



Innovations

Review Twice, Implement Once. Doing IT Right the First Time. • August 2017



Scott Bernstein, CPA President Nick Espinosa CIO & Chief Security Fanatic

What's New at BSSi2?

THE DEEP DIVE RADIO SHOW



Nick Espinosa is the host of The Deep Dive radio show. Learn how to protect yourself online as Nick discusses all things cybersecurity, cyberwarfare, and the future. You can submit questions to the show by emailing questions@securityfanatics.com

Airing at 7:00pm on the first and third Thursday every month you can catch the show by tuning in to 101.3FM WHIW or live stream it on TuneIn at:

<https://tunein.com/radio/Harvard-Community-Radio-s188809/>

Past episodes are available at:

SoundCloud: <https://soundcloud.com/infosecgurus>

iTunes: <https://itunes.apple.com/us/podcast/the-deep-dive-with-nick-espinosa-of-security-fanatics/id1262505658?mt=2>

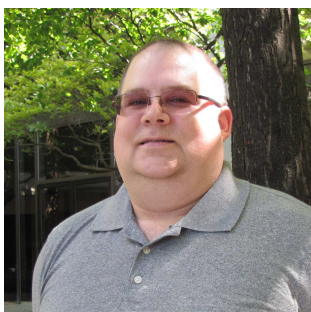


NSA CERTIFIED CURRICULUM AT ROOSEVELT UNIVERSITY



Roosevelt University has invited Nick to be a member of the Board of Advisors for their Center for Cyber and Information Security. Nick is helping them create a NSA certified curriculum that will help the Cybersecurity/Cyberwarfare community to keep defending our government, people and corporations from Cyber threats globally.

CONTINUING EDUCATION TRAINING



Learning doesn't end once you complete your educational program. In the IT profession, those who are successful are in a continuous pattern of learning and further developing their skills. We take this to heart at BSSi2 and are always striving to keep up to date on the latest technology and skills. While our technicians are continuously expanding their knowledge through classes and hands-on training, we'd like to highlight Chris Fedor who just completed an intense 5-day training on Palo Alto Networks, enterprise-level next-generation firewalls. Congratulations to Chris on his successful completion of the course!

Office 2007 — End of Life

Written by John DeVicaris

When it comes to software, most clients like to get their money's worth. So when they buy a product they hold onto it, however Microsoft has put a 10 year life cycle on its products. We are approaching the 10th anniversary of Office 2007. This means **it will no longer be supported, patched, or updated as of 10/10/17**. Along with this, if you are still using Outlook 2007 and Office 365, you will no longer be able to connect to Office 365 to send and receive email through the mail client.

In terms of security, **we are urging our clients still using Office 2007 to upgrade to the latest Office suite** (2016) as any new security vulnerabilities found will not be fixed.

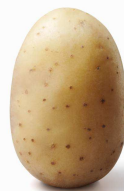
You have several options which are:

1. Office 2016 (referred to as retail version): The standalone product is good for one pc and is nontransferable. There are several versions that include different software packages (i.e. Word, Excel, Outlook, Access, etc.)
2. Office 365:
Office 365 allows you to install the copy of office onto 5 devices as well gives you access to the latest version of office (at a monthly or yearly cost).
3. Microsoft Volume Licensing:
Microsoft Volume licenses allows you to pay per users or devices and gives every access to the same version of Office. There is also an option called Software Assurance that gives you access to the latest version of Office.

The Lighter Side....

Keep that brain working; try to figure this one out. See if you can figure out what these seven words all have in common?

1. Banana
2. Dresser
3. Grammar
4. Potato
5. Revive
6. Uneven
7. Assess



Give it another try....

In all of the words listed, if you take the first letter, place it at the end of the word, and then spell the word backwards, it will be the same word.

Amazon CEO Jeff Bezos' Secret To Avoiding Email Overwhelm

Do you look at your inbox and want to cry? If so, you're not alone. According to widely cited Radicati Group research, the average person gets 120 business emails every day. If you don't manage your emails, you could end up in another statistical majority. People spend at least 14 percent of their workday on email alone. Is it any wonder that a recent Harris Poll found that only 45 percent of our workdays are spent on actual work? If you're looking for the solution to your email woes, start with some of Silicon Valley greats.

BEZOS DELEGATES

If you want to watch a corporate team start to sweat, see what happens when they get a "?" email from Jeff Bezos. Business Insider reports that the notoriously easy-to-contact Amazon CEO will forward customer complaints to his people and add only a question mark to the original query. Getting that dreaded mark is a little like getting the black spot from Blind Pew the pirate. You know that a day of reckoning is at hand. Follow Bezos' lead. Instead of answering all emails yourself, ask, "Can this be better handled by someone else?" Forward it to your team and save yourself the time.

