

Microsoft® Windows® SharePoint® Hosting Services

ciracom

Collaborate Easily and Effectively

SharePoint® Hosting Services helps teams stay connected and productive by providing easy access to the people, documents, email and other information they need to make more informed decisions and get the job done.

- Provides a single workspace for teams to coordinate schedules, organize documents, and participate in discussions —within the organization and over the extranet.
- Easily author and manage documents, and help to ensure their integrity with enhanced features including the option to require document check-out before editing, version control, and the ability to set document-specific security controls.
- Help people and teams stay on task with a variety of communication features that let users know when actions are required or important changes are made to existing information or documentation, including calendars, announcements, sophisticated alerts, surveys, discussion boards, and RSS.
- Provide creative forums for brainstorming ideas, building knowledge bases, or simply gathering information in an easy to edit format with new templates for implementing blogs and wikis.

- **Make better-informed decisions as your most current business information can be easily located in a single, secure, central location.**
- **Boost employee productivity by simplifying everyday business activities.**
- **Enhance your ability to meet regulatory requirements through comprehensive content controls.**

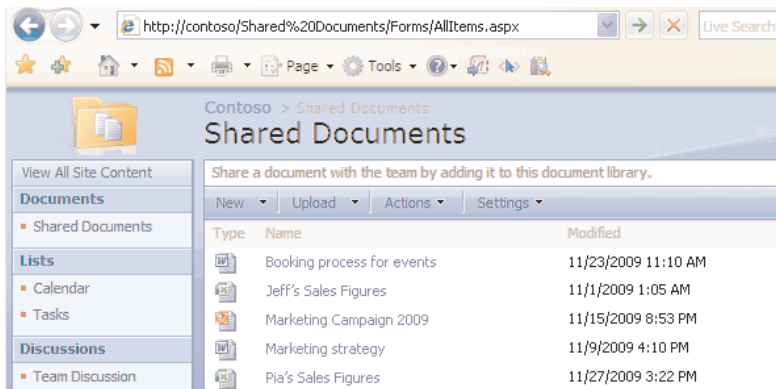
Stay Productive when Mobile

- Users may link to a SharePoint site to access task lists, blogs, documents and other site content using their mobile device.
- Synchronize work offline through Microsoft Office Outlook® 2007 or third-party tools.

Tightly Integrated with Ciracom's Exchange 2007 Hosting Services

The Ciracom solution allows you to experience the full power of SharePoint through our secure integration with Exchange Hosting Services:

- **Your Outlook client calendar** integrates with the SharePoint meeting workspace feature so you have access to the most up-to-date information associated with a meeting appointment.
- **Users may access inbound mail** from Exchange directly within SharePoint libraries, discussion groups and lists. For example, a user can send documents as email attachments directly to document libraries. Integrating e-mail can make it easier for your team to communicate — and give you the benefit of tracking discussions and key decisions that may occur through email.



**For More Information
Please Call**

703.621.3900

E-mail us at info@ciracom.com

or visit us at
www.ciracom.com

Microsoft® Windows® Sharepoint® Hosting Services

Get Started Quickly

Launching a SharePoint site is easy when you select Ciracom as your hosting provider. For a predictable monthly fee, we handle all operations including upgrades, maintenance, security and backups. You will enjoy the benefits of SharePoint without experiencing the stress and headaches associated with managing complex technology. As your business grows, our hosting solution provides you instant scalability at a known cost that enhances your ability to manage budget risk.

The creation and navigation of workspaces is simple as SharePoint provides easy-to-use templates, professional looking site themes, and the ability to rearrange site navigation from within the browser. Users come up to speed quickly because they can create workspaces, post and edit documents, and view and update calendars on SharePoint sites, by using familiar Microsoft Office tools.

Powerful Collaboration Features

- **Presence Integration:** Users can determine the online status of site members quickly by adding the member to a contact list, and viewing current free/busy status.
- **Notifications and Alerting:** Email notification on information updates based on preferences and group membership.
- **Meeting Workspaces:** Consolidate key meeting information for optimizing projects; integrated with Outlook meeting calendar functionality.
- **Discussion Boards:** Users can follow entire threads, and can include email posts.
- **Calendars:** You can overlay a SharePoint calendar with Outlook calendars or with other SharePoint calendars, so that you can see all your events at one time.
- **Collaboration Templates:** Team site, Document workspace, Blank site, Blogs, RSS feeds, Wikis and Meeting workspace templates allow you to start up quickly.
- **Mobile Device Access:** Compatible with Windows Mobile 6.0. Document
- **Management and Workspaces:** Document workspace sites and libraries providing document collaboration space. Includes version controls, check in/check out capabilities, searching, roll-back capability and more.
- **Hierarchical Sites:** SharePoint security is hierarchical, distributed, and granular. Security can be granted at a root site and inherited several levels down. Site Administrators can also create cross-site groups giving users access to multiple sites. At a more granular level, users can be limited to permission for specific documents.

Easy to Administer

Whether you're a contributor to a team site, a site owner, or IT support, Ciracom SharePoint Hosting Services provides exceptional administrative controls for managing content, users, and sites so that individuals and teams can operate efficiently and effectively.

- **Increase the security of business information** with enhanced administrative controls.
- **Empower site managers and teams** without compromising security by enabling them to initiate and control their own self-service workspaces and tasks, and manage the participation and access of others.
- **Provide a robust document storage environment** with document storage, Recycle Bin item retrieval, and version control features built in to team workspaces.
- **Use Microsoft Office SharePoint Designer 2007** to quickly and easily customize SharePoint sites and build reporting tools and applications tailored to specific tasks without writing or deploying new code.

About Ciracom

Ciracom is a women-owned 8(a) and small disadvantaged business that provides complete and customized IT solutions. Our clients include the federal government, for-profit and not-for-profit corporations that benefit from the highest level of professional services in the areas of security, network engineering and project management and managed services through our trusted partners. Founded in 1999, Ciracom's mission is to deliver consistent, high-level service and the most effective technology solutions in an environment that promotes integrity, honesty and trust.

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