

Case Study: Professional, Training & Web-based Services

## OfficeCalendar Case Study: The Training Help Desk, LLC

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-- Gary Garb, Partner

The Training Help Desk ,LLC

By Lookout Software

# OfficeCalendar



Industry

- Professional
- Training and web-based services

Environment

- Microsoft Outlook

Challenges

- Gary needed a way to manage and share appointments without worrying about double-booking and conflicting schedules
- Tasks were not coordinated efficiently, which created problems with redundancy and organization

Solution

- OfficeCalendar for Microsoft Outlook

Benefits

- Being able to share calendars within their own copies of Outlook gives Gary and his wife the freedom to schedule appointments easily without taking the time to physically check with one another
- Tasks are now shared and kept in one place, so progress can be tracked with the click of a button

"Installation was very easy and the instructions perfectly clear."

-- Gary Garb  
Partner

Scenario

Gary Garb and his wife Marcy own The Training Help Desk, LLC, a consulting company that specializes in training strategies, training websites, course design, eLearning and web self-maintenance. Both Gary and Marcy use Microsoft Outlook to help accomplish their daily responsibilities.

Challenge

While Gary and Marcy use Microsoft Outlook frequently, managing their schedules and tasks became a hassle. "Although our offices are close together and our computers on the same network, we had no easy way to coordinate our appointments and our task lists," said Gary. "We used Microsoft Outlook all day long but had to check with each other by phone when making appointments, etc."

Solution

Gary found OfficeCalendar's web site while searching the Internet for a solution to his problems. "Your web site provided all of the information we needed to decide to order it." He installed OfficeCalendar himself without any technical assistance. "Installation was very easy and the instructions perfectly clear."

How It Works

With OfficeCalendar, Gary and Marcy can flawlessly share their Outlook calendars without worrying about double-booking or scheduling appointments at conflicting times. According to Gary, "There is no change in how we look at our own calendars and we can see each other's calendars with only a click." Gary and Marcy also share and track tasks with one another, which eliminates the problem of misplacement and keeps the Garbs more organized. "Previously, we maintained separate, paper-based To-Do Lists. We would either exchange tasks verbally or by sending emails...", added Gary. "Tasks got lost or were done redundantly. Now we can coordinate and delegate easily in one place."

Value

According to Gary, "When my wife and I retired from industry and started our consulting business, we continued to rely on Outlook as our email client. Its rich capabilities are invaluable, but the loss of shared calendars and task lists was frustrating." Now that Gary and Marcy use OfficeCalendar, they can concentrate on their business and clients, instead of worrying about managing and organizing their calendars and tasks. "OfficeCalendar has restored the most critical functionality of Outlook without the cost and complexity of setting up a Microsoft mail server. It is truly a 'killer app!' We are already recommending it to colleagues," said Gary. "Of course, the ease with which my wife can now add chores to my Task List may be a downside!!! I guess it does work better than sticky notes all over the house."

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.

The Training Help Desk, LLC