

7 ways to power your small business with new business apps from Office 365

1



Publish your business information

Get discovered online by new customers and monitor views and reviews across Facebook, Google, Bing & Yelp with **Listings**.

Set up online scheduling

Simplify the process of scheduling and managing customer appointments with **Bookings**.



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Track your mileage

Automatically track your miles, easily classify drives, and generate comprehensive reports with **MileIQ**.

Manage your customer relationships

Get quick access to all customer information – emails, meetings, calls, notes, tasks, etc – right from your inbox with **Outlook Customer Manager**.



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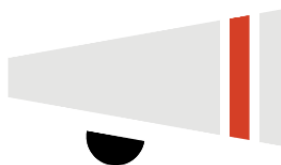


Send professional-looking invoices

Generate estimates and invoices, track sent and overdue invoices, and get paid fast with **Invoicing**.

Create email marketing campaigns

Engage current customers with newsletters and announcements that bring in more business with **Connections**.



6

7



Manage it all from one place

Access the business apps, view key metrics, and respond to the latest activities from the **Business center**.