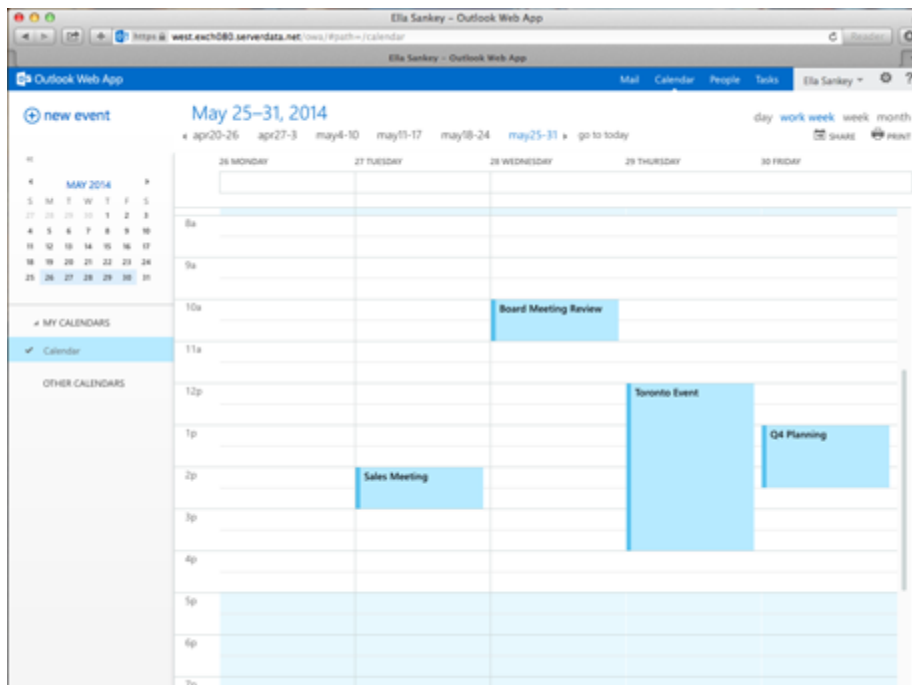# Productivity features of Hosted Exchange

Microsoft Exchange's productivity features include calendars, contacts, tasks, notes, public folders and more.

Calendar features of Hosted Exchange

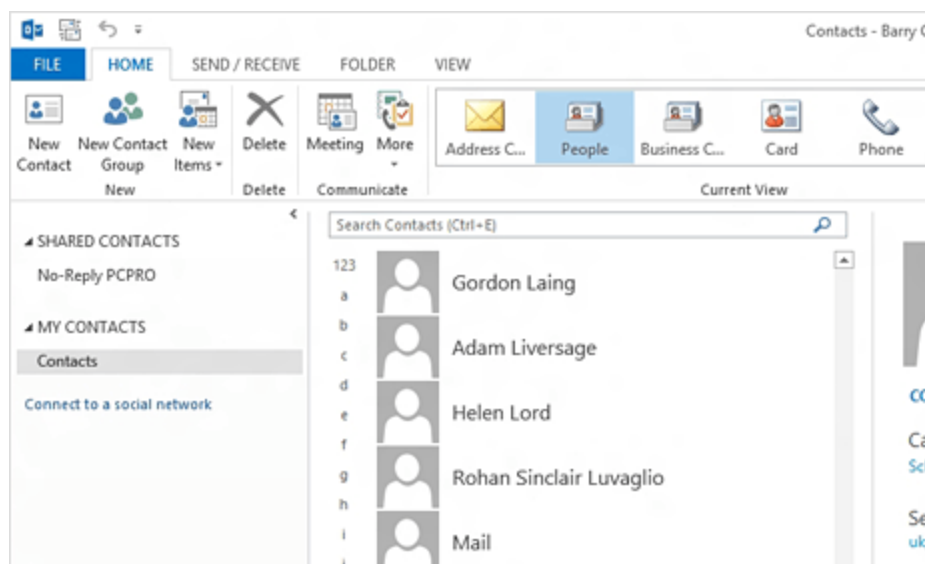## Share and sync your organization's calendars

- See your coworkers' availability
- Share your availability with your coworkers
- Easily organize large meetings without multiple rounds of back-and-forth
- Authorize assistants or other team members to manage your calendar

Manage your own schedule

- Schedule meetings or appointments with others
- Create one-time only or recurring events
- Set reminders so you never miss a meeting

- View your tasks for the day
- Organize your events by color-coded categories
- Search your calendars to find a past or future event
- And much more

Contacts features of Hosted Exchange

Exchange contacts let you manage the contact information of individuals or groups with whom you interact. It lets you:

