

Newsletter



Christmas Opening Hours

Even the hardworking and dedicated Interfuture team are allowed Christmas off and so, in addition to the festive weekends, the office will be closed as follows:

Monday 26th December
Tuesday 27th December
Monday 2nd January

We wish our clients a very happy Christmas and new year



Happy Christmas

As the year draws to a close, we reflect back over another eventful year:

In our 25th year of business, we welcomed 3 new members of staff (ironically, the same as the number of Prime Ministers to rule our lands!).

We've also launched a new website, reinstated the newsletter, gained new clients and gained some impressive additional IT qualifications. Well done us!

I invite you to enjoy our last Newsletter of 2022 ...

Meet The Team

Ah ... they're a shy bunch ... maybe next year! Or, you could watch our new video, and see where all the magic happens:

www.youtube.com/watch?v=fyBID6Mv6YI&t=2s



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What's Happening in December

I must first mention **Decembeard** – men (and maybe some women!) can put away their razors for the month of December, to raise awareness & money for the research & treatment of bowel cancer – the second biggest cancer killer in the UK!

Friday 9th is Xmas jumper day – question: can you wear the same jumper every year? It's environmentally/purse friendly but the Xmas photos will tend to all look the same ☹

Saturday 10th is both international human rights and animal rights day.

Monday 12th is Postal Workers day, although as far as I can tell the whole of December is going to be their day this year, as they seem to be on strike for the entire month!

Finally, **20th Dec to 5th Jan** is the Festival of Winter Walks, so be sure to wrap up and get out for some fresh air ... maybe even walk off some of those calories!



Tips & Tricks



Outlook Emails

- If you would like to see the total number of emails in a folder, rather than just the unread: right click on the relevant folder/*Properties/General/Show total number of items/ok*
- To automatically file an email from the same sender – hover over the email you wish to file, right click and select "rules", then "always move messages ...", then the destination.

£ Buyer Beware!

According to Action Fraud, the National Fraud & Cyber Crime Reporting Centre, Christmas is a bonanza for cyber criminals ... its literally, well, Christmas for them! The most popular scams (20%) were related to the purchase of electronics, 13% to mobile phones and 8% to vehicle purchase/sales. Our advice is to:

- Choose carefully where you shop: research online retailers before you buy
- Protect your accounts: set up 2-step verification and choose unique and secure passwords
- Pay securely: Use a credit card – most major cc providers protect online purchases and are obliged to refund you in certain circumstances. Using a cc (rather than a debit card) also means that if your payment details are stolen, your main bank account won't be directly affected. Also consider using a payment platform, such as PayPal, Google or Apple Pay, and whenever you pay, look for the closed padlock in the web address bar – it means your connection is secure.