

Share your Outlook information
with your Groove team members?

■ GrooveIT! essentials



- **Transfer information from Microsoft Office Outlook to Microsoft Office Groove:** e-mails, RSS feeds, contacts, tasks, appointments, attachments
- Create **automatic filtering rules** on your Outlook folders
- Publish new **Groove workspaces, personalized or standardize**, according to your corporate standards
- Share your information through **GrooveIT! designed Groove forms tool**, use Groove links to manage attachments

■ GrooveIT! increases your team's productivity!

- + **Share** and dispatch your new messages: CV, sales requests
- + **Capitalize** your strategic information: opportunity, offers
- + **Make** your environmental monitoring more efficient: benchmarking, business intelligence
- + **Build up** your helpful contacts: mailing lists, leads, prospects
- + **Improve** your business processes: Quality management Approach, process improvements
- + **Secure** your shared elements: contracts, Human resources
- + **Manage** individual or collective action plans: customer relationship management, product launching

GrooveIT! products are edited by
 **HOMMES & PROCESS**
www.hommesetprocess.com

For specific needs, corporate deployments, features requests: sales@hommesetprocess.com

■ Technical details

+ Supported Software:

Microsoft Office Outlook 2007 and 2003
 Microsoft Office Groove 2007
 Groove Virtual Office 3.1

+ Operating Systems:

Microsoft Vista
 Microsoft Windows XP
 Microsoft Windows 2003

+ Languages

English
 Français

+ Licensing:

One license is needed per Groove identity used with GrooveIT!. For larger deployments, we can provide corporate licenses, please contact us: sales@hommesetprocess.com.