

## WHAT IS MICROSOFT EXCHANGE?

Microsoft Exchange is a program that must run on a Windows server and allows Outlook users to warehouse their data (email, contacts, calendars, tasks, etc.) on the server as a backup. Here are the benefits:

### SHARE DATA

Exchange also allows users to share information in Outlook. For example, I could allow someone else in my office to access my calendar electronically and add appointments.

### ANYWHERE EMAIL ACCESS

Exchange also allows users to gain access to office email while out of the office in many different devices. For example, I can see my inbox, calendar & contacts on my iPad (or any tablet), on any Windows or Mac computer connected to the Internet, or on my smartphone. I can use Outlook Web Access (which comes with hosted Exchange) via a browser; or I can run Outlook natively on my laptop (for example) and as long as I'm connected to the Internet, I'm also connected to Exchange.

### FULL BACKUP

Everything in Outlook is backed up in Exchange (email, contacts, calendar & tasks).

### SMARTPHONE SYNC

Exchange will wirelessly sync with any smartphone running Android or iOS.

### EXCHANGE OPTIONS

#### GET YOUR OWN SERVER

Of course, you would also need to have Exchange running on that server.

#### HOSTED EXCHANGE

This is essentially renting Exchange on a server you access through the Internet. It is exactly the same as having it in-house except for the fact that you avoid the expense of buying and maintaining a file server, Windows and Exchange. In other words, rather than paying \$8,000 + ongoing maintenance, you're paying \$10/month/user. Depending on the size of your office and physical setup of remote offices or telecommuters, hosted Exchange Server is often much less expensive than having Exchange Server on-site. Other benefits of hosted Exchange Server: multiple internet connections, multiple power sources, guaranteed uptime, no cost for backup or maintenance.

#### OPTIONS FOR HOSTED EXCHANGE

There are hundreds but here are a few:

- Microsoft - <https://www.microsoft.com/en-us/microsoft-365/exchange/email/>
- [www.godaddy.com](http://www.godaddy.com)
- [www.ionos.com/](http://www.ionos.com/)
- [www.fusionconnect.com](http://www.fusionconnect.com)
- [cloudscale365.com](http://cloudscale365.com)
- [www.appriver.com](http://www.appriver.com)