



### ESW I.T. Assessments

Don't be held hostage by what you don't know... If you're running a business today it can be hard to plan for I.T. investments if you don't know what your current I.T. infrastructure looks like and/or don't have access to the passwords and vendor contact information you need. The ESW I.T. Assessment will:

- Provide you with documentation containing items like: existing passwords if available, a network diagram, and vendor contact information for your existing I.T. Infrastructure.
- Give you a baseline from which to start planning for your future I.T. needs
- Help E.S. Williams provide more effective support as you are not dependant on any one person for all the technical information.

Contact your ESW Account Manager to find out more about how you can benefit from our I.T. Assessment

#### Case Study—Website Blocking

##### Challenge:

- Productivity may be suffering due to excessive internet surfing.
- I want to limit access to sites like Facebook, YouTube, MSN, etc.
- I want flexibility without locking everyone down.

##### Opportunity:

- Control access to certain web sites.
- Manage time spent web surfing.
- Implement Sonicwall or similar solution to easily manage what sites can or cannot be visited.
- Control bandwidth usage.

##### Benefits:

- Flexible solution that can be easily modified.
- Potential to increase productivity through decreased web surfing.
- Support corporate standards and policies.
- Can reduce overall bandwidth usage and associated costs.

#### Did You Know?

##### Archiving in Outlook

Deleting your Outlook messages does not remove them from your Outlook folders. It simply marks them as deleted; not reducing the overall size of your Outlook mailbox.

Archiving your Outlook messages can improve Outlook performance and prevent potential problems resulting from excessive mailbox size.

Once files are Archived, you can still search for them; they are simply not displayed in your current folders.

*Talk to your ES Williams account manager to see how we can help you manage your Outlook.*