

# THE pact-ne PULSE

YOUR TECHNOLOGY BEAT

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pact-ne  
OPTIMIZING TECHNOLOGY

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## FIVE SECRETS TO IMPROVE YOUR BUSINESS' EFFICIENCY

In the words of Paul J. Meyer, founder of the Success Motivation® Institute, "productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

The same sentiment can be felt in regards to your business.

From file sharing and instant messaging, to scheduling and billing, businesses are beginning to make the move to incorporate technology driven solutions into their office environments, which is resulting in a dramatic increase in their overall productivity.

Here are four ways that you can start utilizing technology to improve your business.

1. **Make the move to mobility:** As technology advances and we move deeper into the age of the internet-connected devices or the Internet of Things (IoT), business owners expect the ease of comfort of working away from the office. Consider a cloud solution to allow yourself the freedom to access your desktop or applications from the comfort of your home.
2. **Invest in digital marketing:** Communicating with prospective customers is made easy when they are reached out to in a platform that they frequent, which in this age is digital. Make sure that your business

stands out amongst the crowd with a professional and optimized website. The days of the phone book search are over.

3. **Check the overall health of your business:** From evaluating your most profitable products to discovering how your sales professionals are performing, incorporating some sort of business performance measurement system or software is vital for you to get a clear picture of how your business is actually running.
4. **Reduce equipment downtime:** In the past, when a piece of technology went down in business, IT support was pretty simple with office administrators resorting back to dealing with customers the old fashioned way. Nowadays, when a system goes down, it directly affects customer service. Ensure that your business is protected with a business continuity plan to keep your files safe and your office working, even during recovery.

Remember, technology was created to make our lives and our businesses run more smoothly. As we move into a world that is more technology dependent, businesses will have the choice between adapting or getting left behind. Start incorporating technology into your business to build an office environment that is more productive and hassle free.



Dan Edwards, CEO & Founder  
Pact-One Solutions

# WORK SMARTER, NOT HARDER IN MICROSOFT OUTLOOK

We all know that Microsoft Outlook was created to make it easier to communicate with one another, and manage our email but that doesn't mean that it comes without difficulty. With all of its features, functions, settings and capabilities, Outlook might need a Rosetta Stone!

To get you up to speed and on the right track for making the most out of your Outlook use, we've compiled a list of 4 Microsoft Outlook tips!

## 1. Use Search Folders:

For the messy inboxer in all of us, this feature helps you navigate that sea of cluttered emails and ensure that you no longer miss that email from your beloved Uncle Steve or more importantly, your boss! Start in the folder tab and choose the second option from the left: New Search Folder. Select "mail from and to specific people" or "create a custom Search Folder." Follow the prompts and enter your parameters. When complete, you'll see your new search folders appear at the bottom of the left pane.



## 2. Unsubscribe from an Annoying Thread:

Everyone hates those pesky office e-chain letters that you find yourself wrapped up in. Mute the conversation by highlighting a message from the thread that's problematic and clicking the Ignore button. When selected, a popup screen will appear that asks you to confirm that you want to delete the selected conversation and all future messages on that thread. Click Ignore Conversation and all the old messages as well as new ones will go straight to the trash folder.

## 3. Create a Distribution List:

If you find yourself emailing the same group of people frequently, the distribution list setting will be helpful. Go to the contact section of Outlook and click the new contact group button. Decide on a name for your contact list and type it in the appropriate bar. To add people to your list, click the button called Add Members and choose the address book. Select the contacts that you would like to add and click the Add Members button. After you save your group, you can from then on out use the name of the group in the To field of any email to send a message to those people all at once.



## 4. Use Template Emails:

If you send out a monthly or weekly report that consists of the same basic information with only a few details updated, then read on. Start a new email message and type in the body of the email and subject line as much information that you will need to reuse. Be sure to leave yourself a clear and visible blank space or other placeholder, so that you know what information that you are going to have to change each time. Go to the File tab and Choose Save As. Change the file type to Outlook Template (\*.oft) and hit save.

Check back next month for more Microsoft Tips for your office!

# Who Wants to Win a \$25 Starbucks Card?

Here's this month's trivia question. The fifth person to respond with the correct answer will receive a \$25 Starbucks card!

