

Sub.: Guidelines for handling mails, computers, mobile phones, etc.

Quality of communication reflects professionalism in business. To enable proper communication and improve efficiency of sales, CR & promotions team for using tools of communication like laptops, computers, mobile phones, wifi, internet, etc., the following guidelines are being issued.

1. Laxmi, mobile no.: 9393593283, email: lakshmi@modiproperties.com is a computer science engineer and has been appointed full time to help office staff with computers, mobiles, etc.
2. Ensure that team viewer is loaded on your computer. Laxmi can remotely control your computer once team viewer is loaded on your computer and access is given to her by following the procedure popping up on your screen.
3. Use her services for any issues related to your computer, peripherals, mobile phone, etc. Just call her and enable team viewer. She can help you with formatting of letters, emails, printing in proper formats, excel, word, using access point on mobile phone, correcting printer and internet related problems, clearing printer spool.
4. The entire sales team has a CUG connection with a plan of 349 & 499. The packages have 500 mb and 1 GB 3G data monthly plans included. Smart phones can become wifi access points for your computers and laptops. Your phone can be used for email and accessing CRM database in case of non-availability of wifi or break down of wifi. Laxmi will help you with the same. Also learn to set data limits tune to the billing cycle on your smart phones.
5. All executives must use an email client like outlook or windows live. Email client will enable to use your email offline. DO NOT login through yahoo mail on your web browser.
6. All outgoing mails must be marked through Bcc to mpiplsend@gmail.com.
7. All emails must be addressed with a subject. In most cases the subject can be 'Modi Properties - <project name>, <location>, Hyderabad.' Eg.: Modi Properties – Mayflower Grande, Mallapur, Hyderabad.
8. In case of reply to email the subject may continue without change.
9. Ensure that your email has a uniform font size of 12 and use font Times new roman. For that select the entire mail and reset the font and font size.
10. In emails there is no need to add date.
11. Be clear about difference between Bcc & Cc. Do not send copy to mpiplsend@gmail.com through Cc and not through Bcc.

Soham Modi