



# The Sibley Report

October 2000

... the place to find valuable information to help make your job – and your life easier!

You will receive a copy of this brief, easy-to-read report every month – and it will cover topics that are of interest to you! If you have a topic idea or any other suggestions, please give our Editor - Angie Catenaro - a call.

Sibley & Associates is a national disability management firm with a decade of experience, 130 plus healthcare professionals and state-of-the-art technology. Our customers benefit from all the advantages a large company has to offer...while also benefiting from the “small business” customer service philosophy of our dedicated **Insurance Services Division**.

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## Howto Search on the Internet....Made Simple!

More and more the Internet is sure to become a valuable tool in your everyday working life. Whether you want to learn about a new product area, or a new potential supplier, the Internet can save you countless hours of research. However, searching on the Internet can also be very frustrating! Although the Internet is an amazing source of information, you may be thinking: “...but how do I find what I’m looking for?”

The easiest and fastest way to find the information you need is to visit a familiar website, such as your association site at [www.oiaa.com](http://www.oiaa.com) or one of your suppliers’ sites, like the Sibley & Associates site at [www.sibley.ca](http://www.sibley.ca). These days, websites are becoming more customer-friendly. Instead of just providing information about products and services, many companies that are in tune with their customers’ needs, are also providing a wide range of other useful information on their sites.

These customer-friendly websites also usually provide an email address to an actual person, not just a general email address!

This way, if you cannot find what you are looking for on the website, you can email someone directly. Most sites have also established a variety of links to other relevant sites. For example, try visiting us at [www.sibley.ca](http://www.sibley.ca) and browse our “Valuable Free Information” section, “Frequently Asked Questions & Ask the Expert” section and our listing of links. Hopefully, you will find everything you need in our selection of newsletters and articles, and if not, simply send us an email!

If the familiar websites do not have what you are looking for, you can also conduct a search on the Internet using a “search engine” (a way of browsing information available on the world wide web and scanning for what you are looking for). Try our attached “Sanity Saving Steps to Effective Internet Searches” to help you become comfortable with using the Internet.

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