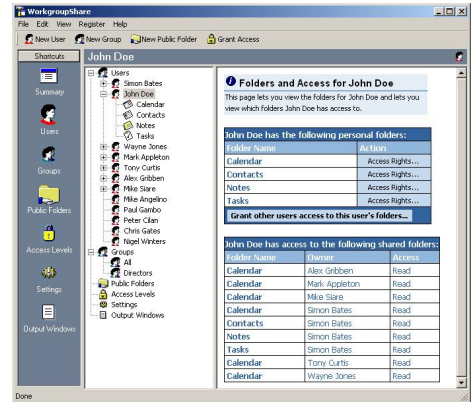
WorkgroupShare gives an administrator full control over the folders that specific members of staff have access to. For example, you could give one person full access to another person’s calendar and you could give read-only access to the same calendar for the rest of the organization.



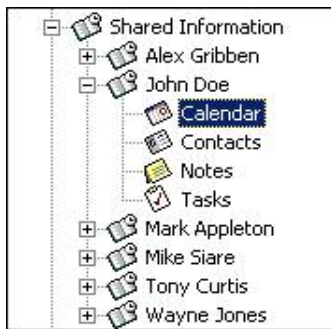
information. Now, when you book a meeting in Outlook and invite one or more local users to the meeting, you will be able to see exactly when each user is available to attend the meeting. What is more, you can optionally use WorkgroupShare to make available all users’ free/busy information to other companies that may want to arrange meetings with your staff.

### Administrator Program

The WorkgroupShare administrator program lets you control how and to whom data is shared within your organization. It lets you define users, groups and public folders. It is also the tool that you use in order to



grant users access to specific folders and provides a very clear picture of what access has been granted within your organization.



Provided a user is given at least read access to another user’s folder or to a public folder, then that folder will appear under the **Shared Information** folder, in the personal folders list.

Feature Summary	
Share Outlook Calendars	✓
Share Outlook Contacts	✓
Share Outlook Tasks	✓
Share Outlook Notes	✓
Public folders	✓
Free/Busy Server	✓
Full Access Control (none / read / create / edit / delete)	✓

### Scheduling Meetings

You no longer need Microsoft Exchange Server in order to query free/busy times when organizing meetings. WorkgroupShare has its own Free/Busy Server, which has access to all local users’ calendar

For more information and to try out WorkgroupShare in your own organization, please visit our website at [www.workgroupshare.com](http://www.workgroupshare.com).