

# Get More Done

## Productivity Services You Can Use Anywhere

**S**ometimes it seems like there just aren't enough hours in the day to accomplish all the tasks on your lengthy to-do list, and when you are traveling for business, it may seem like time slips away from you even faster. So, you need to be resourceful with each minute of your day. Several companies have stepped up to the plate and delivered online productivity tools that will help you increase your efficiency and connect with others whether you're in the office or on the road.

### I'm InTouch

Taking your work home with you can involve a long process of transferring files to a flash drive or packing your briefcase to the max. If you have documents and files you need to keep secure, this could be risky. With I'm InTouch from 01 Communique (\$99.95 for first year of service; [www.01com.com](http://www.01com.com)), you can access all of your programs, files, and documents through your home PC or mobile device. I'm InTouch is a comprehensive remote access and remote control software technology, which lets you log on to your Desktop from a remote PC or any mobile device with an Internet connection. From there, you can transfer files, run programs, check your email, update your contacts and calendar, or even print to your local printer from your remote desktop.

Outlook and Outlook Express are the only email client applications for which I'm InTouch provides direct access, but you can still manage other email clients via I'm InTouch's Remote Control feature.

When the I'm InTouch screen is set to fill the size of your remote PC's screen, you will not be able to view your minimized documents in the taskbar. To view your taskbar, you will need to view your I'm InTouch screen in a smaller window.

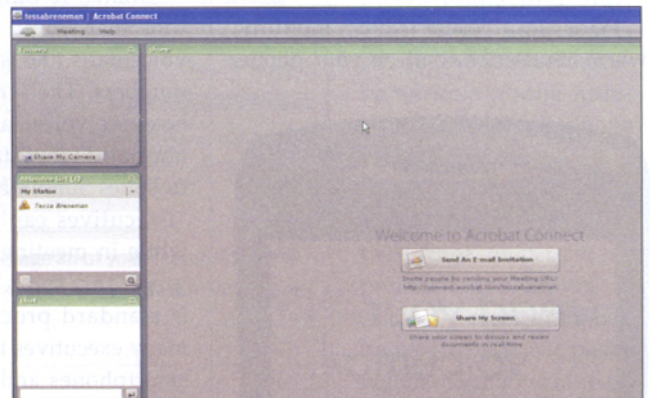
With I'm InTouch, you won't have to learn any new passwords or login names. I'm InTouch uses the login and password information already set on your PC in order to identify the PC. You can also manage your presentations with up to 10 participants, but be aware that the color and graphics are not always sharp or clear. I'm InTouch also has live streaming video and support for Web cams, enhancing the remote presentation and Web conferencing features.

I'm InTouch supports Windows 98 SE/Me/2000/XP/Server 2003/Vista. Web browsers supported by I'm InTouch include Internet Explorer 5.5 or later, Netscape Navigator 7.1 or later, and Mozilla Firefox 2.0 or later. You can also access I'm InTouch from your BlackBerry.

### Adobe Acrobat Connect

Making a personal connection is an important element to communication for the business professional, whether it's

with clients or colleagues. Web conferencing applications, such as Adobe Acrobat Connect (\$39.95 per month or \$395 per year; [www.adobe.com](http://www.adobe.com)), have made these connections more possible—and more affordable. Rather than spending lots of money sending people all over the country for meetings, people



With 01 Communique I'm InTouch and a connection to the Internet, your desktop PC is always available.

can meet and communicate more effectively over the Web. You will be able to meet with up to 15 people through screen sharing, video capabilities, teleconferencing, and whiteboarding. Another benefit is that Acrobat Connect uses Adobe Flash Player, letting you connect with others regardless of their operating systems or browsers.

Acrobat Connect lets you not only collaborate as a group, but also send private or public instant messages to other participants or presenters. With this feature, you are able to communicate with