

# CLEVER DOG IT SYSTEMS MONTHLY NEWSLETTER

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## INTRODUCTION

January may be wrapping up, but there's an entire year ahead to make it your best one yet! This month, we're bringing you some exciting updates to keep things fresh and fun. First up, don't miss out on our special promotion for Microsoft 365 Business Premium—it's your key to boosting productivity effortlessly

Need to brush up on your email game? We've got you covered with tips for writing professional emails that will help you communicate like a pro.

And to top it all off, our cybersecurity tip of the month will dive into simple and effective cyber hygiene practices to keep you safe and stress-free in 2025. While the freezing weather outside is a reminder that winter is still in full swing, let's keep the energy going and make this year your best one yet!



## DID YOU KNOW?



### New Users Can Get 15% Off Microsoft 365 Business Premium!\*

If you've been thinking about upgrading your business tools, now's the perfect time! From January 6 to April 1, 2025, new users can enjoy 15% off Microsoft 365 Business Premium.

With this plan, you'll gain access to best-in-class AI-powered productivity features, helping you and your team work smarter, not harder. It's designed to scale with your business, offering the flexibility you need as you grow.

Plus, it's a cost-efficient solution that includes layered security to protect your data and secure access to company devices, keeping everything safe and compliant.

Enjoy powerful tools for productivity, collaboration, and communication—all in one platform. Don't miss this chance to take your business to the next level! Contact us now!

\* Certain restrictions may apply.



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## WRITING CLEAR AND PROFESSIONAL EMAILS

In today's fast-paced work environment, email is a key communication tool. Writing clear, concise, and polite emails enhances your professional image and encourages effective collaboration. Here are some simple tips to help you master the art of professional email writing.

Start with a clear, specific subject line to set the tone and help recipients prioritize their inbox. Use a polite greeting, keeping it formal unless you know the person well. Be Concise and Structured. Ensure your key message is upfront, using short paragraphs and bullet points for easy reading. Maintain a respectful tone, even when addressing an issue or delivering bad news, and avoid slang or emojis. End with a clear call to action and a professional closing. Always proofread for accuracy and clarity before sending.

These tips will help you communicate more effectively and professionally in any situation.



Click [Here](#) to Read Our Blog Post for More Details!

## CYBERSECURITY TIP OF THE MONTH

### Stay Safe in 2025 with Essential Cyber Hygiene Practices



Keeping your digital presence secure in 2025 is more crucial than ever due to the rise in cyber threats, increasing use of digital platforms, and more personal and business data being online.

Start by strengthening your passwords—ensure they are strong, unique, and difficult to guess. Regularly update your software to stay protected with the latest security patches. Enable multi-factor authentication (MFA) wherever possible for an added layer of protection. Finally, be cautious when using public Wi-Fi; avoid accessing sensitive accounts or sharing personal information on unsecured networks.

Practicing good cyber hygiene will help protect your data and give you peace of mind in today's increasingly digital world.

Click [Here](#) to Watch a video on How To Prevent a Security Breach!

