



As you heard during our last All Associates Meeting, our job is about to get a lot easier!

Soon, we'll be able to access company information from any source, at any time, from any place without having to be connected to the company network. We will have a much easier time obtaining the tools and information we need to do our jobs while making GSM a more versatile company.

GSM is switching to Cloud Computing – an all-encompassing and secure digital system that helps centralize information while making it faster and easier to access and share – as part of GSM's Mobility Initiative.

You will all be getting more information on this new platform and its applications in the coming weeks. In the end, it will all be as clear as a Cloud!



## BOX Introduction - FAQs

Now that you know about GSM's new Cloud Computing system, it's time to introduce you to Box – the first of many Cloud-based applications designed to make doing business at GSM easier and more efficient.

Box is a file storage repository and collaboration tool that allows us to access marketing materials, company documents, or any other GSM information online from anywhere, at any time, using a desktop computer or mobile device.

### **HOW IS BOX DIFFERENT FROM THE SHARED DRIVE?**

The shared drive only allows us to access information from a computer connected to the company network at the office, or through Web Connect ("the VPN"). It also has information scattered among multiple titles, versions, and folders causing file searches to take several minutes or more.

Box provides greater convenience and mobility for accessing information, allowing us to obtain the latest company information from any location, using any device linked to the Internet. It also centrally locates information and organizes it into logical topics and keywords, making it faster and easier to search and update files.

### **NOTE: THE SHARED DRIVE IS NOT BEING REPLACED.**

Information requiring high security – such as financial or customer information – will remain on the shared drive and WILL NOT be stored on Box. Also, we will still be able to access information through the shared drive. Box simply represents a quicker and easier option for doing so.

### **WHY DO I NEED BOX?**

We have designed the information contained in Box to help our mobile sales team be more effective in engaging our clients. Box helps us work faster and makes projects run smoother. It allows us to collaborate by viewing or sharing documents online. It also provides options for full text searches, file comments, and avoiding duplicate or outdated files or folders.

### **HOW CAN I ACCESS BOX?**

We can access Box from any computer or mobile device connected to the Internet. Any browser (i.e. Internet Explorer, Chrome, Firefox and Safari) can be used.

### **IS BOX SECURE?**

YES. We are provided with a host of security features. All Box accounts require a password to log in and the ability to password protect files or folders.

### **WILL THERE BE TRAINING FOR BOX?**

YES. You will receive training prior to gaining access to your GSM Box account. Box training is required by the end of July, so look for a meeting invitation to one of several training sessions coming soon!

