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## Top 10 Reasons to Buy Windows 7

1. Get quicker access to all of your stuff use Pin and Jump Lists to keep the programs and files you use the most right at your fingertips.

2. Manage open windows more easily resize and arrange windows simply by dragging their borders to the edge of your screen.

3. Quickly find what you're looking for use Windows Search to find a specific file, program, or email in a few seconds.

4. Share files and printers among multiple PCs from one Windows 7 based PC to another, you can share files, music, photos, and even printers across your home network.

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## Vacation Checklist: Prepare your PC

used with permission from [Microsoft at Work](#)

Whether you're leaving the office for the holidays, going on vacation, or taking a business trip, there are a number of things you can do to prepare your computer for your time away. Canceling appointments and letting people know you'll be gone are just a few of the things you can do to make sure your responsibilities are covered and people aren't trying to meet with you. Here are some best practices to make sure your work goes on smoothly, even when you're gone.



### Decline upcoming meetings

Decline or cancel any upcoming meetings that are scheduled while you're gone. Co-workers will not expect you to be at meetings and will know not to attend recurring meetings you run. To decline a meeting using Microsoft Office Outlook 2003 and 2007, simply complete the following:

1. Open the meeting occurrence and click Decline.
2. If you're the organizer of the meeting, either send a cancellation or arrange for a co-worker to run the meeting.
  - To cancel the meeting in Outlook 2003, open the meeting occurrence and in the Actions menu click Cancel Meeting.
  - To cancel the meeting in Outlook 2007, simply select the meeting tab and select the Cancel Meeting icon.

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## Cloud Services May be a Game-Changer for Business

The article re-printed courtesy of [IBM ForwardView eMagazine](#)

Midsized companies are moving toward an infrastructure that is optimized and responsive to help them meet new business demands. This article in our series looks at the short- and long-term benefits of cloud computing and how midsized companies can start integrating some cloud services into their existing IT environments.



In an increasingly interconnected world, the number of interactions among devices and systems is growing rapidly. As these connections multiply, businesses need to meet the demands of employees, partners and customers for greater access to systems and information. This environment places more pressure on midsized businesses and their IT resources.

By offering a scalable infrastructure and capabilities available as services, cloud computing models enable companies to realize a more dynamic infrastructure, one that can satisfy resource demands when and where they arise. Cloud models can also help businesses become more nimble and work smarter through more agile and cost-effective access to technology and information.

Businesses of any size can benefit from adopting a cloud computing approach. Larger organizations may opt for a private cloud, which holds large amounts of computing capacity behind a firewall and is typically accessed over private networks. Another option is the public cloud model, which many smaller

## Business Continuity Tip

### Think about relationships.

Operations and supply chains are reliant upon external relationships, particularly if you're a small or mid sized business. Take an active interest in the disaster recovery plans of your vendors and partners to ensure your business will not be effected if a supplier suffers a disaster or interruption. If your vendors fail, it increases the chance your business will also fail during a recovery situation. You're only as strong as your weakest link.

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### Quote of the Month

By the time a man realizes that maybe his father was right, he usually has a son who thinks he's wrong.

Charles Wadsworth

LOL

companies find attractive because it keeps IT costs down, while keeping availability up. In a public model, data and applications are stored remotely, on hardware located at a cloud provider's facilities, and are then accessed over the Internet.

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## Office 2010 – Love at First Sight!

by Jane Cage, COO, HTS

As your trusted technology partner, we feel duty bound to try before you buy. How can we make recommendations to you about products we don't know how to use? It's a dirty job, and sometimes risky, but someone has to try stuff first – so we do. Our experiences at being early adopters are sometimes frustrating. We figure our pain is your gain. I have a confession to make – it's not that way with Office 2010. Office 2010 is love at first sight!

Our IT manager had us install the advance release version of Office 2010 last week. Usually there is a little pushback on new releases from our staff because "things are different". That has not been the case this time. Every user has been thrilled with the new features in 2010. The single most appreciated element has been the ability to group email by conversation. It's true that you could make that choice in Outlook before but this is a huge leap forward from that early sorting ability. Now, when I choose to view my email by conversation, the 10 email messages that went back and forth on a topic while I was at lunch are suddenly rolled up into one single entry in my inbox with a right-pointing triangle next to it. When I click on the triangle, there are all the emails that have been sent, replied all and replied again in perfect order for me to follow the thread. It almost seems revolutionary that I can have such organization in my inbox. In a funny way, I feel better about myself because my inbox is actually "neat". But, as the infomercial says, wait – that's not all. Once I realize that the email string is not relevant to me, I can click on the IGNORE CONVERSATION button and the string disappears along with any future emails that hit my inbox related to that topic.

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## Small Phone Systems: The Basics

Small phone systems can provide big benefits to your company, whatever its size. used with permission from [Cisco](#)

Today's small phone systems can run on your Internet Protocol (IP) network—the same network you use for data and applications. This helps your business save money, streamline network management, improve productivity, enhance customer service, and much more. In fact, when combined with IP networks, small phone systems are far more cost-effective and powerful than traditional phone systems.



Small phone systems on IP networks allow you to collaborate in real time using a variety of applications, such as video conferencing and instant messaging, all within one easy-to-use interface. Small phone systems enable your employees to conduct business with colleagues, partners, suppliers, and customers using video, voice, data, and mobility applications.

When evaluating small phone systems, consider one that provides easy access within a single interface to such tools as:

- Video conferencing
- Mobile softphones
- Voicemail
- Database queries
- Your customer information database



Small phone systems can be as feature-rich as you want. You can configure small phone systems on IP networks with:

- Paging
- Intercom
- Voicemail
- Automated attendant
- 'Presence' technology



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