



MAY 2018 SPECIAL DAYS

May 1 • May Day
May 5 • Cinco de Mayo
May 9 • National Receptionist Day
May 13 • Mother's Day
May 24 • Victoria Day (Canada)
May 25 • National Wine Day
May 28 • Memorial Day (US)

Tech Times

The Latest Expansions To Microsoft Office 365 Will WOW You!

The wildly popular subscription-based Microsoft Office 365 offers an ever-expanding application gallery. The latest additions to the line-up are sure to excite professional users.

The professional landscape today appears quite different from photos of workspaces and desktops 30 years ago. For one, shoulder pads are no longer as common! At one point, smoking and the occasional cocktail were quite acceptable in the workplace. Naps, too! But seriously, aside from the differences in the grainy photos – and the interesting hairstyles and wardrobe choices – you'll notice major differences in staff count, communication style, office environment, and most importantly, technology.

The giant boxes that used to adorn desktops with the black screens and the giant white cursors that resembled a game of Pong. The ornately-framed diplomas and certificates on the walls of each office. Maybe a set of golf clubs in the corner? None of these are commonplace today. Why? First, let's address the "office". Gone are the days when a new college graduate receives an offer of employment and is escorted down a hallway to their own office on the first day – not since the explosive use of cubicles (we don't mean that literally). Wall space in an office is nil because offices tend to be reserved for senior management in more modern set-ups. Pre-fab cubicles are the trend, being more flexible in design and layout, more economical in cost than construction of walls, and still offering the general guise of privacy in a professional workspace.

This type of environment is far from conducive to productivity – for some. Individuals have no control over noise level since there is no door that can be shut to block sound. While the cubicle was intended to also promote a more collaborative setting, the result is often disruptive. With the pressure on to maintain or increase productivity, professionals often resort to wearing headphones in an attempt to customize their environment to their needs – or just work remotely. In fact, a reliable Internet connection is all that is needed for a completely personalized work environment. Crank loud music or have silent surroundings, whichever is more helpful. Dim the lights or open every window, depending on the lighting that works best. It's never too hot or too cold, and there's never a wait for the bathroom. Lunches are never stolen out of the breakroom fridge if the fridge isn't shared by a dozen other people!

Some organizations even maintain an entirely remote – or, distributed – workforce, where all employees work remotely. Staff may be in the same city and meet for the occasional coffee or brainstorming session, or be across the globe and only see each other via video conference. The number of distributed organizations in the United States continues to grow, including organizations like Automatic. The 400-strong staff are spread across more than 40 nations and are able to collaborate effectively, considering the company is valued at over \$1 billion. The current count of companies with distributed workforces varies, but it's estimated that as many as 200 U.S.-based brands are run entirely remotely. That means someone is potentially promoting a brand while wearing pajamas!

The professional landscape has evolved due to the modern technology. Boy, that's an understatement! Thinking back to that giant boxy desktop computer in that grainy photo and comparing it to the sleek laptop or tablet today is a clear indicator of just how far we've come. We won't lose our Internet connection when someone picks up the telephone, nor do we have to pay by the hour for dial-up service – in fact, high-speed connectivity is the standard in metropolitan areas.

Your **Top 5** Easy Technology and Office Moving Tips

Your company is busting at the seams. Staff is piled on top of each other. You're growing, but the building isn't. The time has come to move your office and your technology. Where do you begin?

As you consider your move, remember, your technology has become one of your employees, in many respects. Behind the scenes, they operate quietly. Your technology performs a high volume of functions, not seen by you and your staff.

Without them, your company doesn't function smoothly. So, your technology moving plan is as vital as your office moving plan. Implementing the process takes careful and timely planning.

Tip 1. Phone System Evaluation

Ask yourself: Is it time for equipment upgrades or replacements? How long have your phones been in use? What are the phones speaking and listening quality? Is it hard to hear the caller? Do you or any of your staff sound garbled when speaking? Are the warranties valid or have they expired?

Quick warranty tip – Most phone equipment warranties do not go beyond 24 or 36 months. If you've reached those milestones, go ahead and replace.

Installing new phone equipment will save you money, adapt to more modern technology, and new warranties are in place.

Tip 2. Cloud-Based Services

At your new location simplify your process. Maybe clean-up IT processes. Starting with Internal Server and Infrastructure. If you keep your current physical set-up, you will need to create new operation protocols.

On the other hand, you could switch over to Cloud-Based Services before your office move. What could you move into the Cloud that would free up physical space at your new location?

