

7 ways to power your small business with new business apps from Office 365

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1 Publish your business information
Get discovered online by new customers and monitor views and reviews across Facebook, Google, Bing & Yelp with **Listings**.
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2 Set up online scheduling
Simplify the process of scheduling and managing customer appointments with **Bookings**.
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3 Track your mileage
Automatically track your miles, easily classify drives, and generate comprehensive reports with **MileIQ**.
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4 Manage your customer relationships
Get quick access to all customer information – emails, meetings, calls, notes, tasks, etc – right from your inbox with **Outlook Customer Manager**.
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5 Send professional-looking invoices
Generate estimates and invoices, track sent and overdue invoices, and get paid fast with **Invoicing**.
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6 Create email marketing campaigns
Engage current customers with newsletters and announcements that bring in more business with **Connections**.
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7 Manage it all from one place
Access the business apps, view key metrics, and respond to the latest activities from the **Business center**.

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