Share and sync your organization's contacts

- Sync your contact list with your business's Global Address List
- Receive new contact information automatically, as it becomes available
- Sync contacts lists with other coworkers to easily collaborate with customers and partners
- Create contact groups and distribution lists to easily communicate with many people
- Forward contact information to others with just one click
- Flag contacts as 'private' so they aren't shared across your organization

Manage your own contacts

- View contacts from multiple address books in a single pane
- Add detailed information for all of your contacts
- Add notes about individual contacts to remember your history with them

- Open up a web-based map to a contact's location with one click
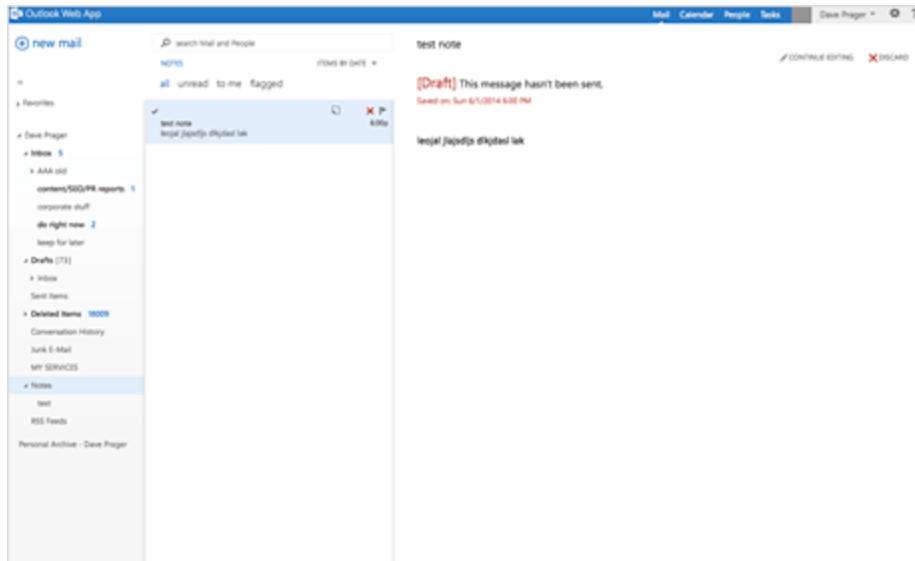- And more

Other Exchange features

Tasks

Exchange lets you create to-do lists with tasks that you can assign to others and share with teams or individuals.
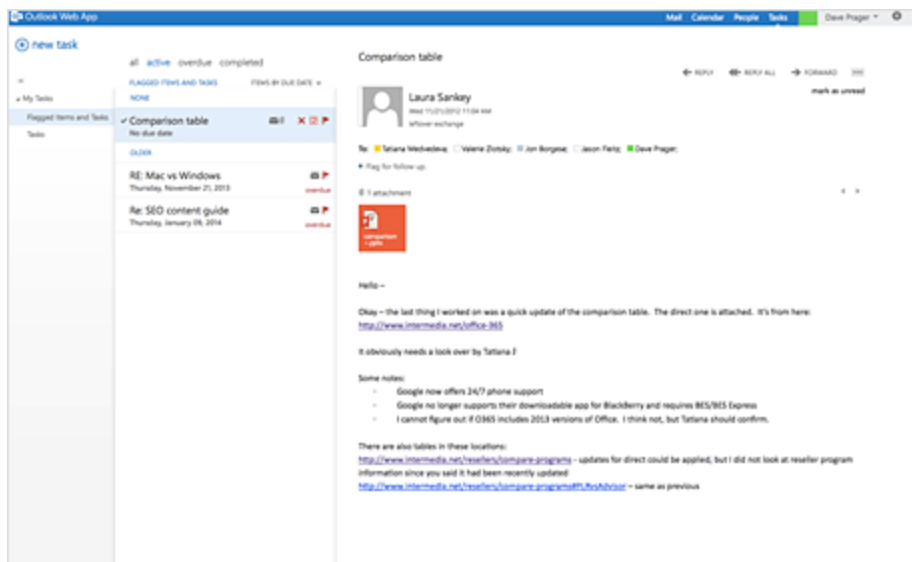
Notes

You can use notes to keep track of your thoughts. With Exchange powering your email, your notes are actually stored in the cloud so you can view and edit them on all your devices.

Resource Mailboxes

A Resource Mailbox represents a shared company asset, such as a conference room or a portable projector. They let you easily manage scheduling and sharing using your Outlook calendar. This makes it simple to see if a room or some equipment you need is available when you need it.

Public Folders

Public Folders create a repository for shared files and documents within Outlook. Administrators can assign access to specific users or groups, which helps teams and departments easily access knowledge and collaborate on documents.