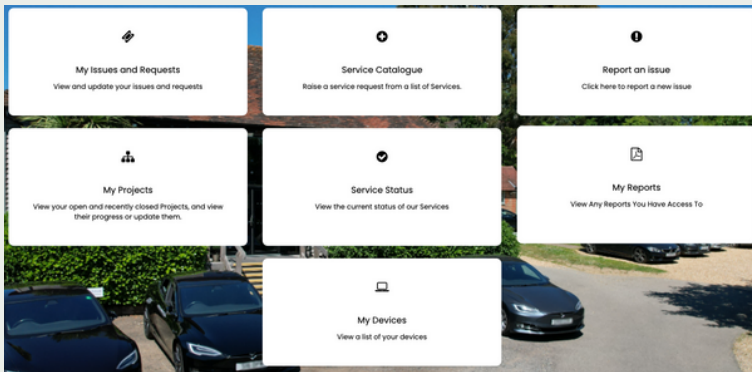




## Client Portal

Exciting times - the new client portal is up and running and we are rolling it out to all our clients over the next few weeks. Most of you will have been contacted about this already but for those of you that haven't, stand by - we will be in touch soon.

The portal will enable you to access all your information in one place: from reporting an issue, to tracking it's progress, to accessing reports, and seeing a list of all your devices, etc..



## Newsletter

So the year is gaining pace and here we are, already in Spring (someone should let the weather know!).

Over here at HQ we are busy assisting clients with upgrades to software and hardware - it seems that there is a real "out with the old and in with the new" vibe at the moment. If anyone is considering replacing hardware - we are very happy to help.

The new client portal roll out is almost complete (more later) and we make another plea to maintain the health of your pc.

Read on ...



## PLEASE REBOOT

We notice that not all our clients are closing down or rebooting (restarting) their computers every day. This is important because it can improve security, functionality and speed by:

- enabling software updates to be completed and applied
- clearing the system memory (RAM)
- fixing software issues and maintaining system stability by clearing out small glitches, memory leaks, and conflicts
- freeing up resources - simply closing a program may not always cause it to release system resources

To do this:

Ctrl + Alt + Delete, click the Power icon (bottom right corner)



## Tips & Tricks

### Outlook - Advanced Find

This is a powerful tool for searching emails, contacts, calendar items, tasks, and other Outlook objects. Simply press:

Ctrl + Shift + F

To:

- Search in specific folders or across Outlook
- Search by Date Ranges
- Search for items with attachments
- Use Logical Operators such as AND, OR, and NOT
- Add or remove fields to customize your search criteria
- Use Multiple Criteria eg. sender, keywords in the subject or body, attachments, dates, etc.
- Save your searches for future use



## What's Happening in March

A busy month this one - first, it's Veggie month where we embrace plant-based diets for health and sustainability, then there is World Book day on Thu 7th. Now I have given you fair warning of this one. For those of you with young children, you will be required to deliver your child to the school gates dressed as a character from a book. I was always hopeless at remembering this sort of thing and had to send a child to school in my wedding dress once! I left it to the school to decide what character she was .. maybe Miss Havisham!

No smoking day takes place on Wed 13th, followed by St Patricks day on Sun 17th: for those with Irish interests. Actually, it is believed that St Patrick was born in Scotland, in 385AD, but fate took him to Ireland where he set about converting the locals to christianity. It is said that he used the Shamrock to explain the Trinity - showing how the Father, the Son, and the Holy Spirit could be separate elements of the same entity.

I could mention many more but one that you simply must not forget is Mothering Sunday on 10th.

## QR Code Scam

One of our priorities, here at Interfuture, is cyber security and through 24/7 monitoring and protection we are able to filter out most of the malicious spam emails that you would otherwise be bombarded with each day. If you do receive an email that you think looks suspicious, please send it to us at: [suspicious@interfuture.co.uk](mailto:suspicious@interfuture.co.uk) and we will take it from there. A new emerging scam to watch for is:

**Quishing** - a form of scam where the recipient is asked to scan a QR code included in the email. Users are more likely to use their personal phone to scan the QR code and personal devices may not have the same security protections as a computer that's provided by an employer.