

## OfficeCalendar Case Study: Child Advocacy Center of Southern Hillsborough County

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-- Bethany Cottrell, Program Coordinator  
Child Advocacy Center of Southern Hillsborough County

By Lookout Software

# OfficeCalendar

*The easy way to network Microsoft® Outlook® Calendars and more*



Industry

- Non-profit

Environment

- Microsoft Outlook

Challenges

- Needed a way to link Outlook data between employees
- Time was not being utilized efficiently when scheduling appointments, and double booking became a problem
- Wanted to share Outlook calendars without worrying about complicated technical issues

Solution

- OfficeCalendar for Microsoft Outlook

Benefits

- Employees are now able to share their Outlook calendars, contacts and tasks
- Appointments are scheduled and shared from within everyone's Outlook copies, so double booking is no longer an issue
- OfficeCalendar is simple to install and use, so employees can concentrate on the Center's mission to serve sexually abused children

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Program Coordinator

Scenario

The Child Advocacy Center of Southern Hillsborough County is a non-profit agency that services child victims of sexual abuse. The Center focuses on easing the pain that these innocent young victims and their families endure while going through the investigative and judicial processes. The Center's employees use Microsoft Outlook to email and schedule their calendars to coordinate with the local professionals and law enforcement officials who work closely with the non-profit organization.

Challenge

The staff at the Child Advocacy Center of Southern Hillsborough County needed a way to share their Outlook calendars and contacts with one another, and also to schedule appointments with team members without the worry of double booking. According to Bethany Cottrell, the Center's Program Coordinator, employees were "placing people on hold and changing computers or offices to make sure the time they are indicating is available," when making appointments. However, they needed the solution to be easy to install and use, so everyone could concentrate more on the Center's mission instead of worrying about technical issues.

Solution

Employees found OfficeCalendar while searching the Internet for ways to link Outlook. They downloaded the free 14 day trial version and installed it themselves. "It was very simple and quick not only to install but to get all computers up and running with the program," said Bethany. "We downloaded the free trial and have found our life-saver."

How It Works

"Our staff has been using this program to mainly share Calendars and on occasion to share Contacts," said Bethany, adding, "Staff members no longer double book appointments and when team members call they are able to utilize their time better because now we save them time by having our Calendar available in each office." The employees at the Center also appreciate the minimal installation process and easy-to-use features OfficeCalendar provides. "The directions outline how to use these features in simple terms. It allows for our Non-Profit to install, utilize, and understand the program without great costs, installation, or training as to how to use the program," said Bethany.

Value

According to Bethany, "Having the ability to share our Microsoft Outlook data allows for our staff to be more productive and serve our team members in a more efficient matter." The employees at the Center now spend their time focusing on helping the child victims and their families, instead of worrying about conflicting schedules or technical problems. "This is an amazing program that will save us time in our office and allow us to concentrate on the child victims whom we serve," adds Bethany.

About OfficeCalendar

OfficeCalendar is an easy-to-use, low-cost alternative to Microsoft Exchange Server. OfficeCalendar enables the sharing of Microsoft Outlook calendar, contact and task information on practically any Windows-based network, even without a dedicated server.

Child Advocacy Center  
of Southern Hillsborough County