



Executive IT Insider

The *Exclusive Edge* to Today's Technology

Published and Distributed by IT Support RI

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Computer Joke



Why did the computer show up at work late?

It had a hard drive.

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May 2019



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Phishing attacks are becoming an everyday occurrence. In fact, it's getting harder to try to decipher the difference

between authentic, phishing, and spoofed emails!

Don't forget if you have any questions to check out our **Scam School** page at www.ITsupportRI.com/scam-school or give us a call!

Remember, if an email **doesn't seem right, don't trust it!** Always ask questions if you're unsure!



Sharing Business Data:

OneDrive & SharePoint

Office 365 comes with a multitude of tools and services that you might not even know about. Office 365 is more than just email, Microsoft Word, Excel, and PowerPoint.

Did you know that Office 365 encourages businesses to increase storage and data options? Programs like OneDrive and SharePoint are just two of the many options Office provides to improve how your business operates.

Both OneDrive and SharePoint use Office 365 to help companies organize and share information with others. To keep things secure, documents are stored in the cloud. This allows employees to easily and simultaneously edit to files that are stored in a central location.

One of the main reasons these platforms are so popular is because users can add comments and notes using real-time collaboration. Since data is synchronized and is readily available across devices, everyone sees the most up-to-date information. Think of OneDrive and SharePoint as being an online filing cabinet.

OneDrive

OneDrive is an online document and file storage platform. It is typically used by people or teams who need a central location to store

and access files. One individual user is in control of the document and can choose who to share the document with. As an administrator, you can share the document by way of a secure link, and you can allow some people to edit and leave others in a position to view only. Once you choose who can perform the action, the shared document allows multiple people to work simultaneously on it.

SharePoint

SharePoint is a collaboration tool for businesses that need multiple individuals and teams to work on documents and products at the same time. An administrator or manager can save a document online, allowing employees throughout the company to view and edit the document. All changes are tracked, allowing higher-ups to check who is working on the document. SharePoint is a good application to use for human resource surveys or updates that need to be completed by team members in other departments.

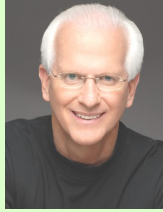
With SharePoint and OneDrive, businesses can improve the way they work. If you want to learn how online document sharing programs can improve your company's visibility and productivity, contact your account manager or give us a call!

Get More Free Tips, Tools and Services At Our Web Site: www.ITsupportRI.com

(401) 684-3036

Business Briefing: Great Questions Lead To Great Opportunities

In many companies, there are policies, procedures, manuals and rules that people don't have a clue why they are still doing them. There are so many things we do because that's the way we've always done it.



We could learn a lot from a three-year-old when it comes to how to cull out unnecessary "stuff" in running a business. If you tell a three-year-old to do something, before you get the words out of your mouth, you will hear, "Why?" It's our job to have the answer. Now, you can be the big, bad parent and just say, "Because I said so," and make them follow your request blindly but that technique doesn't work very effectively in the business world.

Have a "Why" meeting with your team! Everyone should come to the meeting with at least one "Why do we do this?" question. If you can't answer the why, you've identified a problem. A problem identified is a blessing, because you can't fix what you don't know to be wrong. Also, I suggest you never take offense with someone asking a why question.

Be happy they are involved and want to know. Great questions can lead to great answers, solutions, products, and services. If you want to be more successful, you need to recognize great questions can help to identify great opportunities.

— Robert Stevenson, www.robertstevenson.org

Expert of the Month: The Team at St. Mary's Church of Cranston



In 1922, Reverend Cesare Schettini began leading two masses in the basement of the original St. Ann's Church in Cranston.

By 1925, Bishop William A. Hickey officially formed a separate parish for these Italian-speaking Catholics. With Father Schettini officially in charge of the new parish, St. Mary's was placed under the patronage of *Santa Maria della Civita*.

Father Schettini worked tirelessly to establish the parish and lay the foundation for the St. Mary's School, convent, and the church itself. For almost 100 years, St. Mary's Church stands as a reminder of Father Schettini's crowning achievement in his career. Today, Father Ledoux oversees St. Mary's and the parishioners of all ages. The team at St. Mary's Church of Cranston is our new *Expert of the Month* because they make it their mission to share their vibrant faith and help others in their community.

Office manager Donna DiTraglia feels that their biggest accomplishment is that they strongly believe in the power of community and coming together. She loves knowing that the parish members have a place where they can gather, share their stories, learn, and grow together. At St. Mary's, the parish members have a place where they know they belong. The staff finds joy in helping the members with whatever they need when they come through the door.

St. Mary's also holds several fundraising events to help make a difference in the lives of people in the community. One of their recent fundraising events was the "Lunch Bag Mission," where members of the parish donated items, packed lunchboxes, and then donated them to surrounding shelters.

When asked what they liked about working with us, Donna had no complaints. Donna told us that "from the beginning when I met Paul at the first meeting, I knew IT Support RI was what we wanted and that everything was going to be very organized." She continued, "I like everything from creating the ticket and then having the response from a technician. The most important thing is that the team is ready to fix any problems."

To see a schedule of mass times or to learn more about St. Mary's and the sacraments they offer, visit their website www.saintmarycranston.org/. The team at St. Mary's invites everyone to join one of their masses and meet the deacon or priests after the service! You can also email office@saintmarycranston.org or call 401-942-1492 and they'll answer any questions you may have!

Streamline Your Business with Office 365!

If you use any of the Microsoft programs then Office 365 is a **perfect** fit for you! With Office 365, you'll have online access to files across all devices (computers, iPads, phones). For **additional email security**, Microsoft also has built in anti-malware protection. Already have Office 365? Give us a call and we'll come set up OneDrive or SharePoint for you!

Interested in getting Office 365? For a **limited time**, receive **half off on Office 365 onboarding!** With Office 365, communicating with everyone within your business is a easy! You'll always have the latest version of Microsoft Office, so staying up-to-date is a breeze!

Claim this offer before May 31st!

Simply call us at 401-684-3036, e-mail us (support@ITsupportRI.com) or visit www.ITsupportRI.com/monthly-special and enter **promo code: O365!**



 Office 365

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