

JUNE 2022

TECHNOLOGY INSIDER



Your monthly newsletter,
written for decision-
makers

Microsoft 365 Productivity Tools Focus more, be interrupted less...and get stuff done.



When you're a business owner or manager, you are pulled in many different directions, constantly. Unrelenting interruptions, the need for splitting focus, not having time to complete your tasks...all can lead to a feeling of total cognitive overload by the end of the day.

Fortunately, the past couple of years have helped ratchet up the productivity tools that we need. We've gathered a few tips together on **5 key areas to focus on to tweak your productivity using Microsoft 365:**

• **Scheduling**

Get your calendar right and that can eliminate many of your productivity issues in one go. With the help of Scheduling Assistant, Room Finder, Teams, and Bookings, you can nip scheduling issues in the bud.

• **Planning**

One of the best ways to keep on track with what you need to be focusing on is to plan each day well. Start each day or week by creating a detailed to do list. Microsoft 365's To Do app is a favorite way to create a list and keep on top of it. And, for your own sanity, don't forget the power of delegating, as well!

When your people have a clear plan to follow, they're less likely to need to interrupt you. Microsoft 365's Planner is a great, easy-to-use tool to help you save time, while Project is best for getting the big picture on projects.

• **Workflows**

Automating tasks that are repetitive can save you hours every week. One of the best apps to help you get started is Microsoft 365's Power Automate.

• **Automation**

From data entry and reporting, to processing forms and even invoicing. It can even make recommendations on the tasks you could automate to make you more productive.

• **Focus**

Find it difficult to focus on tasks without being interrupted? Microsoft 365's Focus Assist may be for you. It allows you to silence all digital interruptions for a set amount of time. Windows 11 has tweaked it further, with a timer and new do-not-disturb features.

For more details on these great new features, see our [June Educational Guide](#).

DID YOU KNOW?

The Fulcrum Group has a treasure-trove of great **Microsoft 365 How-To Videos**, featuring really helpful 30 seconds-or-less tips on

Word, Excel, Teams, PowerPoint and Outlook.

Check them out in the [Resources area of fulcrum.pro](#) and share them with a colleague or your staff!



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Technology update

Windows 11's first major annual update is expected next month. We've heard talk of faster, smoother, more modern looking Windows, app folders in the start menu, and a new Task Manager app.

It's also been suggested that Windows 11 will work better on tablets after the update, too.

Have you made the switch from Windows 10 yet? What do you think about it?



WHO GETS THE QUIZ WINNER'S CROWN THIS MONTH?

You do have a quiz winner's crown, right?!

1. Worldwide, which language is most used on the internet?

2. How many Facebook members are there?

3. What was the name of the first laptop?

4. What was Android originally developed for?

5. What did Steve Wozniak and Steve Jobs sell to fund Apple's first computer?

The answers are below

- 1) English, used by 25% of people online. Chinese is second and Spanish third
- 2) 2.9 billion
- 3) The Osborne 1, released in 1981. It was heavy at 24 and a half pounds
- 4) To be an operating system for digital cameras
- 5) A scientific calculator and a Volkswagen van

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**INSPIRATIONAL QUOTE
OF THE MONTH**

“Just because something doesn’t do what you planned it to do doesn’t mean it’s useless.”

Thomas Edison, Inventor”

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#1

You know when you think your phone has vibrated in your pocket, but when you pull it out... nothing? This has a name: “Phantom Vibration Syndrome”

#2

It took radio 38 years to reach an audience of 50 million. The iPod did the same in just three years

#3

on average, people read 10% slower on a screen than from paper

TECH FACTS

**NEW TO
WINDOWS 11**

**Add folders to
your start menu**

If you’ve made the switch to Windows 11, you’ll soon have a new power: The ability to organize your Start menu apps into folders.

It’ll work by simply dragging and dropping icons on top of each other to create folders.

You’ll get this new power in an update in the next few months.



Malware is becoming increasingly difficult to spot

According to new research, four in five malware attacks delivered by encrypted connections evade detection. And since two thirds of malware is now arriving this way, it has the potential to be a big problem for your business.

This type of threat has already hit record levels and continues to grow. So, if you don't yet have a response and recovery plan in place, now's the time to create one.

It sits alongside your cybersecurity software protection and regular staff training. The plan details what you do in the event of a cyberattack.

Having the right plan in place means all your people will know how to sound the alarm if something is wrong. It ensures downtime and damage are kept to an absolute minimum.

The faster you respond to an attack, the less data you should lose and the less it should cost you to make things right.

Of course, you should also follow the usual security guidelines of making sure that updates and patches are installed immediately, and you are regularly checking your backup is working and verified.

Businesses that don't place a high importance on their own cybersecurity planning are the ones hit hardest by such an attack.

Can we help you create your response and recovery plan? Call us.



QUESTION

How can I make my display more organized?

ANSWER

Consider adding a second monitor. Not only will this allow you to better organize your apps and windows, but it will also give you more workspace.

QUESTION

Can my phone be hacked?

ANSWER

Yes! As well as the risk of phishing and smishing (that's phishing via text message), you also put your data at risk by connecting to public Wi-Fi. Fake apps can be an issue.

QUESTION

How do I know if my Teams app is up to date?

ANSWER

Just click on the three dots next to your profile picture and select 'Check for Updates' from the menu. If you're using Windows 11, you'll need to check under settings -> about Teams.

Business gadget of the month

Laptops are great for remote work. But sometimes you can't beat a desktop. That's where a good docking station comes in handy.

The StarTech Thunderbolt 3 Dual-4K Docking Station allows you to connect your laptop to two external monitors, printer, keyboard, and backup drives, giving you the full desktop experience.

It's expensive at \$315.99, but a good investment for remote workers.



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