

# 15 Practical & Helpful Computer Tips

---

1. Keep your computer running at its best – without calling for IT support. Make it a habit to shut down your programs and reboot your computer just before you leave the office every day. This will help keep your computer running smoothly, reliably and efficiently.
2. Did you know that you can automatically identify important emails in Microsoft Outlook? You can color emails sent only to you, as opposed to when you are in a group, differently from other emails. How about easily identifying emails from important colleagues or your boss? Try this out – go to your Microsoft Outlook Inbox and then in the menu bar click on Tools - Organize and then in the resulting menu window click on Using Colors.
3. Ever find that email gets too distracting? Want a break from all the noise and pop-ups? Customize your settings or disable those pop ups by opening Microsoft Outlook and going to Tools - Options - Email Options - Advanced E-Mail Options and look in the "When new items arrive in my Inbox" section.
4. Have you considered the possibilities for Instant Messaging in your office but are concerned about the security risks and inability to track activity? Or that it is too expensive for your own system? Think again! Ask IT Direct about the secure corporate IM solution that is easy to install and easy to use that comes at a price you can afford.
5. Your Windows server can automatically insure that all your Windows workstations download and install the latest security patches – as well as prevent intrusion and maintain system stability -- with the software built into Windows. Ask us how we can easily and quickly help you take advantage of the software investments you've already made.
6. Don't use Microsoft Outlook as a primary file storage system. It will significantly slow down your workstation performance, and can even cause degradation on your centralized server. Ask IT Direct how you can easily migrate your emails from Outlook to your file storage solution for more effective storage and easy retrieval.
7. Use your Windows server capabilities to insure Internet Explorer is safe and secure in your office. While many say that Firefox is the answer, you can use your Windows server to insure that your staff has secure web browsing – and make sure that they are using the Internet for business purposes - all with software already on your Windows sever. Ask us how we can enable group policies that will help keep your network safe and your employees productive.
8. Make sure you don't lose any of your valuable time and effort. Be sure to save and close your files at the end of each day so that your backup solution can get a good backup and so that updates and scans that happen at night don't cause you to lose any work.



9. Accidentally delete an email and think it can't be recovered because it didn't make it to the backup? Ask us how we can help you quickly and easily recover accidentally deleted emails even if you haven't backed up in a week.
10. Looking for a solution to keep your connection to the Internet up and running but turned off by the huge costs you are looking at? Ask us how we can provide redundant Internet connections and *crazy fast* Internet speeds without breaking your bank -- many times for less than the cost a single T1 line.
11. Email box too big? Do you keep getting messages saying that your mailbox is too big even though you have been deleting email messages all the time? Your mailbox includes not just what is in your Inbox but also all the emails in your Recycle Bin, Sent Items, Saved Messages, etc. Be sure to clean out all your folders to keep the size down and your computer running optimally.
12. Keep your computer running its best – when you have a high resolution, fancy picture on your desktop - it slows your computer down. Keep your desk clean and use pictures in frames on your desk to improve your performance and really personalize your office space!
13. Ever wonder where the recycle bin is for files on your network? The answer is: there is no recycle bin for files on your network. Be careful on network shares and don't delete files without making sure it is what you really want to do.
14. Speed up working on your computer by sending emails without using your mouse. When you are in Microsoft Outlook you can bring up a new email message by pressing Ctrl-M, and you can change from the To field to the Subject and then the Body using the Tab key ... when you're done, you can send the message by pressing Ctrl-S – keep your hands on the keyboard and you'll be amazed at how fast you can work.
15. Using your electronic schedule helps you keep your day organized and collaborate with people in the office --- did you know that you can even invite people not in your office in Microsoft Outlook? Create an appointment and click on the Invite Attendees option and then just type in the email address of your contact – click send and they will be able to put the appointment right into their calendar too.

**If you have any questions on the tips above or any other computer related question – don't hesitate to contact us:**



**Phone: 860.656.9110**

**Fax: 860.371.2097**

**Email: [ContactUs@gettingyouconnected.com](mailto:ContactUs@gettingyouconnected.com)**

**Web: [www.gettingyouconnected.com](http://www.gettingyouconnected.com)**