Tip 3. Connectivity and Floor Layout

Here is where you must do a physical walk-through of your new location. Before you conclude, your Wi-Fi will work step into the building, look at every square inch of the landscape. What is the construction of the walls? (Some interior building walls make connectivity difficult due to their development and materials)

Tip 4. Internet Speed and Connection

Frustrated with your internet speeds? All of us have at one point. As you plan your office and technology move, now is the time to improve this necessity. Before you move to your new building, check with your provider to see if there is a cost break on the new service. What you may be paying now is for existing service at your current location, not the new one.

You'll want to coordinate, with your provider when your new Internet connection goes live. We recommend giving plenty of notice, should you or a staff member needs to be at the location when the service technician arrives.

Tip 5. Transition and Moving-Day

As stated above: "Simplify your process." Before you make that rapid transition, from one phase of your business to another, consider cutting over before you move.

Taking the time to consider these items will make the overall office relocation project a more positive experience for everyone involved, including you.

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With high-speed Internet, remote staff have the connectivity to send or access shared files, send emails or instant messages, or have audio or video conferencing sessions with clients, customers, or colleagues.

The availability of productivity apps is astounding. Basic word processors that were the desktop staple haven't been replaced, but have evolved from requiring installation from a CD-ROM to not even requiring a downloaded program file anymore! Yes, Microsoft Word, the workplace word processing darling, is accessible online through subscription-based Microsoft Office 365, which has a multitude of integrated apps designed for the flexible workforce. Create documents in Microsoft Word or spreadsheets in Microsoft Excel and save them to SharePoint or OneDrive, send emails through Microsoft Outlook, design innovative and edge presentations with PowerPoint, and the list goes on.

The list of apps that integrate with Office 365 expands every day! Considering Microsoft Office 365 now includes Microsoft Teams and Microsoft Flow, the possibilities are incredible. If you've not yet experienced either of these apps, you're truly missing out.

Microsoft Teams

Microsoft was rumored to be interested in acquiring the techie-favorite collaborative platform Slack in 2016, but instead, release Microsoft Teams in 2017 as an updated and improved alternative to its Skype for Business. Microsoft viewed its Teams release as everything users loved about Slack and a "fix" to those areas where Slack wasn't sufficient. Was Slack for sale? Probably not. But it didn't matter – Microsoft decided to invest in a proprietary solution rather than re-do someone else's established product. The even better news with this decision? Complete compatibility with the full family of Microsoft products is guaranteed, and integration with productivity apps!

Microsoft Flow

Do you love rules in Microsoft Outlook? If a new email comes in, is from a specific sender, includes a group of words in the subject line, or is from a specified domain, then treat the email with a certain process – the same way, every time. Whether this is forwarding to someone else, deleting the email, or moving to a folder to organize messages, the process will remain the same until the user changes the rule.

Microsoft Outlook users love rules. Well, Microsoft Outlook users will love Microsoft Flow. Microsoft Flow is basically one big "if, then, then" rule app – but don't let us oversimplify this for you – it's so much better! Why? Glad you asked! It's much better because these rules aren't restricted to Outlook. Microsoft Flow is one giant automation machine. Rules in Microsoft Outlook are essentially automated processes the user defines, and Microsoft Flow helps users turn repetitive tasks into specific step-by-step workflows – hence the name – and automate these multistep workflows into templated processes to increase productivity and efficiency. Plus, don't you get tired of doing the same things over and over again? Users can set up a plethora of cool processes – Flows:

- If an email from your biggest customer comes in, get a push notification on your smartphone
- Save any attachments that come in through an email in Microsoft Outlook to Microsoft OneDrive or SharePoint.
- Track items like working hours or social media posts or responses in an Excel spreadsheet

Microsoft Project

If your Microsoft Office 365 subscription is an Enterprise, Government, or Academic account, Microsoft Project is available to use. Microsoft Project is a fantastic project management solution, facilitating in keeping projects, teams, and resources on track and centralized in one organized location. As with other Microsoft Office 365 products, Microsoft Project is easily integrated with Microsoft productivity apps.

Top 12 New Apps on the Market

According to Pew Research, 77 percent of all Americans now carry a smartphone. There has even been a dramatic increase in smartphone usage for those over 50 years old. As Americans realize how many tasks they can get done on their phones, new and completely radical apps are being created.

Today's smartphones have powerful processors and LTE connectivity. This is more than enough power for meeting apps, calendars, to-do lists, games, and mobile office suites. Depending on what you need to accomplish, you can find an app for just about any task, including scanning, file management, and travel booking. Though iOS is still the preferred platform, more apps are now available for Android as well. Below are our top 12 apps for making the most of your smartphone.

PocketGuard (Android and iOS)

For those who want to know where all your money goes each month, PocketGuard is a budget management app that also allows you to manage your bank account. The app uses encrypted, read-only technology that connects to your credit card and bank accounts. You can view balances, track spending and purchases, and get a quick look at bill payments. PocketGuard shows you what you can safely spend without being overdrawn or over credit card limits. It's a great way to stay on a tight budget and the app is free.

