CCSI Essential Stream

CREATIVE COMPUTER SOLUTIONS
INCORPORATED
"Creating Clients For Life!"
15th Year Anniversary

July 2014

In this issue. . .

Read Receipts in Outlook 2010 and 2013

Adobe PDF

☐ Request a Delivery Receipt

☐ Request a Read Receipt

Tracking

When sending out urgent or important email correspondence it may come in handy to utilize the delivery and read receipt function in Microsoft Outlook. It does help to mark your email as high importance or choose a subject line with an eye catching and attention seeking sentence or phrase, but sometimes you need to know that an

Letter from the President

Each month Gusti Williams our Office Manager and Bookkeeper asks me to write a few words of wisdom for our clients. What is the one piece of knowledge that I can impart upon the newsletter readers this month? What advice can help them and their staff to be more efficient and productive on their computers?

One of the most important things for me as a business owner is knowing that my staff are trained correctly. They need to have the tools to do their jobs. And one of those important tools is education.

It is great that people have the ability to learn on their own, to explore the functions and options available in the computers programs that they use every day. But classical training will show them features that they would not think of on their own. It also teaches them how to learn and just how powerful their computers and the software that run on them can be.

Some great topics are Microsoft Word, Excel, Outlook and Powerpoint. How about a session on computer security or preventing viruses? How about in-service sessions on how to better use their cell phones or your phone system or copier?

Sharpening the skills of the staff that you employ only makes them more powerful in your workplace. They become resources in your environment and they can work together to make your business run stronger and become more competitive in your market.
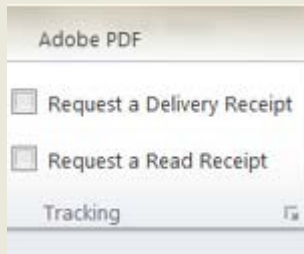
Cheers,

Scott Huotari, President

The Dangers of Counterfeit Software
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important message has been received. Delivery and read receipts are perfect for this.

Read more

Business Continuity Tip

Practice Makes Perfect

Testing your recovery plan is the best way to ensure that your business will remain operational, no matter what.

Through testing, you can reduce both recovery time and potential unknowns, ultimately protecting your business and the employees and customers who rely on you.

Download your free table top exercise checklist by clicking here.

Judge a man by his questions rather than his answers.

- Voltaire

Laugh a Little

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HAVE A GREAT SUMMER!

"I'm looking forward to less of the three R's, and more R&R."

Software piracy is a serious matter. By purchasing counterfeit software, not only are you violating the law and the intellectual rights of software authors, you are also putting your PC at risk of damage and security threats.

Counterfeit software is most often sold on bogus websites or through classified ads. Although it is possible that a counterfeit product is a good copy of the original software, it is more than likely to be defective and possibly even dangerous.

The Real Cost

You may think that you're getting a good deal when purchasing pirated software, however it can in fact end up setting you back a costly sum. Here are a few reasons why:

- Pirated software can cause your computer to crash. This can, in turn, cost you a lot of time and there's even the possibility that you could lose files or data that cannot be replaced. In the worst case scenario, counterfeit software could cause irreparable damage to your PC and all other software installed.

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A Healthier At-Work Lifestyle: Benefits of Workplace Wellness
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The US Department of Health and Human Services says 59% of employees do not get adequate exercise, while the Centers for Disease Control and Prevention sites that 75% of healthcare costs come from chronic diseases—the most preventable type of diseases. Exercising while working, or during a break from work, can give you more energy, reduce stress, and can help prevent you—and your employees—from catching the latest bug, meaning less sick days and healthcare expenditures.

Employers and team leaders play an important role in encouraging fitness at work and changing the company culture to support wellness. Here are a few ways you can lead by example to keep your employees healthier and more productive.

Go for a magic carpet ride

When the majority of your time is spent at the workplace, it's important to integrate wellness into the workday in addition to any workout you do outside of the office. Of course there's the little things you can do to keep moving throughout the workday like taking the stairs and getting up from your desk to move around. You can also do exercises right at your desk, like the magic carpet ride, or using your desk to stretch.

Read more

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