|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Feature** | **Excellent (3)** | **Good (2)** | **Fair (1)** | **Not Available (0)** | **Score** |
| ***Groupware Design & Layout***   * Simple Navigation * Intuitive User Interface * Presentation Options * Customizable Layout * Global Contacts included in Address Book * Staff Directory Information (such as extension, title, location) * Built in Spell Check Feature * Ability to create subfolders * Ability for client to reset password * Calendar and email interface seamlessly |  |  |  |  |  |
| ***Email***   * Email Auto Reply User Access Control * Easy to Create Email Signature Files * Ability for the User to Forward Emails to other Accounts |  |  |  |  |  |
| ***Calendaring***   * Scheduling Resources (labs, rooms, equipment, etc.) * Publish Calendar to print * Publish Calendar to electronic file * Easily Attach Files and/or Notes to Calendar Event (EX: Agenda for a meeting) * Integration and views of multiple calendars * Establish Unlimited Groups of Users/Resources/etc. * Automatic Reminders * Ability to Block Public Access to View Events * Allows Designee to Schedule Appointments |  |  |  |  |  |
| ***Collaboration***   * Chat/Instant Messaging * File Repository With User Access Control * Segregation of Bulk E messages * E-mail distribution lists (Clients can email to lists, containing on and off campus e-mail addresses and other distribution list names. E-mails addressed to the distribution list name will be sent to all accounts automatically) |  |  |  |  |  |
| ***Mobile***   * App for email and calendaring (Android, iOS, Blackberry, MS) |  |  |  |  |  |
| ***Technical Features***   * IMAP capable * Browser Compatibility (IE, Chrome, Safari, Firefox, other) * Framework for simple customization (Ex: ANGEL integration, etc.) * High Encryption/Security |  |  |  |  |  |
| ***Procurement and Implementation***   * Timeline for procurement is reasonable * Timeline for installation is reasonable * Timeline for training is reasonable * Ample quality support resources are available for technical staff * Ample quality support resources are available for clients |  |  |  |  |  |

Other Features to Consider:

* Capability to interface with the University phone system to deliver video mail and voice mail to email
* Ability to receive RSS Feeds
* Social Networking Integration (a dashboard area where you can view your SN feeds/status updates/etc.)
* Ability to publish Calendar to the web
* Ability to archive calendar events for future reference
* Interoperability with LMS, SIS, FMS (ex: Class Schedules for Faculty posted to calendar)

**Comments/Notes To Consider:**