Adobe Scan (Android and iOS)

This is the favorite mobile scanner app due to its versatility. You can convert paper documents to PDF, then search and edit the document using Adobe Scan. The app uses optical character recognition to transform a document into digital text. Despite its powerful components, this app is free to download. You can save your downloaded documents to the Cloud using a free Adobe Document Cloud account as well.

Files (iOS only)

The Files app was first released by Apple as part of iOS 11. It works well with either iPhone or iPad to provide a higher level of productivity. Using the Files app, you can connect to iCloud, Dropbox and other file storage programs. Browse, organize and search through documents on any Apple device. The app makes file management much easier. You can also connect with other iCloud users in real time. The Files app is free.

Hopper and Hopper Hotels (iOS only)

These two apps have become a favorite of travelers because they save you money on travel expenses. Hopper helps predict the cheapest time to fly. You can also book your airfare ticket. Hopper Hotel gives users the ability to look for the cheapest hotel rates and book those reservations as well.

HP Smart (iOS, Android)

HP Smart replaces the HP All-in-One Printer Remote

app. You can set up and manage any HP printer or scanner using this app. It integrates well with programs like Google Drive, Dropbox, Instagram, and Facebook. You can share documents via text messaging or email.

IKEA Place (iOS only)

IKEA has tapped into a major market for those who are trying to furnish or remodel their home. The IKEA Place app lets you browse through their furniture and see how certain items would look in any room of your home. You begin by scanning the rooms you want to furnish, then simply look through their virtual store for furniture and accessories. The app provides a higher level of augmented reality to users. This app can help you avoid buying things that won't fit in your space.

Microsoft Teams (iOS and Android)

Microsoft Teams is a popular chat-based workspace that allows workers to meet online and share files. It integrates well with other Microsoft products and even some programs from outside vendors. You can be more productive using MS Teams. The app is free.

Things 3 (iOS only)

This task management app is the third release from Cultured Code and reportedly took five years to develop. It enables users to connect with other apps in order to set project goals, brainstorm, and schedule appointments.

Just Press Record (iOS only)

Just Press Record makes it easy to record anything. With one tap, you can record your kids at play or an important meeting. This mobile audio recorder also features built-in transcription capabilities and it syncs to iCloud so you can transfer files to other devices.

Chefsfeed (Android only)

If you have a hard time choosing a dining spot, the Chefsfeed app can help you decide. This app includes food and restaurant reviews from professional and celebrity chefs. Learn all about the best dishes and the best restaurants in your area. You can even book restaurant reservations. The Chefsfeed website contains articles and videos that would appeal to all foodies. Chefsfeed is free to download.

Gorogoa (iOS only)

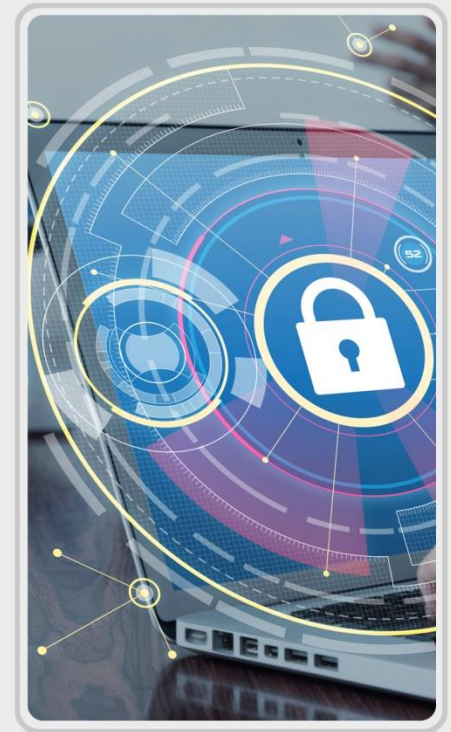
This visually stunning iOS puzzle game takes you on a surreal journey to find and stop a magical beast. Using overlay panel elements and objects in the environment, players can combine elements to create a living game world. This unique puzzle game is beautifully hand-drawn and full of surprises.

Notion (iOS and Android)

Notion uses artificial intelligence and unique algorithms to help users sort through and organize their email inbox. The Radar feature shows you what messages require an immediate reply. It includes helpful features like swipe controls and customizable notifications.

Who's Spying On Your Business?

Do You Have Confidential Information On The Dark Web?



Free Dark Web Scan!

Sign up with Aveir Technology during the month of May and you'll receive a complimentary dark web scan for all your staff and business information. Call 775.329.2400 or email sales@aveir.com.

