



CAN I SHARE MY OUTLOOK CALENDAR ONLINE?

Would it be useful for you to be able to share your calendar so customers, clients and staff can see your Outlook Calendar even if they're not connected to your network?

You can - and it's free:

- 1) Create a Google Account
- 2) Set it up so Outlook will sync with it automatically
- 3) Make the calendar public or easily set it up for specific users

have you tried... **Oasys MailManager?**

Mail Manager simplifies and speeds up the process of filing, finding and sharing emails **INTO WINDOWS FOLDERS**. It is an Outlook plug-in that encourages users to treat emails with the same care given to paper documents.



- Ensures emails are filed according to office standards
- Learns as you file
- One place to look - keep emails in same folders as other documents
- Easily adhere to data retention legislation
- High speed search tool, which allows you to search even when disconnected from the network - ideal for mobile workers
- No "lock-in" - uses standard MS Office file formats
- Batch archive
- Work off-line - ideal for mobile workers

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