



See Available Times on Any Digital Calendar from Microsoft Office Outlook with Approved Contact's Multi-Company Scheduling and Collaboration Tool

OFFICE APP BUILDER PROFILE: APPROVED CONTACT

How much time do you waste going back and forth to schedule meetings? Approved Contact allows you to easily share calendars with anyone. Changes you make to your calendar update automatically to Approved Contact. Using Approved Contact enables you to connect your calendar to websites, text, email, mobile, voice recognition, and telephone systems.

WHAT WE OFFER



Easily compare open times with people from different companies to quickly find a meeting time that works for everyone. Available with Office, Exchange, and every major mail system in today's market. Simply add your personal calendar link to your email signature and your open times are viewable to anyone you email.



Seamless scheduling of available times for multiple parties over VOIP, SMS text and video. Use integrated voice response to schedule meetings. Text your personal calendar link to anyone to enable them to view your open times. See contact availability or simply schedule times when everyone's available.



Approved Contact provides a single place to share files and conversations while you collaborate with people at other approved companies. It includes chat, blog, and file share features. Share files securely in encrypted sessions. Upload and download work with any file-sharing platform, including OneDrive and Office SharePoint.



Customer relationship management integration allows for all communication to be easily archived in Microsoft Dynamics or any CRM system. Our "Sign in with Office" support allows you to use your Office account for easy sign-in. Outlook Add-in enables calendar availability to be seen directly in Office Outlook.

WHAT OUR CUSTOMERS ARE SAYING

"Displaying my calendar availability has dramatically reduced unwanted voice mail messages that usually required me to call them back." – Trey Short, CIO, Illinois Wesleyan University

LEARN MORE

Visit ApprovedContact.com to create your free profile and connect Approved Contact to your Microsoft Office account.



Office takes the work out of teamwork with an all-in-one business solution, powered by Microsoft. The latest Office applications paired with enterprise-grade services like online file sharing and business-class email arm you with the right tools to maximize time and minimize effort.



KEY USE CASES

BUSINESS-CLASS EMAIL

Gain large, 50GB mailboxes with your own custom domain that can send messages up to 25MB in size, with contacts, shared calendars, and spam and malware protection.

ONLINE STORAGE

Store, back up, and share files, accessible from anywhere, and downloadable for offline access.

THE ULTIMATE NOTEBOOK

Never lose track of your notes again with OneNote. Type, handwrite, click, or draw your notes and they'll immediately sync to OneNote Apps across your devices. They're saved and searchable, too, so you can find them when you need them.

WINDOWS 10 INTEGRATION

Office and Windows 10 team up seamlessly for the most complete productivity solution. Just say "Hello" and Windows will log into your PC and Office, so you can start getting things done.

ALL THE RIGHT TOOLS

From presentations to spreadsheets and scheduling, Office powers your business with the tools you need to do your best work. Access the latest versions of the app suite—Word, Excel, PowerPoint, OneNote, Outlook, and more—fully installed and ready to go, complete with new templates and shortcuts designed to save you even more time.

WORK TOGETHER IN REAL TIME

Eliminate email chain clutter with Office online, where you can view, edit, and work on projects together—all you need is an internet connection. Taking a break? Improved tracking features bookmark your progress and bring you back, right where you left off.

SIZED FOR YOUR BUSINESS NEEDS

Office offers flexible plans to fit your organization's unique budget and capability needs. Whether you choose a one time purchase plan or a subscription to Office 365, Office is ready to work for you.

ON DEMAND ADVICE

New "Tell Me" box feature offers instant navigation to Office tools you need in that moment. No more shuffling through help menus and FAQs—simply tell Word, Excel, or PowerPoint what you need to do.

IT-ASSISTED INSTALLATION

Reduce installation headaches with expert IT support, on call to help make the process as smooth as possible.

Learn more: www.office.com

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