USE AUTO REPLIES

You can also use auto-reply tools to manage the flood. Tommy John CEO Tom Patterson did just that after his emails skyrocketed from 150 to 400 a day. He tells Inc.com that "there weren't enough minutes in a day to answer all of them." So he didn't; he set up an auto-reply to tell people that he only checked email before 9 and after 5 — and to please call or text if it was urgent. The result? "It forced me to delegate and empower others to respond," he says. Suddenly the flow slowed to a trickle.



DO YOU GET MORE EMAILS THAN BILL GATES?

And it really should only be a trickle; Bill Gates reports that he only gets 40–50 emails a day. Ask yourself, "Should I really be getting more emails than Bill Gates?" One possible cause for email inundation, according to LinkedIn CEO Jeff Weiner, is other employees sending too much email of their own. He writes, "Two of the people I

worked most closely with ended up leaving the organization within the span of several weeks after they left I realized my inbox traffic had been reduced by roughly 20–30 percent." If you have over-communicators in your ranks, ask them to tone back the digital flood.

SET BOUNDARIES

Creating a hard buffer between your email and your life is another CEO tactic. Arianna Huffington doesn't check her

email for a half hour after waking or before going to bed, and she never touches it around her kids. That space to breathe is essential to maintaining a work-life balance. And if it gets bad enough? Etsy's Chad Dickerson has a solution: email bankruptcy! He tells Fast Company that every few years, he just deletes everything and starts fresh!

Not all Silicon Valley gurus have it figured out, however. Apple CEO Tim Cook doesn't get 120 business emails a day. No, according to an ABC interview, he gets closer to 700. He just gets up at the crack of dawn every morning and starts reading. Hint Water CEO Kara Goldin does the same thing, preparing for a 12-hour workday with a marathon email session. But as you can tell from the other people we've discussed, this is an exception, not the rule. Emulate Jeff Bezos or Arianna Huffington instead and watch your email stress melt away.

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35 Aztec Court
South Barrington,
IL 60010

(847) 551-4626

www.bssi2.com

***“We make all of your
computer problems go away
without the cost of a
full-time I.T. staff”***

Gadget of the Month

The Feeder of the Future



Petnet is looking to upgrade pet care with their new automated SmartFeeder, targeted toward pet owners who frequently travel or those with packed, variable schedules.

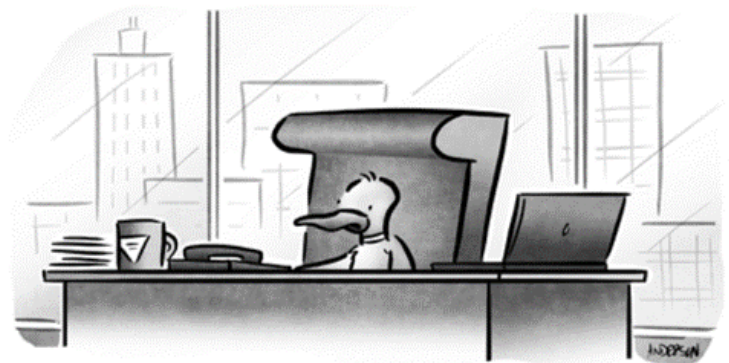
After you install the SmartFeeder app on your phone, it'll ask a few questions to get to know your animal, including their age, weight, activity level, and food type. This last feature is particularly interesting, as the feeder will recommend feeding amounts for dozens and dozens of common cat and dog foods, though users report it can be a little finicky.

After it gathers the information, you can set up regular, automatic feeding schedules for your furry friend. After that, it's an almost entirely hands-free process, until you need to reload the feeder with your animal's preferred food.

Its \$150 price tag may be a little steep for most pet owners, but for the busiest Ñ and laziest Ñ of us, it could be the perfect addition to your already-automated home.

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“Stephanie, would you please head down to that old lady in the park and bring me back some bread crumbs?”

**Claim your
FREE Network Assessment today!**

Feel like your computer is out of gas? Having network issues that are delaying your daily operations? Give our IT professionals a call today for your FREE Network Assessment. We will inventory your current technology, check network security, review your back-up solution and deliver a report including outstanding issues and possible solutions. It's amazing how a simple review of your current operations can reveal cost and time saving opportunities.

BSSi2 Support | (312) 752-4675 | tickets@bssi2.com