

THE HIGH TECH SOLUTION

Work faster.

Shortcuts and quick fixes for your workday

— WINDOWS

Win	L	Lock your PC	
Win	V	Clipboard history	
Win	Shift	S	Screenshot part of the screen
Win	← →	Snap window to half the screen	
Alt	Tab	Switch between open apps	
Ctrl	Shift	T	Reopen a closed browser tab

— OUTLOOK & TEAMS

Ctrl	Shift	M	Outlook: new email
Ctrl	R		Outlook: reply
Ctrl	Shift	M	Teams: mute / unmute
Ctrl	Shift	O	Teams: camera on / off

— SOMETHING BROKE? TRY THIS FIRST

Restart (not sleep) · Check Wi-Fi · Quit and reopen the app · Still stuck? Call us.

NEED HELP?

256-529-4720

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Stay safe.

What to watch for, and what to do

— IS THIS EMAIL A PHISH?

- ✓ It's urgent, scary, or "act now"
- ✓ Sender's address doesn't match the name
- ✓ A link or attachment you didn't expect
- ✓ Asks for passwords, gift cards, or bank info
- ✓ Hover over links to see where they really go

Not sure? Don't click. Forward it to us.

UH-OH. NOW WHAT?

Clicked a bad link? Unplug the network or turn off Wi-Fi. Don't enter any passwords. Call us.

Ransom or "virus" pop-up? Don't pay and don't call the number shown. Call us.

Lost a laptop or phone? Call us right away so we can lock it.

— SIGN-INS

Never approve a sign-in prompt you didn't start. We will never ask for your password.