



## Congrats to Alistair

Well done to our newest (since December) member of staff: Alistair, who has been promoted to the position of Team Leader on our Help Desk. He has proved to be a real asset and appears to be very much appreciated by our clients (and us), from the positive feedback that we are receiving.

We have been very lucky with our engineers, as it is important to us to have not only highly skilled, helpful staff but also a friendly and pleasant nature. So there is no need to form an orderly queue for Alistair, you will get the same helpful, friendly, expert attention from any of our fantastic team.

## All Change

- 1** We have completely revamped the appearance of our website! Whilst we loved the rolling landscape and aerial views of our head quarters in West Sussex, we were concerned that visitors may have thought they were visiting Jeremy Clarkson's farm and so, have gone for a more techno feel. Please take a look and let us know what you think.
- 2** The Approval Process, for any IT changes, has now been integrated into our ticketing system. This means that if you require a permission change, for example, you can do this via our client portal. The process will automatically request formal approval from a designated approver within your organisation, before sending the request to us to action.
- 3** Last month's Newsletter included details of our first price increase in 17 years - for those that may have missed it, I attach it again at the bottom of this newsletter.

## Newsletter

Interfuture has never been one to stand still and rest on it's laurels. No, not us. This month we launch a new look website, announce a promotion, update a process and send a reminder about pricing!

Furthermore, I think I've found a convenient shortcut to useful AI sites.

With all that said, we wish you a very happy May and hope that you enjoy relaxing bank holidays, sunshine and maybe even a little maypole and Morris dancing,

Read on ...





## Tips & Tricks – Microsoft Office

### Collaboration / Co-Authoring

Allows multiple users to work together on the same document, at the same time. Here's how:

- open the (Word, Excel, Power Point, OneNote) document you wish to share
- click on "Share" (top right corner)
- select a method to share the document eg. inviting people via email
- set the desired permissions for the collaborators (viewing, editing, etc.)

Once you've shared the document, you and your collaborators can work on it simultaneously. You can see each other's changes in real-time, and the document will be automatically saved as you go.

## What's Happening in May



It's that time of year again when we let music into our lives and sit glued (?) to our TV's for the Eurovision song contest, which takes place in Sweden this year, on Sat 11th May. You have to marvel at how plucky Norway is, despite coming last most frequently (11 out of the 67 competitions that have taken place since the event's inception in 1956). Do give em a cheer on the night.

All things considered, May is quite an indulgent month with Sauvignon Blanc Day on 6th, Eat What You Want Day on 11th, World Cocktail Day on 13th, Chardonnay Day on 26th ..... National Biscuit Day on 29th ...

It's hardly surprising then that May 16 – Jun 15 is National Smile Month, although I believe that this is more to do with good oral health than being happy! Even so, its very important for your teeth and your relationship!

Finally, I must mention VE Day on 8th – which marks the day, in 1945, the WW2 Allies formally accepted Germany's unconditional surrender and the end of Adolf Hitler's Third Reich, after six years of the bloodiest conflict in human history, where a staggering 80,000,000 (that is not a typo) lost their lives.



## In Praise of AI ..

There is a lot of fear around AI but there is also a lot to get excited about. The explosion in ai web/app tools is enabling people to do their job better, faster and with less effort. Each month we will review a collection and bring you those that seem most useful:

**theresanaiforthat.com**



This is an online directory for all things AI and can be sorted, with filters, to narrow down your search – the results of which can be saved as a favourite list. It also shows pricing, so you can compare sites and know up front what the costs are, before you go down a long registration process.