

Case Study: Non-Profit, Religious Organization

## OfficeCalendar Case Study: Montgomery Assembly of God

"Adding this product brought the features of Outlook to life for the staff."

-- Bob Shepperd, IT Director  
Montgomery Assembly of God

By Lookout Software

# OfficeCalendar



Industry

- Non-profit
- Religious organization

Environment

- Microsoft Outlook
- Manually kept calendars and contact lists

Challenges

- Most staff members were not using Microsoft Outlook to accomplish daily tasks
- Looking for a simple solution to access and share multiple calendars, which are utilized by most of the staff
- Needed a way to quickly and effectively manage contacts that were scattered among staff members

Solution

- OfficeCalendar for Microsoft Outlook

Benefits

- Everyone uses Microsoft Outlook to email contacts and manage both personal and office-wide calendars
- The staff will be able to see and share the calendars they need, so the office runs more efficiently
- Email contacts are easily accessible and shared by the entire staff, making email the preferred means of communication

"OfficeCalendar was easy to install and configure. I was surprised at how easy it was."

-- Bob Shepperd  
IT Director

Scenario

The staff at Montgomery Assembly of God share multiple calendars and contacts with one another, but most of this information is recorded on written calendars, and contacts are reached mainly by telephone. Bob Shepperd is the IT Director at Montgomery Assembly of God, which includes managing their website and the software used in the office.

Challenge

"Both calendars and contacts have been an issue for us," said Bob. "Calendars are kept manually today on a couple different calendar books. They do not roll up or may be in accessible to the rest of the staff." Also, because the necessary calendars that the staff needs are updated by hand and often not where they need to be, repeat calls for information are frequently a problem. Contact information was also scattered around the office, making it difficult to reach various contacts. According to Bob, "Only certain people had email contacts and the others either did without or used the phone instead or they would find the person who had the contact and then get the email address." This problem prevented email from being the preferred means of communication, so most of the staff did not use Microsoft Outlook to carry out daily responsibilities. "Only one of the staff members used Outlook prior to the install of this product," added Bob.

Solution

According to Bob, he found OfficeCalendar while searching "on the web using www.msn.com." After downloading the trial version, he installed and set up the software without any problems. "OfficeCalendar was easy to install and configure. I was surprised at how easy it was," said Bob.

How It Works

Since implementing OfficeCalendar, the staff members at Montgomery Assembly of God use Microsoft Outlook to accomplish their scheduling and communication needs. "They were finally able to see how they could use Outlook to collaborate effectively," said Bob. With OfficeCalendar, the staff is also able to share calendars while limiting who gets to see what. Everyone shares the group calendars and resource user calendars, but only certain people have the rights to update them. However, according to Bob, "We do not share personal calendars with everyone except for the senior pastor's calendar. In his case we allow a few people the ability to update the calendar." The staff shares contact information as well, so email is now the ideal means of communication. "This has enabled the staff to make full use of email which in turn has made them more efficient at communicating and more thorough," added Bob.

Value

"Adding this product brought the features of Outlook to life for the staff," said Bob. OfficeCalendar's calendar and contact sharing capabilities allow the office at Montgomery Assembly of God to run more smoothly and effectively, which in turn makes the work days a little easier. "With this process they will be able to share the calendars making the staff much more effective as a unit," said Bob. "It should reduce repeat calls to get information and present a much more professional office."

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.