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# TECH TIMES

Monthly ——— October 2021

## BUSINESS TECHNOLOGY NEWS

**P2** Alternative uses for  
Microsoft Teams

**P3** Leverage Your Email  
Signature to Grow Your  
Business

**P4** Technology Tool of the  
Month

### Monthly update from Manny



A price hike across Office 365 licensing has been in the news this month.

Microsoft's flagship product has remained the same price for many years. The software giant has notified partners and the IT Channel that prices will be increasing in early next year.

Now you may see this as a bad thing. However, the number of features and applications that Microsoft has added and continues to add as part of the Office 365 suite of apps keeps growing.

We're here to help get the most value out of your technology investment, so if you are not already a customer, time to pick up the phone and we'll help your business make the best use of Office 365

Speak with me directly on 07951430951 or drop me a line  
[scott@itrockstars.co.uk](mailto:scott@itrockstars.co.uk).

IT Marketing Geek  
- XpressteX



### Did you know?

Windows 11 will be released  
sometime in late 2021



### XpressteX

Our mission is to make  
your business more  
efficient using technology.

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# 02 Microsoft Teams

## Use Cases

### Does your business run on Teams?

Like it or not, Microsoft Teams has taken the business world by storm. Pre pandemic Teams was gaining traction as a replacement for Skype & Slack.

When the pandemic hit, almost all businesses with Office 365 made the switch to Microsoft teams for online collaboration.

With many of our clients now fully embedded with Teams, we thought it would be worthwhile sharing some compelling use cases that you may not even know are possible within MS Teams.

#### #1 Ditch WhatsApp for Teams & Take Control

Ask any data security geek, and they'll tell you that all business data should be under lock and key, with the business able to control where the data is stored and who has access.

This brings up some scenarios, including the use of applications like WhatsApp - if you are using this application to communicate with colleagues in the business about business affairs, you seriously need to consider migrating your instant message chats to Microsoft Teams.

Not only will your data be secure, but it will be under the business control, so if an employee should leave the organisation there not going to walk out with all that business data in their WhatsApp account.

Microsoft Teams has a fully functioning chat capability on Android & IOS, which is worth checking out.

#### #2 A Members Portal

Does your business interact with associations or run a membership? Well, Microsoft Teams allows you to create public teams, which you can open up to anyone with an email.

Within this feature, there are many possibilities on what exactly you can do in a public team. Some of the best use cases we've seen to date include a membership body that houses a member portal including content resources, a SharePoint news section and even a PowerBI dashboard for members to interact with.

The members portal drives engagement within the membership, and since the pandemic, they've entirely stopped issuing member information by mail instead then now publish directly into the membership Team.

#### #3 Delegate and Plan

Teams has many apps that you can add as a tab. One of the most loved that we show all in management roles is Microsoft planner. This tool is part of Office 365 and is a cut-down version of Microsoft Project.

You can quickly set up a plan and delegate out tasks within the planner to members of a team. The handy feature of task delegation with the Team is that the user in question will notify Teams that they have a task to complete. Managers love this feature, and tasks can be dealt with quickly due to the persistent chat, which is much quicker than sending and waiting for a reply in an email.

If your business would like to find out more about how to get the best from Microsoft Teams then don't hesitate to get in touch with us today.

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# 03

## Email Signature Magic

When was the last time you replied to an email from your mobile device, and the default "sent from iPhone" or similar was stamped at the bottom of the email?

Yes, that was me until I found out about cloud-managed email signatures.

### Business & Employee Identity

There are some basics your email signature should have no matter what device you send from. These include:

- Your Direct Dial (Cell/Mobile Number)
- Your Full Name
- Title within the business
- Social Media Links to your business pages

These four items are crucial, but I believe the 1st on the list (your direct dial) is probably the most important.

When was the last time you tried to get hold of someone on the phone but only had their email? An easy win here for you and your contacts. Include your direct dial out of courtesy.

### #2 Marketing Promotions & Awards

Your marketing department will love you for this one. Still, the email signature space is an ideal opportunity to help promote current marketing campaigns or annual awards your business may have received.

As an added benefit, if you choose the right email signature management software, it will track how many clicks your contacts make on your promotional material.  
**#3 Manage across all devices**

Managing email signatures across all of your devices and employees can easily be accomplished with this right software.

In the IT business, we tend to use a system called active directory. Part of a businesses server infrastructure, also included within cloud solutions like Office 365.

The directory is the location where job titles, telephone numbers and contact details for all users within an organisation are usually stored.

Cloud-managed email signature software taps into this directory, allowing for a one-click integration between the directory and stamping all emails sent from any device linked to your business.

The beauty of this system is that there is no need to manually set up every employee's phone, laptop, tablet etc. All the information is managed in the cloud, and the system is deployed with one click.

If you want further information about how your business can take advantage of email signature management software, get in touch with us.



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# 04 Tech Tool of the Month

## NeuShield

Not all Ransomware protection is the same.

Nextgen ransomware protection is able to detect and block known malware and viruses.

Neushield Data Sentinel is different. It goes deep into your systems to recover data - no matter how or why the data was changed.

Find out more at  
<https://www.xpresstex.com.au/>



### What you need to know about XpressteX

We are a team of helpful and like minded individuals. Our mission is to help other local businesses thrive using technology.

It today's world it's not about the tech but the business goals and what can be achieved and made easier using technology.

When you meet us for the first time, we'll look closely at your business processes and help identify technology gaps that can improve your bottom line.



### Schedule your network assessment

Are you frustrated with the speed of your computers and internet? Schedule a network assessment today.

