

IT Tech Tips

Mobility Tech Tips relating to the tailored presentation to AARE Realtors in coordination with Summit Funding and the Polder Group. For more info please visit www.adamdtechnology.com/summitfunding



Microsoft Outlook Tips

Communication continuity



It is important when using Outlook to reference this program as a tool a tool for creating continuity while communicating with your clients and all parties involved. With the ever evolving bombardment of communication to your inbox, it is important to be clear and concise across all mediums of communication. **DID YOU KNOW?** You can send calendar invites to multiple people with clear meeting times, location and include any pertinent information in two clicks. **1)** Open Outlook and go to your calendar. **2)** Click on "New Appointment" and fill in the subject line

location line, start time with date and end time with date. **3)** Go to "Invite Attendees", fill out the email addresses that you want to send the invite to. **4)** Click send and that's it. The recipient will receive an email with an .ICS file that they can click on and add to any calendar system they are using, whether it be Mac, PC or Linux. This will ensure that most anyone who is meant to be part of the meeting will be able to use their current technology and keep their own schedule intact. To view more Microsoft Outlook tips, please visit www.adamdtechnology.com/summitfunding

Mobility Tips

Efficiency tips that will work with any platform



With the rapid change in technology and its capabilities, one aspect remains constant; you will own more than one device whether it be a laptop, desktop, tablet or phone. The bigger question is; how to keep track of data between all the devices with duplicating data or even worse, "where is that file again?" By utilizing sync programs like Google Docs, Guardian Briefcase and Hosted Exchange you will now enter the realm of cross platform data integrity. **Google Drive/Docs** is available on Android, Apple, PC, Mac and Linux. You can create forms, spreadsheets and word

documents that can be shared with ANYONE. This allows collaboration with all parties involved while creating communication continuity. Best of all, it is all in one place! **Hosted Exchange** is a type of email service that allows you to sync your calendar, email, contacts and tasks with all of your devices. It is available for Android, Apple, Mac, PC, and Linux. Starting as low as \$8 per month, you will be able to keep all of your email communication, calendar and contacts under one umbrella and sync between all of your devices. For more info and how to sign up for this service, visit www.adamdtechnology.com/summitfunding

ITECH UPDATE

TECH SEMINAR GUIDING BUSINESS OWNERS

Adam D Technology is a leader in bringing current technology to realtors and business owners alike. Our next business seminar is in the third-quarter of 2014. For more information and how to attend, please visit www.adamdtechnology.com/tech-seminar

MAKING WAVES WITH MOBILE APPS

There are thousands of apps in the Android Marketplace and Apple App Store that are geared towards business; which ones are right for you? Which ones are free vs. paid and what features can you take advantage of? Many questions arise from this rhetoric. For more information and our suggestions, please visit www.adamdtechnology.com/mobileapps



TAKE IT TO THE CLOUD

Cloud computing is internet-based computing in which large groups of remote servers are networked to allow the centralized data storage, and online access to computer services or resources. Clouds can be classified as public, private or hybrid. This means that you can access your information from ANYWHERE that has internet access. You can share your documents, findings and research with ANYONE you chose. "The Cloud" is a very powerful tool if used correctly.

DID YOU KNOW? "The Cloud" is "free" and when used in the right way can bring success to any level of business.

There are security issues that you need to be aware of. Please visit www.adamdtechnology.com/thecloud to find out more.



Adam D Technology
71 W Jacinto, Tucson, AZ 85705
520-762-7614
www.Adamdtechnology.com