

Weekly Tech Tips

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In the Know...



Everyone could use a \$5 gift card to Pancheros, Hy-Vee, or another local hot spot, right? Every week, you'll have a chance to win a gift-card all your own. Tune in next week for contest details to make sure you're "in the know" about this awesome opportunity!

Let Us Reward You!

Do you know of a business struggling with their IT needs? If so, we've got the solution! Go to www.robertstechs.com and refer them under our "About Us" section! They'll receive a free Network Assessment with no strings attached, and if they become a client, you'll be rewarded as well!

Creating a Signature in Outlook

The last thing someone sees when reading an e-mail is your signature. It's important to leave a professional impression, while also providing the necessary information people may need. Your signature should always include your name. This tells them who they are communicating with, and who they need to address when responding. Don't put irrelevant information in your e-mail signature. For example, you shouldn't use a quote unless it is representative of your company or your brand. Otherwise, you may offend someone who doesn't have the same values and opinions as you. Keep your e-mail signature clean and simple. Custom fonts to catch someone's eye are not recommended. The font you choose for the signature should match the font used in the body of the e-mail.

A large percentage of e-mails are now opened on mobile phones as well. Make sure links included in the signature are easy to click when using a smart phone to access them.

If your company has a requirement on signatures, you'll need to abide by the rules and expectations set. Always try to keep signatures on the smaller side and go light on pictures and logos. A picture can frequently cause your e-mails to be marked as spam.



Quote of the Week

"Never give up on what you really want to do. The person with big dreams is more powerful than one with all the facts."

- Albert Einstein

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