



Here's how to  
**multiply productivity,  
effortlessly**

Presenting

**TATA COMMUNICATIONS**  
**InstaOffice**

powered by  
**Google** Apps

The communication and collaboration solution that delivers  
Instant Performance, wherever and whenever you need it.



As a growing company, you need solutions that enable faster time-to-market with immediate access to resources, wherever and whenever you need them. To enable you to take advantage of this dynamic environment, Tata Communications introduces the InstaOffice (Powered by Google) suite. This communication and collaboration solution multiplies your business productivity with online and on-demand basic office applications such as Email, Calendar, Website, document sharing and more, without delays in infrastructure development.



## Key benefits

- Improves employee productivity with access to a range of collaboration and communication applications like email, chat, calendars, documents and presentations — anytime, anywhere
- Enables any computer or mobile device that is connected to the Internet, regardless of operating system, including an office or home computer, laptop, or mobile phone
- No CAPEX solution that does not require hardware or software and needs minimal administration, resulting in tremendous time-and-cost savings
- Enhances business productivity with a 99.9% uptime guarantee, enabling less concern about system downtime
- Protects data and storage with the highest level of security, and adheres to compliance policies
- Meets technical, branding and business requirements with full administrative and data control over applications
- Easy-to-operate and integrates with existing systems, with the added benefit of 24x7 customer support via in-person, phone and email

# Multiply productivity by improving your reach

## Email

Provides each employee with 25GB mailbox storage, so users can keep important messages and find them instantly with built-in Google search.

- With more mailbox storage, users can keep all their emails without the need for archiving or deletion
- Enhanced message organization and retrieval with powerful built-in Google search
- Easy syncing with Outlook and Blackberry, plus access across other mobile devices
- Powerful spam filtering helps avoid junk mails

## Calendar

Create individual and group project calendars with email and contact list integration, calendar publishing and sharing. Easily send meeting invitations and RSVPs.

- Overlay multiple calendars to see when people are available
- Coordinate meets and events better
- Range of sharing permission controls help maintain security and privacy

## Groups

Create and manage groups for mailing lists and to share calendars, documents, sites and videos easily with co-workers.

- Fast setup without burdening the IT team
- Share documents, calendars, sites and shared folders with groups instead of individuals
- Group members can access and search archives of mail sent to their lists, to efficiently find topics of interest
- Store, manage and search your contacts
- Auto-complete on email addresses added within contacts

## Instant messaging

Communicate via text, voice, or video across any operating system, with multiple security and access levels.

- Instant Messaging and VOIP client
- Text messaging, voice calling, and file transfer (with no file size restrictions)
- Also built into web browser, with video conferencing, archived and searchable with email

# Collaborate easily

## Documents

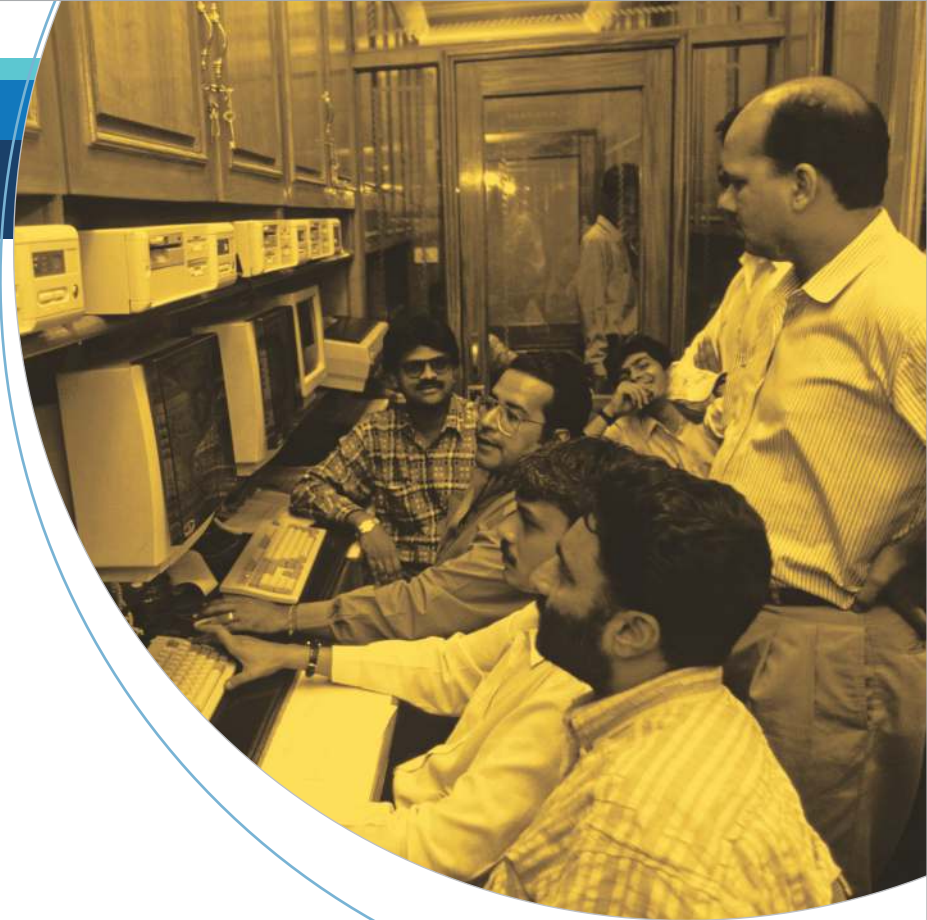
Deploy a full suite of web-based office productivity applications including 'word processing', 'spreadsheet' and 'presentation' software with 1GB file storage per user.

- Supports popular formats such as .doc, .xls, .ppt, and .pdf
- Supports collaborative editing, group sharing, any time and from any location
- Multiple users can edit the same file simultaneously, so you always have the latest version and no confusion with multiple versions of documents
- Files stored are always accessible and backed-up online

## Sites

Create dynamic and secure web pages for intranets, extranet and team projects. Centralize documents, spreadsheets, presentations, videos, slideshows and more to help keep teams organized with 10GB plus 500MB per user for shared storage.

- Collaboration site for publishing project-related Web pages
- Advertise your company's products and success stories
- No coding or HTML required



## Videos

Create and share a secure browser-based business video channel with rich video information, training, announcements, and other important communications.

- Video sharing makes training and announcements more engaging and effective
- Secure hosting and streaming of your videos, so employees don't need to share videos over email, or burden IT with a complex on-site video solution



## Tata Communications' InstaOffice powered by Google Apps can solve these business challenges

- Storage consumption/data loss at user end
- Bandwidth consumption due to spam
- Recovery of emails, server crashes, archives
- Building in redundancies
- Managing frequent upgrades/updates
- Constraints on resources such as people, finance, time
- Need for effective communication and collaboration across dispersed teams
- Effective communications with external ecosystem – providers, customers, partners
- Management of multiple vendors and providers
- Frequent system updates

For more information on **Tata Communications InstaOffice powered by Google Apps** or for a detailed presentation, call us at **1800-419-2200** or mail us at **customerservice@tatacommunications.com**

**TATA COMMUNICATIONS**