

INFO-TEK

The Computer Guys

a Kansas City Computer Consulting Firm

Technology Tips for Busy Professionals

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Mark Your Calendar

K.C. Irish Festival

September 4–6, 2009

www.kcirishtfest.com

Weston Irish Festival

October 9–11, 2009

www.westonirish.com

Greetings!

We hope you enjoy and benefit from these technology tips for busy professionals.

INFO-TEK employs a full time staff of trained and certified computer experts who are quick to respond, easy to talk with and people you can trust.

We specialize in small business and home office clients and we have helped thousands of people in the greater Kansas City area with their computer service needs at very competitive and affordable rates.

[Using Rules in Outlook to Fight Junk Email](#)

Starting with Outlook 2003, Microsoft implemented a simple Junk Email Filter. This filter has limited capability and usually only catches about 75% of the Junk Email. To be able to catch the remainder of the unwanted Email, it usually involves purchasing additional software. Software that can be rather expensive and hard to configure. Outlook has a feature built-in that can help you with this dilemma. A feature that is rarely used and one that can save you a lot of time and money dealing with this on-going problem. This easy to configure feature is called *"Email Rules"*.

With a little consulting, you can master this function and finally be able to rid yourself of the on-going hassle of sifting through your 'Inbox' for Junk Email. Call us today to schedule a consultation.

[Why Offsite Backup?](#)

That is a very good question. It's never good to answer a question with another question, but maybe it will help you answer the initial question. *"Why keep your valuables in a Safety Deposit Box when you can keep them in a personal safe?"* If I were to answer that question, I would answer it by saying, *"That's simple... I don't want to take the chance of something happening to the safe (i.e. Theft, Fire, Natural Disaster). It's always better to keep your valuables in a location that specializes in security."* Ask an INFO-TEK specialist about our secure, low-cost Backup Solutions.

Protection from Spyware

Has your PC slowed down? Are you plagued with popups, Internet surfing slowness, or unexpected lockups? If you answered 'Yes' to any of this, then more than likely your computer is infected with Spyware. You might be thinking to yourself, *"I have Antivirus software loaded on my machine"*. Unfortunately there is a lot of Antivirus software out there that does not protect you from Spyware, Malware or Root Kits. It's very important to verify that you are protected from Spyware because it can be as damaging as a Virus. It can erase important data, it can steal personal and financial information, and it can keep track of what you're doing on your PC. All of which can be very damaging to you and your PC. Ask how one of our Certified Technicians can clean your machines and how we can protect you and your computer equipment from this epidemic.

This Month's Rule of Thumb

If you receive email from a recipient that appears to be legitimate, but the content looks suspicious, treat it as SPAM or Junk and throw it away. You're better safe than sorry.

When you need help with your computers or computer network, I'm hopeful that you will consider calling INFO-TEK at 816-914-8826.

If you have found this Newsletter helpful, please pass it along.

If you would like to unsubscribe to this Newsletter, reply with "Unsubscribe" in the subject line. If there's a different address you would like to receive this at, reply with the new address.

Sincerely,

Brian Greenstreet
INFO-TEK