

Communications and messaging solutions  
To support your business objectives



**Lotus** software

## IBM Lotus Sametime software integration with Microsoft applications.

*Connecting, conversing and collaborating more conveniently*





## IBM Lotus® Sametime® software is an award-winning platform for realtime collaboration.

For years, organizations of all types have taken advantage of the Lotus Sametime platform's powerful, security-enhanced features, such as integrated presence awareness, instant messaging (IM), Web conferencing, voice and video, to help people quickly find, reach and collaborate with each other. In addition, IBM Lotus Sametime software integrates out of the box with Microsoft® applications, giving you direct access to a comprehensive set of collaboration capabilities without having to leave the Microsoft Office or SharePoint environment.

### Talk and meet without leaving your Microsoft Office applications

From within your Microsoft Word, Microsoft PowerPoint and Microsoft Excel applications, you can take advantage of a broad set of Lotus Sametime capabilities, including these:

- **Presence awareness.** Names within your Microsoft documents are IM-aware, which means you can see if a document author—or any name included in a document—is online. Say you're reviewing a client proposal, and you come across a project estimate that you want to verify. With presence awareness, you can see immediately—directly from the proposal—that the writer is online and available to answer your questions.
- **Business-class instant messaging.** IM capabilities within your Microsoft documents can help you get information and answers quickly, so you can get on with your work. Want to verify a data point in an Excel spreadsheet? There's no need to leave the spreadsheet to start a chat, a voice call or even a videoconference.
- **Web conferencing.** Some projects require collaboration to move them along, which is why you can now initiate Web conferences directly from your Microsoft Office applications. Imagine that you're working on a chart within a PowerPoint presentation, and it needs some refining. With Web conferencing, you can share the presentation with team members in realtime and even jointly edit it live, saving the time you'd otherwise take sending e-mails or managing multiple versions of the content.

**PLUG & PLAY ELECTRONICS**  
12345 Main Street  
South Ridge, WA 12345  
Phone: 123.456.7890  
Tele: 123.456.7890  
Fac: 123.456.7890

**PRODUCTION STATUS REPORT**  
Prepared by: Susan Chambers

Order No.	Shipment Status
6427	Complete—Shipped 2/12/07
6428	Complete—Shipped 2/15/07
6429	Fulfillment in progress—due to ship 3/1
6430	HOLD
6431	Order received
6432	Backorder
6433	Backorder

Person: Susan Chambers  
(Lotus Sametime) User online - Open chat  
(Lotus Sametime) User online - Open voice chat  
(Lotus Sametime) User online - Open call  
(Lotus Notes) Create Memo to  
(Lotus Notes) Invite to Meeting  
(Lotus Notes) Show Name Details  
Remove this Smart Tag  
Stop Recognizing "Carolyn Sullivan" ▶  
Smart Tag Options...

Figure 1. Finding and connecting with the people you need is easy and more convenient with presence awareness, chat and Web conferencing capabilities integrated with your Microsoft Office applications.

## Get more done from within your Microsoft Outlook application

Microsoft Outlook users can also take advantage of Lotus Sametime features directly from their in-boxes, making it easier to find and talk with people within the context of their e-mails. For instance, you've received an e-mail that's prompted some questions about a project. With presence awareness and IM, you can instantly see if the person who sent you the e-mail is online and then start a conversation with a simple click. You can then share files and screen captures. You can also escalate to a voice call or audio/videoconference.

Web conferencing is just as convenient. You can schedule a Web conference, along with your meeting, directly from your Outlook calendar. The Outlook application will prompt you for all the Web conference details and will include the URL in the meeting invitation sent out to all participants.

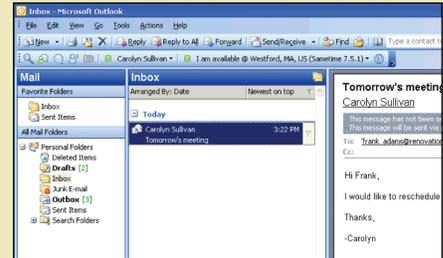


Figure 2. A toolbar along the top of your in-box lets you see if the sender of an e-mail is available, as well as initiate chats through IM or VoIP with a simple click of a command button.

## Reach out to colleagues from your Microsoft SharePoint site

Lotus Sametime software has recently added out-of-the-box integration to Microsoft SharePoint software without requiring modifications to existing SharePoint sites. Any live name indicates online presence, and a simple click presents the comprehensive suite of Sametime capabilities.

## Unify your communications capabilities

Lotus Sametime software continues to help you unify your communications and collaboration capabilities, which can help reduce costs and simplify the way people work together in realtime. In addition to IM, Web conferencing, public IM federation and mobile clients, Lotus Sametime software provides advanced capabilities, such as out-of-the-box multiway VoIP and integrated point-to-point video. Also, the leading providers of telephony, audio and video capabilities have integrated their solutions with Lotus Sametime software, giving you even more communications options, including click-to-call, integrated voicemail access, video and integrated softphones.

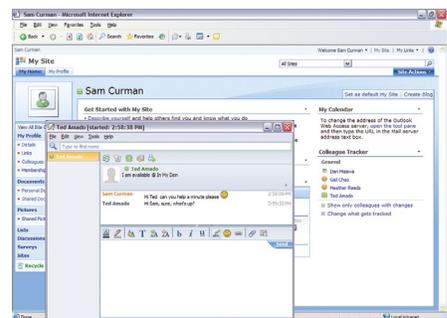


Figure 3. Any SharePoint live name is lit up with online status information, so you can readily see who is available and then start your collaboration in realtime.





## Benefit from a marketplace-leading solution

Used by over 100 million people worldwide, Lotus Sametime unified communications and collaboration software is a marketplace leader because it offers exceptional breadth and depth of capabilities.

Lotus Sametime software helps you:

- Bring people together and improve productivity.
- Extend your existing software and communications investments.
- Protect the confidentiality of your conversations and data with security features, including encryption, authorization and authentication, that meet the high security standards (including Federal Information Processing Standard [FIPS] 140-2) of government organizations.
- Leverage your IT infrastructure with support for a wide range of platforms, operating systems and servers.

## For more information

To learn more about how you can benefit from integrating IBM Lotus Sametime software with Microsoft applications, please visit:

[ibm.com/lotus/sametime](http://ibm.com/lotus/sametime)



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Lotus Software  
IBM Software Group  
One Rogers Street  
Cambridge, MA 02142  
U.S.A.

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hydrografix  
Consulting AB

[lfs@hydrografix.com](mailto:lfs@hydrografix.com)  
tel +46-8-5198 3075

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