



## Change Your Life - Outlook

Do you ever send e-mail to people inside or outside your organisation and they don't respond quickly - if they respond at all?!

## Easily Track Things Down

*Before you send your next e-mail:*

Flag it! Select the 'follow up flag' option at the top of your new e-mail window and select a follow up date - or if you don't want a reminder, select 'No Date'.

This is great for reminding you to chase

up important e-mails (or your colleagues!).

Another great feature though, is if you then go to 'Sent Items' and select the e-mail you just sent, you'll see 'Follow Up' in the header which allows you to find any/all related messages.

## How out of date is your website? Do you *need* your website to attract and acquire new business?

Our professional and affordable website maintenance services offer peace-of-mind for clients who require updates to website content - from one-off alterations to weekly or monthly contracts.

The smallest problems can drastically reduce how effective your website is. If there are niggling problems or errors that you know you should get fixed, contact us and we will solve your problems quickly and cost-effectively.

## £25.00/month can cover all of your text & image changes\*

\*excludes any navigational/structural changes to the site. Design changes available on request.

## Do you know how many people are visiting your site? And where they come from?

A **one-off cost** will provide you with free monthly reports that define what keywords attract your most desirable prospects, what advertising copy pulled the most responses, and what landing pages and content make the most money for you.