**The city name Taumatawhakatangihangakoauauotamateaturipukakapikimaungahoronukupokaiwhenua kitanatahu means what phrase?**

- A. Land of fire
- B. Place where Tamatea, the man with the big knees, who slid, climbed and swallowed mountains, known as landeater, played his flute to his loved one.
- C. City where the mountains meet the sky
- D. Village of talking animals

**Call now with your answer:** 866-722-8663



# SHINY NEW GADGET OF THE MONTH: THE PEBBLE STEEL SMARTWATCH!



It's a bird.

It's a plane.

No, it's the Pebble Steel Smartwatch!

Crafted with stainless steel and Corning® Gorilla® Glass, the Pebble Steel Smartwatch is the latest in wearable technology. Designed in two finishes: brushed stainless steel or matte black, this watch features a 5-7 day battery life, all pebble applications, and a daylight readable display. With a new tricolor status LED highlight, this watch not only allows you to track your fitness, but also to be notified when your favorite team scores or activate voice navigation without having to touch your cellphone.

Order yours today at  
[www.getpebble.com](http://www.getpebble.com)

## SPECIAL ANNOUNCEMENT!

Pact One is proud to announce that they have made Ingram Micro's 2014 SMB500 List! The annual list recognizes the top 500 fastest-growing Ingram Micro U.S. channel partners serving the small and midsize business market. This award represents our commitment to providing you, our valued clients as well as the entire SMB market with access to optimized technology to improve their business.





The month of July brings good times, water play, yummy food and fireworks. Families around the nation gather together to celebrate America's independence. The fourth of July is a holiday that you probably know very well; but here are a few facts that we bet you didn't know!

- July 2nd might be the more appropriate day to celebrate our nation's independence as it was then that Jefferson declared America Independent. However, it wasn't until two days later that Congress accepted Jefferson's declaration.
- In an odd twist of fate both Thomas Jefferson and John Adams died on July 4, 1826.
- According to TIME magazine, July Fourth is the "biggest hot dog holiday of the year," with Americans consuming roughly 155 million of them on Independence Day alone.
- The Liberty Bell has not been rung since 1846. To preserve the cracking iconic instrument, the 2,000-pound bell is tapped 13 times to signal for bells across the nation to start ringing.

## Stay Happy and Healthy at the Office!

Office life is demanding. From running to meetings, to answering customer calls to sharing documents, offices require significant amounts of employee engagement in order to run effectively. It's all fine and good until we experience, what we like to call, strapped to desk syndrome. It often happens when we become so bogged down by our workloads that we forget to take a break to stop and smell the roses from time to time. While it is important to stay productive while on the clock, it's also just as important to keep your health both mentally and physically in check as well. Otherwise, how can you do your job?

Read on for some tips on how to stay happy and healthy while at the office!



### Take the scenic route

Let's face it. When faced with the choice between taking the stairs or taking an elevator, most of us would naturally gravitate towards riding that electric lift. We don't blame you. But one of the easiest ways to ensure that you are able to stay healthy while having an office job is to exercise regularly. Take the long way around the office to get to that conference meeting room. Take the stairs when

available. Walk outside to get some fresh air for a bit during breaks.



### Hydrate, hydrate, hydrate

With all that exercise that you'll be doing around the office, no doubt that you'll work up a sweat. It's important that you stay hydrated to combat fatigue. Stay away from soda and other sugary drinks, as they will only quench your thirst for a quick second. Stick to water as that will allow you to stay hydrated for longer and features a lot of other health benefits as well.



### Keep healthy snacks close by

We all get hit by those 2pm afternoon munchies. When the snack bug hits you, reach for something that's going to give you an energy boost for the long term. Things like almonds, fruit, a string cheese stick or even greek yogurt are healthy treats that will keep you working without expanding your waistline. If you're looking for something a little sweeter, remember that moderation is key.



### Pack your lunch

Packing your lunch provides you with total control over the nutritional values in

your lunchtime meal. When you rely on fast food or other convenience type of food, you can easily run into eating something that appears healthy, like a salad from McDonalds, but rather contains 40g of fat and 1,370mg of sodium! Make the calories that you consume mean something by eating more wholesome foods.



### Design your office space to reflect you

People feel comfortable when they are able to work in an environment in which they feel a part of. Most of us spend at least 40 hours a week in our offices, so they might as well reflect a little bit of our personalities. Whether your office space is a full blown room, a cubicle or even a desk in a corner, make the space your own! Put up appropriate pictures of your family and friends to make you feel that much more at home.

Work will always be exactly as its name implies, work, but if you start incorporating these tips and tricks into your office environment, you can make your office a bit more enjoyable. Give us a call here at Pact One to start making your technology healthy just like your life.