

## Online Collaboration/Virtual Office Comparison Chart

	HyperOffice	Sharepoint	Airset	Basecamp	Groove
<b>EMAIL</b>					
Email	X		X		
Unlimited Attachments	X		X		
Outlook Integration	X	X	X		
Custom Email/URL	X *				
<b>CALENDARS</b>					
Online/Shared Calendar	X	X	X		
Outlook Synchronization	X	X	X		
<b>CONTACTS</b>					
Online/Shared Contact Manager	X	X	X		
Outlook Integration	X	X	X		
<b>DOCUMENTS &amp; FILES</b>					
Shared Docs/Files	X	X	X	X	
Real-Time Editing (able to open, edit and save document w/o having to download and re-upload)	X	X			
Document Version Tracking				X	
<b>PROJECT MGMT/TASK MGR</b>					
Create Projects	X	X	X	X	
Shared Tasks/To-Do Lists	X	X	X	X	
Outlook Integration	X				
Time Tracking				X	
<b>LINKS &amp; LISTS</b>					
Shared Links	X	X	X	X	
Photo Albums		X	X		
Playlists			X		
<b>DISCUSSION/MESSAGING</b>					
Discussion Forum/Blog	X	X	X (blog)		
Announcements	X	X			
Messages				X	
Opinion Polls	X	X			
<b>FEATURES</b>					
Anytime, Anywhere Online Access	X	X	X	X	
Real-Time Data Backup	X	X		X	
Free Technical Support	X	Depends**		Email Only	
Free Online Training	X	X	X	X	
SSL Encryption	X *	X		X	
Phone Support	X	Depends**			
Customer Service	A+	Depends**	--	--	
<b>COSTS/STORAGE/USERS</b>					
Basic Cost	\$44.99/mo	Depends**	Free	\$24/mo	
Starting Storage	100mb	Depends**	1gig	3gig	
Projects	Unlimited	Unlimited	Unlimited	15	
Users	5	Depends**	Unlimited	Unlimited	

\* For an additional fee

\*\* Depends upon your SharePoint Services hosting provider

**HyperOffice:** ([www.hyperoffice.com](http://www.hyperoffice.com)) HyperOffice is a stand-alone, online collaboration/virtual office software priced for the small business entity. One of the biggest benefits of HyperOffice is its world-class customer service. If you don't understand how to do something, besides viewing the online movie tutorials, you can always call up and get a live human being to assist you. Some have reported a bit of trouble with its Outlook synchronization features, but the company actively seeks out customer feedback and works to fix or improve anything that isn't working to their standards.

**SharePoint Services:** SharePoint Services is a technical resource that operates on a Microsoft SharePoint Server allowing users the ability to collaborate effectively with groups of people (sharing files, documents, calendars, tasks, contacts, discussion threads and more). For the small business owner, SharePoint Services can be obtained from an Internet service or Web hosting provider who utilizes a Microsoft SharePoint Server hosting platform. The fee for this service varies, and can be obtained for as little as \$19.99/month depending on the package provided. Packaging differences may be contingent on the 2.0 or 3.0 versions offered, storage size, and number of users (most providers allow for a maximum of 50 people).

**AirSet:** ([www.airset.com](http://www.airset.com)) Airset is a (currently) free online collaborative office that has a bent toward wireless phone technology. Fairly robust, but stability and security may be an issue. Does not have live-time document editing and saving (documents must be downloaded and re-uploaded after every edit). Paid version (Airset Premium) offers some additional capacity and other features.

**BaseCamp:** ([www.basecampHQ.com](http://www.basecampHQ.com)) Basecamp is one of several project management and virtual collaboration software tools developed by 37Signals. The slant of this program is more toward shared project management rather than virtual office. Lacks many of the standard features of the other virtual office/collaboration softwares.

**Groove:** [Description coming soon].

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