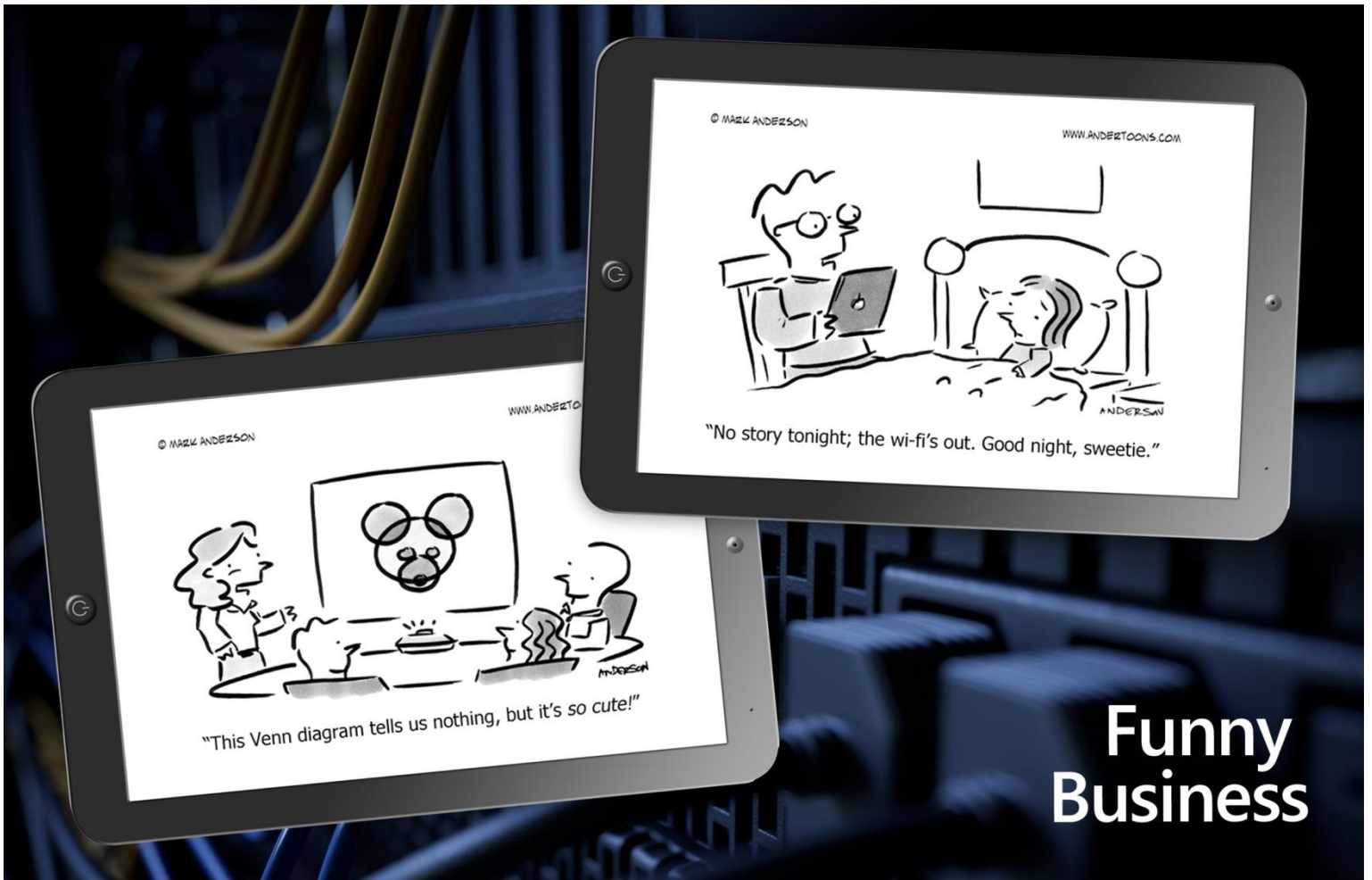
Special offer good through May 31st

Quotes of the Month

"When you have the right people, it's rocket fuel for the business."
Julie Walters, Founder of Raremark

"The art of leadership is saying no, not yes. It is very easy to say yes."
Tony Blair

"The key to successful leadership is influence, not authority."
Kenneth H. Blanchard



Funny Business

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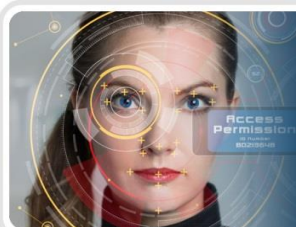
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Who's Spying on Your Business? Do You Have Confidential Information on the Dark Web?

Free Dark Web Scan! Sign up with {company} during the month of May and you'll receive a complimentary dark web scan for all your staff and business information.. *Hurry, offer good through May 31.*