



## So You're Planning a Move.

Tim Clarkin

In the life-cycle of every business, an office move is practically inevitable. Whether outgrowing current space or simply looking to cut down on rent and other fixed costs, most businesses will undergo at least one move at some point in time.

With so many different areas to worry about in an office move, it's easy to overlook technology needs. Between internet service providers, and reconfiguring servers and network equipment, it rarely, if ever, is as simple as just plugging everything back in. So when planning a move to a new office, what issues related to technology specifically need to be considered? First, arrangements should be made to have an internet service connected at the new location at least a month before your scheduled move-in date, if not earlier. Comcast, Verizon, and other Internet Service Providers will often times delay the setup of the new line, taking up to 8 weeks to install an internet connection. It's much better to have the internet live in a new office-space in advance

and pay the extra month on the bill than to deal with the loss of productivity that can result upon finding yourself in an office with no working internet or email.



The second thing worth considering is the equipment and network setup. To try and make the transition pain-free, thoughtfully plan things like reconfiguring all network equipment to reflect a brand new IP address in your new office, as well as deciding if the office will be wired or wireless. Wired offices will need to be meticulously planned to avoid higher costs down the road for missing connections, while wireless offices need extensive testing to ensure there will not be any dead connection spots. If using remote connections from

home, there can also be issues with making sure all remote users are configured to use the newest IP address information.

The final thing to consider with an office move is just how much downtime the business is ok having. While it's never completely avoidable for such a dramatic change, it is possible to minimize downtime by having much of the preparation done before the move, while also doing the move itself at night or on a weekend.

There are many things most businesses do not really consider when preparing to move offices. As experts in this area, M&H Consulting can help. We can look at your system and figure out exactly what is needed to make this the smoothest transition possible for your business. If you're thinking of moving, don't leave anything to chance. Call us at 866-9MH-Tech.

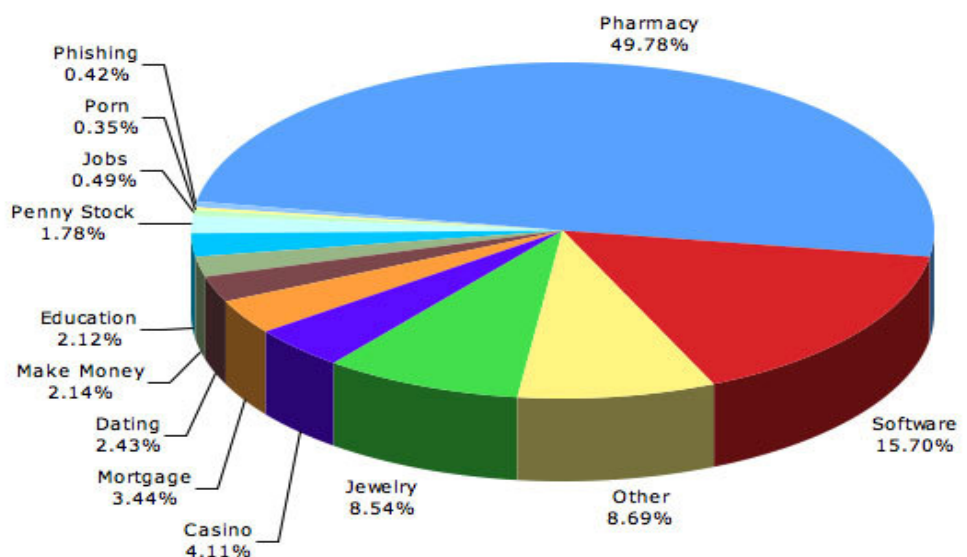
## Inside the Numbers

Research has found that while spam is generally being blocked by spam protection there is still 5-10% of spam emails getting through to the end users. That percentage equates to 100-200 thousand spam emails that get through each day. Researchers also found that the largest supplier of spam emails is Pharmaceutical companies followed by software and jewelry resellers.

### Processed Email (daily)

Day	Yesterday 05/6	Today 05/7 (so far)
Total Received	2,162,057,630 (100%)	819,126,216 (100%)
Blocked: Spam	1,974,754,679 (91.34%)	760,124,314 (92.80%)
Blocked: Virus	195,837 (0.01%)	92,236 (0.01%)
Quarantined	16,334,675 (0.76%)	5,867,716 (0.72%)
Allowed: Tagged	18,581,226 (0.86%)	8,126,591 (0.99%)
Allowed	152,191,213 (7.04%)	44,915,359 (5.48%)

### Spam Emails Detected





# The Importance of File Management

Adam Gadoury

In today's corporate world, gone are the days of storing files in a filing cabinet. Nowadays, files are stored on computers, and a common problem is that companies don't store their electronic files in one central location. If paper copies of documents were filed in the same way as electronic files, we'd find ourselves sitting in a very messy office with stacks of paper scattered everywhere.



The goal of computer file management is to ensure that you can easily find what you're looking for, as well as to be able to have central storage for easy backup. Here are some simple guidelines to help manage your files.

**1. One location for all files**  
Place all files in the user folder assigned to you on the server and nowhere else. Whether it is a word docu-

ment, a database or a picture, make sure to save it there. This makes it easier to locate your files and to run backups.

**2. Create sub-folders** For easier organization, add as many levels of sub-folders as you need, being sure to use meaningful folder names. It's a good idea to keep personal and work files in separate folders.

**3. Place folders within folders** Create other folders within these main folders as needs arise. For instance, a folder called "sales" might contain folders called "2007" and "2008". The goal is to have every file in a significant folder rather than having a bunch of random files listed.

**4. Be specific with file names** Give files logical, specific names and include dates in file names if possible. The goal when naming files is to be able to tell what the file is about without having to open it. So if the document is a letter stating that rent is due, call it "rent091207" rather than "reminder".

**5. File before rather than later** The best time to file a document is when you first create it. Get in the habit of using the "Save As" dialogue box to file and name your document.

**6. Clean your email inbox** Are there too many unread or old messages that are never deleted in your inbox? Failing to delete emails or at least move them into other folders can cause various problems, such as missing important emails, not responding to emails with appropriate efficiency, or possibly putting undue strain on your email software. Here are two simple rules that can help you manage a high volume of emails. First read the email once and then file, flag, delete or reply. Then delete emails that do not contain important information.

Following these guidelines can better help organize your files and email, leading to a more effective work environment. If you have any questions or would like assistance with file organization, please call us at 866-9MH-Tech.

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