

Your monthly newsletter, written for humans not geeks

Would your business survive the 4 beer test

So it's unlikely you'll be having a traditional office Christmas party this year. Thanks Covid, you party-pooper.

But I'm sure at least some of your team will find a way to celebrate together over a few beers after work one day.

And that's why it's worth asking if your business can pass the 4 beer test.

What's that? We reckon 4 beers is about the stage where people start to "relax" so much, they start to forget the important

Like picking up their laptop bag when they leave the bar. Or as they're jumping off the train home in a fluster, after a little impromptu nap.

Laptops and mobiles get left in bars and on trains all the time, especially on dark winter nights like these.

Thing is - depending on your IT setup, a lost laptop can either be a minor inconvenience. Or a complete disaster.

this Christmas?

How can you tell which? By asking these 3 questions:

- Is it encrypted?
- Is it password protected?
- Can the data be wiped remotely?

If it's a "yes" to all three, you can relax. It's annoying you've lost your device... but your business's data is safe. No-one can access it.

And if you can't positively answer all three... uh-oh... problem. These days, the loss of data is a much bigger deal than the loss of a device.

If you're not 100% sure you can answer all 3 questions with a big fat YES... then give us a call. We can check for you.



HELPING LOCAL BUSINESSES

Reduce IT Costs in 2021

How would you like to enter 2021 with a fixed LOW PRICE monthly security and support contract to help your business save money in 2021? Reduce Costs and Increase Security...

Talk to us today to see how you can start saving? 01908 410261

Find out what's included here:

https://www.yourcloudworks.com/ covid-it-security-and-support-special-offer/





Your business could be more productive with one

Most businesses simply wouldn't survive without technology. That's a fact.

When you have the right tools, devices, and network in place, your work is made easier; your team is more productive; and that leads to a more profitable business.

But did you know that many UK businesses are working with an IT infrastructure that simply doesn't meet their needs?

Sure, they have a network that they can access, and they're using tools that help get the job done. But when you look at their plans for the future, or you speak to their team, you'll realise they could be doing so much more.

Does this apply to your business to any degree? You see, an IT strategy is the foundation to moving your business forward. Improving productivity and

If you're just winging it, you're almost certainly wasting money and holding your business back.

profit.

This is why we're offering you an IT strategy review. My team of experts will assess several areas of your IT infrastructure and the way your people use it, to see what improvements you can

Ask yourself: When did you last create a formal business IT growth strategy?

If your answer is more than a year or two ago – or worse, never – then you have some work to do. And with a new year just weeks away, there is no better time

They'll also discuss your plans and goals for next 12 months to 3 years, to make sure your system is up to the task.

Before we do this, we'll need to have a quick video call (no more than 15 minutes) to discuss your business, and to answer your questions.

Book your 15 minute video call now:

Visit www.yourcloudworks.com/it-support/#bookacall to book your video call You can see our live diary there and choose the time and date that suits you best

MICROSOFT 365 TIP

Sharepoint's a great way to collaborate on documents. But how do you know when a colleague has made any changes?

Simple. Set up Alert Me. You can select any file, link, or folder for alerts. From the list of options, click the ellipses (the 3 dots ...) and then select Alert Me. It's really as simple as that.





It's quite hard to believe we're this close to Christmas, isn't it?

This year has just shot by. I think losing all those weeks and months to lockdown made it seem like the time has gone faster... although I remember the actual days at the time moving quite slowly!

How's your business been this year? And what are your plans for next year?

As tough as it's been for many businesses round here, it's also been wonderful for me to talk to business owners and managers who have really great plans for next year.

I know it's a cliché to talk about adapting and pivoting. But there are some very smart people around with some incredibly ambitious plans. I feel privileged to be working with so many of them.

No wonder people are talking about 2020 having seen 5 years of change and progress.

I wonder what 2021's got in store for us all?

MONTH

Tech Fact#1

Ever wondered why your eyes sometimes feel dry when using your computer? When you're looking at a screen you only blink 7 times a minute. The normal rate is 20 times a minute. No-one knows why this happens

Tech Fact#2

And we read slower on screens too - up to 10% slower than from paper

Tech Fact#3

The very first computer mouse, in 1964, was made out of wood

Tech Fact#4

It's estimated up to 92% of all emails sent are spam

INSPIRATIONAL **QUOTE OF THE**

"The Web as I envisaged it, we have not seen it yet. The future is still so much bigger than the past."

Tim Berners-Lee, creator of the World Wide Web

New year, new devices?

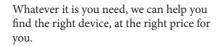
With a new year just around the corner, it's time to get everything in place so that you can start the year as you mean to go on.

Does that mean that you could do with some new devices in the business?

- Perhaps you're working on something slow and uncooperative?
- Maybe your device is so old it can remember dial-up internet?

Let's chat on Zoom

 Or possibly you just need something that has the right spec to allow you do your job well?



Stocks of laptops and other devices have been really up and down this year. Production's clearly been massively affected. So this is one of those things that'll be easier with some advance planning... don't leave it to the last minute.

Get in touch, and we'll tell you what devices we're recommending right now.



Three questions for you

- 1. Do you currently have an IT support company?
- 2. How happy are you with them?
- 3. If the answer isn't "utterly delighted", let's jump on a Zoom

Covid has taught businesses round here just how important proactive, responsive IT support is.

We're now taking on new clients again for 2021.

If you'd like to set up a 15 minute exploratory Zoom, go to

www.yourcloudworks.com/contact-us/#bookacall

This is how you can get in touch with us:

CALL: 01908 410261 | **EMAIL** business@yourcloudworks.com **WEBSITE:** www.yourcloudworks.com





QUESTION

Do you recommend Dropbox for sharing files?

ANSWER

Not with work colleagues, no. Security can be an issue when you're sharing files using all sorts of apps. Ask your IT partner to set up a safe and secure way for your team to collaborate.

QUESTION

What's the quickest way to speed up my computer?

ANSWER

This is the question we get asked the most! There are dozens and dozens of things that can slow a computer down. One easy thing you can try is just restarting it every couple of days

QUESTION

How many tabs can I have open in Chrome?

ANSWER

It's believed that the maximum is around 9,000! However your Chrome wouldn't be very easy to use at that stage. We recommend you have no more than 10 to 20 open at one time. The more tabs, sometimes the slower Chrome and your computer can be.