

## HOSTED SHAREPOINT 2013

How do you assure your coworkers, customers, and partners have access to the latest versions of key documents, contact lists, and other information?

Hosted SharePoint 2013 from [inRsite](#) allows companies to centrally share and update information over the web. Use it to manage documents, run blogs, create wikis and more.

### COLLABORATE INSIDE AND OUTSIDE OF THE COMPANY

SharePoint® 2013 is designed to increase productivity. Small and mid-size businesses use it to create document storehouses that increase collaboration inside their company – as well as between their company and its partners, vendors and customers.

Your employees – or the third-parties to which you give access – can securely share documents, calendars, contacts, links, ideas and more, without wasting time exchanging inefficient emails.

When integrated with hosted Microsoft® Exchange, SharePoint 2013 can also provide an instant, powerful corporate intranet. Use it to:

- **Store documents online.** Everyone works off a single, centrally-stored version of all documents, which can be easily opened by using a hyperlink.
- **'Check out' files.** Lock documents while they are being edited, so no one can overwrite the work of others.
- **Run blogs and wikis.** All of your staff can stay in the loop.
- **Manage projects.** Create project-specific websites, using built-in task list, calendar and document collaboration features to organize a team around specific tasks and deadlines.

### NEW IN SHAREPOINT 2013: EXPANDED FEATURES

The new features in SharePoint 2013 –the latest version—brings increased mobile capabilities to your customer's fingertips.

- **Optimized for mobile devices and browsers.** HTML5 mobile browser makes it easier to navigate through libraries, lists and wikis.
- **Updated User Interface.** Enhanced user interface with popular Windows 8 look and feel.
- **SharePoint App Store.** Ability to add third-party applications for extended capabilities.
- **Simplified permissions.** Additional control over site sharing and permissions.

## SHAREPOINT 2013 TEMPLATES

With SharePoint 2013, you can upload custom and third-party templates based on the specific needs of your business. Or, you can choose from these standard, pre-built SharePoint templates:

<b>Basic Meeting Workspace</b>	A site on which you can plan, organize, and capture the results of a meeting. It provides lists for managing the agenda, meeting attendees, and documents.
<b>Blank Meeting Workspace</b>	A blank meeting site that you can customize based on your requirements.
<b>Blank Site</b>	A blank site that you can customize based on your requirements.
<b>Blog</b>	A site on which a person or team can post ideas, observations, and expertise that site visitors can comment on.
<b>Decision Meeting Workspace</b>	A site on which you can track status or make decisions at meetings. It provides lists to create tasks, store documents, and record decisions.
<b>Document Workspace</b>	A site on which colleagues can work together on a document. It provides a document library for storing the primary document and supporting files, a tasks list for assigning to-do items, and a links list to point to resources that are related to the document.
<b>Group Work Site</b>	This template provides a groupware solution that teams can use to create, organize, and share information. It includes the Group Calendar, Circulation, Phone-Call Memo, the document library and the other basic lists.
<b>Multipage Meeting Workspace</b>	A site on which you can plan a meeting and capture the meeting's decisions and other results. It provides lists for managing the agenda and meeting attendees. It also provides two blank pages that you can customize based on your requirements.
<b>Social Meeting Workspace</b>	A site on which you can plan social occasions. It provides lists for tracking attendees, providing directions, and storing pictures of the event.
<b>Team Site</b>	A site on which a team can organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.

With hosted SharePoint 2013, your staff can benefit from the great collaboration tools SharePoint 2013 has to offer – without the costly hardware and maintenance headaches. Hosted SharePoint 2013 is available as a standalone as well as an integrated addition to hosted Exchange 2013.