

Our portfolio has just expanded...

Offering you more services than ever before!



correct
solutions

that's correct

The latest in Smart IT Solutions by The Smart IT Company

June 2008

Off The Press:

Our new
Website has been
launched!

We value your
feedback, please
feel free to let us
know what you think.

This month...

- We have some Press Releases we are very excited to tell you about...
- The series on Inbox Management draws to a close, with a look at referencing your emails...
- Ryan gives us a run down on his adventures last month in the states....

Questions? Comments? We value your feedback!
Call us (02) 8831 8200 to discuss any matter further...

June Press Releases

Correct Solutions achieves Microsoft Gold Certified Partner Status!

"Recognising the highest level of technological excellence, marketplace impact and satisfaction of customers through Microsoft products and services."

We are proud to be able to announce that Correct Solutions is now a Gold Certified Microsoft Partner.

We would like to take this opportunity to thank our loyal customers, your continued support has helped us gain this recognition.



Contact Us!

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Correct Solutions merges with Netlan!

We would like to announce Correct Solution's merger with Netlan, as of June 2008.

This merger has been undertaken in order to provide you with a better product portfolio. Netlan's strengths mean that we can now offer products and services in cabling infrastructure, further enhancing our ability to design and implement innovative networking solutions and thus provide a more holistic approach to your IT requirements.

It is our intention that this will improve the level of service that we are able to offer you, with as little change as possible to the current level of service to which you have become accustomed.

During this transition phase, we anticipate that there will be changes to the way Correct Solutions operates as a result of our merge. We are confident that any disruptions caused will not affect the quality of our service.

Netlan has Gold Certification with 3COM - many years of experience in 3COM switches, wireless equipment, routers and other 3COM products. They also have experience with firewall devices that have particular application within education - with granular blocking rules to give safe web access to staff and students.

Our team will be working to introduce you to the new and exciting opportunities that this merger will offer you. Should you have any queries or wish to discuss this matter further, please don't hesitate to contact us.



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Managing your Inbox (cont)...

Now, where did I put that...?

A large component of getting your e-mail under control is creating a "reference system" that works for you.

Once an e-mail has been actioned, you may want to store it for reference. Basically what we're talking about here is how you go about filing your actioned items.

We touched on this briefly when we established that using sub-folders in your inbox and filing or archiving can help reduce the number of messages in your Inbox.

Again, the best way to do this will depend on a few factors; personal preference, company legislation regarding the storage of e-mail, the size limit of your Inbox and the storage space you have on your server. But here are some basic principles that you can adopt to help you devise a system that works for you.

Look at e-mails as being "Action Vs Reference". Need to do something with



the e-mail? It's an Action. Need to keep it to refer to later? It's Reference. Action information should be stored in a task or calendar item. Reference material needs to be filed.

Create file folders. Your most significant activities are going to depend on your personal and professional objectives. The aim is to categorise your e-mails so that you can store them in a way that is meaningful to you. How you categorise them will be a personal preference. The other decision you need to make is where to keep these folders.

In Microsoft Office, you have a number of places where you might store information. You could store it in the Outlook folder list or as file folders on your local computer or on the server.

Typically we recommend you avoid storing this sort of information on your local hard drive; it does not get backed up like your server does, so you run the risk of losing your important information.

Your Outlook mailbox will usually have a size limit. If this is a constraint then you could look at utilising a file folder on the server. Remember that not every e-mail that you receive needs to be relentlessly kept!

If you can find the information somewhere else, such as a file folder or the company intranet, evaluate the need to keep the e-mail. Keep in mind things like your company's e-mail policies, but try to avoid storing messages unnecessarily.

If you would like more information on the new Microsoft Office Version 2007, please call us for assistance.

New Orleans

If you didn't hear or didn't know about it, last month Ryan spent some time in the USA - New Orleans to be more specific - at an IT Pro conference about the new Small Business Server, migration strategies and the general outlook for smaller IT Companies. Ryan was also asked to be one of the panellists for two sessions.

The first session was on Remote Applications and teleworking, during this session Ryan demonstrated the software Correct uses to allow your clients or suppliers to easily and securely access Line of Business applications that don't have web interfaces, or require full blown programs to access.

We have put systems in for 4 clients so far that allows either their customers or suppliers to access only certain programs and information as if they are part of the company.

The second session was called "Future shock" and highlighted the direction we thought IT was heading over the next 2 to 3 years and how we, as SMB IT Professionals and resellers should be positioned to best serve the needs of our clients as well as keeping up to date with the changes to technology that is happening at a rapid pace.



Ryan in New Orleans

Overall the conference was good, and it was great to spend some time in New Orleans and experience the night life and the friendly people.

Catching up with like minded IT people from around the world and discussing what new ways we can make our clients systems work better, greener and more efficient also made the trip a very worthwhile experience.

Contact the editor for more information

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We would love the opportunity to discuss your IT requirements further. Please call on (02) 8831 8200