|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:**