



Your Short Cut to Knowledge

Using Microsoft® Office Live

Rob Tidrow

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Using Microsoft Office Live Digital Short Cut Rob Tidrow

Ron Mansfield



Using Microsoft Office Live Digital Short Cut Rob Tidrow:

Using Microsoft Office Live (Digital Short Cut) Rob Tidrow, 2006-11-02 This is the eBook version of the printed book Office Live provides a centralized online portal for businesses to help bring people key business data business applications and devices together in one area It is designed for small and growing companies to use the Internet to improve their businesses including improving in house communications extending communications with customers and clients tracking website usage providing a centralized server for sharing documents and tracking calendar events If you are part of a small and growing business and need a powerful Web service Office Live is the perfect solution for you Most small businesses don't have dedicated IT staff to rely on and Office Live allows you to host your website and have the flexibility to customize it without a large learning curve or computing downtime Office Live offers the following key business capabilities and functions Website domain name Website builder tools including the Site Designer Page Editor and Image Gallery Email accounts and management Dashboards which provide customized views of specific data such as the prebuilt company and personal calendars Collaboration tools Business applications including more than 20 tools such as project management and customer contact management tools Site reports Using Office Live your company can set up a website that allows employees and customers to perform daily tasks For instance employees can access company email from anywhere onsite offsite at a client's office or at home using the Office Live member area Table of Contents Section 1 Introduction to Office Live Section 2 Create a Public Website Section 3 Using Office Live Business Applications Section 4 Store and Share Information Using Office Live Shared Sites Section 5 Manage Communications Using Office Live

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The

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