smart office CONNECT

Free Onsite Security Training!

Because we feel so strongly about making sure your employees training is part of your security policy, we are offering a *FREE* 30 minute on-site training session with your employees. David Wertz will conduct a personalized training session for your industry. This training will help you determine if "You may be the biggest security risk"

If you have not taken advantage of this, please call 814-742-9750 or email compliance@pcworksplus.com.

Win 7 nearing the End of Life

Since we have passed the 1-Year remaining mark, we wanted to follow up to our previous communications to all our clients about the impending end of support for Microsoft Windows 7. As a reminder, Microsoft has set **Tuesday, January 14th, 2020** as the last day of Extended Support for this popular Operating System.

Call us today to schedule your upgrade.

Should I let my employees work from home?

With this crazy Pennsylvania weather, it seems like having a distributive (or remote) workforce is a huge plus. There are a lot of factors to consider when letting your employees work from home. Here are a few:

- **Are my employees self-motivated?** You need to rely on your employee to be able to work at their designated start time. If their work is not time sensitive, you could have people working an 8 hour day, based on the time of day they want to work. Communication is the key to making sure your employees are on track and working when they are expected. Teams for business is a great communication tool for keeping your team moving.
- **What happens to company culture?** With employees working remotely, there is not a chance for the hallway talk or informal interaction with the other employees. It is important to have a get together, whether it be a face to face company meeting monthly, or a social event. This gives employees time to reconnect with others in the company. Using Yammer (Facebook like feel for business) or Teams to post what's going in the company helps keep people connected. You can post customer highlights, employee accomplishments, company events, business articles and even some funny things you might have seen.
- **Will productivity go up or down?** Could be both. There are two different thoughts on this matter. Some studies say that employees are more productive when working from home, due to the flexibility of their time. Others say that they might be less productive, due to a less structured work day and routine.
- **What are the costs?** If your company is growing and you think you need more space for employees, a distributed workforce could save you the cost of a new building or a move to a larger space. The tools that employees need are the same as in the office. If you use a laptop and a cloud based phone system (like Skype), you would not need to duplicate any tools if the employee works in the office and at home.

For more thoughts on employees working at home, check out this short YouTube video. https://www.youtube.com/watch?v=x6fIseKzzH0

pcWorks
Professional Solutions plus

How will AI impact our lives?
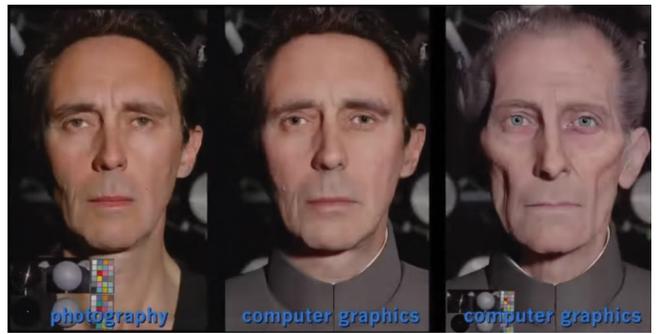
Other than people worrying about robots taking over the Earth, there are some bad and good things to consider when it comes to artificial intelligence (AI).

Using it for BAD example:

https://www.cnn.com/interactive/2019/01/business/pentagons-race-against-deepfakes/

AI is used to superimpose images. This worries many people, because it looks so convincing that you think you are really seeing what you are seeing. This could become a tool of manipulation.

Researchers do not think that AI will be able to feel emotions, so it will not determine the consequences of its actions if told to do something that might be devastating .

Using it for GOOD example:

Have you talked to Siri or Alexa today? Maybe you watched Netflix and they suggest other shows based on what you just watched. These all use AI to become your digital assistance.

The medical field is counting on AI to help them diagnose patients faster. AI can also see patterns in a patient that might help to diagnose a rare disease.

AI will be a part of our life in some shape or form. The best thing is to be aware of its existence and how it could impact our daily lives for the good and possibly the bad.

To read more about how AI is part of our daily lives, check out this article:

10 Examples of Artificial Intelligence You're using in Daily Life

Six Simple Steps to help you with Office 365

Office 365 is becoming mainstream at most of our clients' offices. This is a very powerful tool and we want to make sure everyone is using the full extent of the applications they have bought.

Microsoft is great at providing tutorials and articles on using all the components of Office 365.

Take a look at the six simple steps to get you up and running with Office 365:

https://support.office.com/en-us/article/step-4-work-with-your-team-4a358470-a1a3-4796-84ec-45adf4895473?ui=en-US&rs=en-US&ad=US

For more in-depth training, you can contact South Hills Business School. They offer O365 class room training for individuals or groups.
https://www.southhills.edu/lifelong-learning/professional-development/

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

(814)742-9750