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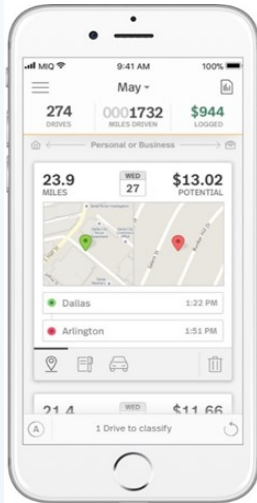
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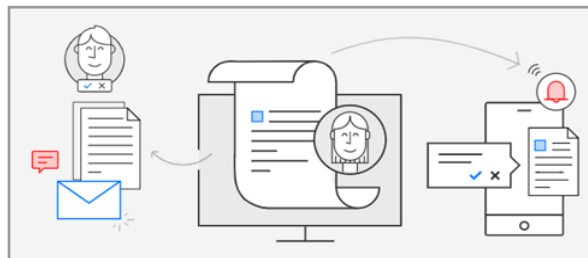
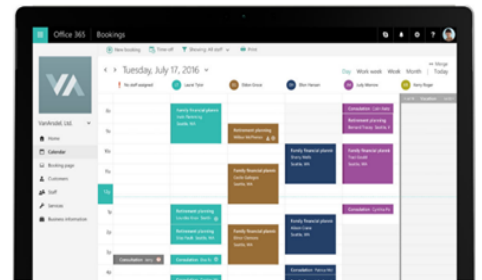
**Office 365 Is More Than Just Word and Excel**

We all know that Office 365 took the original suite that we all use (and sometimes love) which include Word, Excel, Outlook and more, and took it all to the cloud. Now you can easily check your mail from any computer with an Internet connection or quickly draft a Word document and save it in cloud storage. But did you know that your Office 365 subscription comes with even more? Have a look at these programs below. All of them are already included in your Office 365 Standard subscription!



**Mile IQ:** If you have a Standard subscription to Office 365 you also have access to Mile IQ which is a very easy to use mileage tracker! If you are required to keep records for your day to day travels and to separate trips as being either personal or business, Mile IQ makes the process simple. And once you begin auto-classifying trips that you make often as either personal or for business, it gets even easier! Mile IQ uses your phone's GPS to accurately monitor the places you go and uploads it to the web portal. Using the app on your phone, you can easily swipe left for personal trips and right for business trips. If you are anything like me, you will often forget throughout the week where you went. Mile IQ saves up to 40 unclassified trips which allows you to go into the portal daily, weekly or even less often than that! It is such a useful tool, our technicians at CCS use it to track their miles. Not only does the tracking capability make classifying easy, it is also simple to define date ranges and print reports to easily submit expenses. *Give it a try!*

**Bookings:** Ever wanted to have a place on your website to book customers right on an online calendar? If you have Office 365, you should check out the Bookings App! Bookings makes it easy for small businesses to schedule and manage appointments with their customers. It includes a customizable web page that your customers can use to book services, a mobile app, a customer contact list and automated reminders to help reduce no-shows. *Talk about a simple way to get a new capability on your website without any additional costs!*



**Power Automate:** This is another powerful tool that is currently included with Office 365. It can streamline repetitive and paper hungry tasks, making them automated, paperless, and trackable. You can build time-saving workflows into everything from individual tasks to large-scale systems with no coding needed!

Why manually send weekly or monthly emails requesting the same information every time when Power Automate can handle that for you? *Power Automate is constantly adding features, we highly recommend checking it out!*

As always, our technicians can help you by answering your questions or even getting these services working with your company. All you need to do is give us a call and let us show you how to get the most value out of the subscription you already pay for!