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Volume 9, Issue 6

June 2017

**Celebrating over
FIFTEEN YEARS
of Service and
Satisfied
Customers!**



“As a business owner, you don’t have time to waste on technical and operational issues.

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**Fred Holzager,
IT Director
Holzsager Technology Services
and
Publisher of
The Tech Insider**

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Snapple Real Fact # 1311

In New Zealand, parents have to run baby names by the government for approval.

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The Tech Insider



“Insightful Tips To Make Your Business Run Faster, Easier and Be More Profitable”

Don’t Fall Victim to An Email Attack

A nationwide email scam occurred last month in the form of a Google document. The malicious email, appearing to come from people the recipients knew, beckoned them to click on what appeared to be a shared Google document.

Recipients who clicked on the links were prompted to give the sender access to their Google contact lists and Google Drive. In the process, victims allowed spammers to raid their contact lists and send even more email.

Google took immediate action—they disabled the accounts responsible for the spam, updated its systems to block it and are continually working on ways to prevent such an attack from recurring. If you receive a suspicious email, here are some tips:



- 1. Do Not Click, Even When the Email is From Your Mother.**
Even when you receive links from trusted contacts, be careful what you click on. Spammers, cybercriminals and, increasingly, nation-state spies (foreign government hackers) are resorting to basic email

attacks, known as spear phishing. These bait victims into clicking on links that download malicious software, or lure them into turning over their user names and passwords. A quarter of phishing attacks studied last year by Verizon were found to be nation-state spies trying to gain entry into their targets’ inboxes, up from the 9 percent of attacks reported in 2015.

- 2. Turn on Multifactor Authentication.**
Google and most other email, social media and banking services offer customers the ability to turn on multifactor authentication, a method of computer access control in which a user is granted access only after successfully presenting several separate pieces of authentication. **Use it!** When you log in from an unrecognized computer, the service will prompt you to enter a one-time code texted to your phone. It is the most basic way to prevent hackers from breaking into your accounts with a stolen password.

- 3. Shut it Down.**
If you accidentally clicked on the Google

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“We Love Referrals” 2017 Offer

Keeping with the spirit of helping others, if you refer a business to us and they become our customer, we will donate \$100 to your favorite charity.

At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!

For more information, please see our website at www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050 or email us at info@tech4now.com.

Quotations

"Happiness comes from some curious adjustment to life."

Hugh Walpole

"Be kind, for everyone you meet is fighting a hard battle."

Plato

"Peace is not the absence of conflict, but the ability to cope with it."

Dorothy Thomas

"There is little you can learn from doing nothing."

Zig Ziglar

"The time is always right to do what is right."

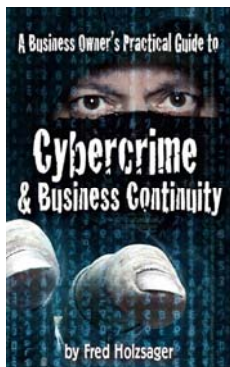
Martin Luther King Jr.

"Management is doing things right; leadership is doing the right things."

Peter Drucker

"We shall never know all the good a simple smile can do."

Mother Teresa



My New Book was just featured in the UAlbany Magazine under Alumni Authors & Editors!

For more details on the contents and how to get your copy, please visit our special web page at www.tech4now.com/cybercrime

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Ask us about our fixed price services HTS Insight Hassle-Free Agreements— Computer Support at a flat monthly fee you can budget for just like rent!

Don't Fall Victim to An Email Attack

(Continued from page 1)

phishing attack and gave spammers third-party access to your Google account, you can revoke their access by following these steps:

Go to <https://myaccount.google.com/permissions>. Revoke access to "Google Docs".

4. Change Your Passwords ... Again and Again!

If you've been phished, change your passwords to something you have never used before. Ideally, your passwords should be long and should not be words that are found in a dictionary. The first things hackers do when breaking into a site is use computer programs that will try every word in the dictionary. Your email account is a ripe target for hackers because your inbox



is the key to resetting the passwords of, and potentially breaking into, dozens of other accounts. Make your password long and distinctive. Security specialists advise creating acronyms based on song lyrics, movie quotations or sayings. For example, "The Godfather" movie quotation "Leave the gun. Take the cannoli," becomes "LtGtTcannoli1."

5. Report It.

Report any phishing attacks to Google by clicking the downward arrow at the top right of your inbox and selecting "Report Phishing." This is an important step in investigating such scams and stopping them.

If you are the victim of an email phishing attack, please contact us at (201) 797 - 5050 or www.tech4now.com for help. **And please be safe out there!**

Laptop Battery Life Extended

Certain laptop brands have longer battery lives than others. But, there are power-saving techniques that help preserve battery power regardless of brand. If you spend the majority of your working hours on one, these tips on prolonging battery life will come in handy.

Manage Your Laptop's Power Settings

Computer manufacturers are aware that battery life is an important consideration for most users, which is why many Windows and Apple computers have settings that help reduce battery consumption. Windows laptops have a Power Plan setting that lets you choose either a standard setting or a customized power plan; Energy Saver under MacOS' 'System Preferences' offers a setting that allows you to adjust display and sleep controls.

Adjust Display and System Settings

You can also make adjustments to your laptop's display and system settings to reduce brightness, turn off screensaver, disable Bluetooth and Wi-Fi (when they're not used), and trigger the system to hibernate instead of sleep. A "sleeping" laptop consumes a little energy, but a "hibernating" laptop consumes absolutely none.

Use a Battery Monitor and Other Maintenance Tools

If you think your laptop battery drains unusually fast, access your system's battery maintenance tool to check its status. If your laptop doesn't have one, you can download an application that creates a battery health report. That report will include charge cycle count, which determines the number of charge cycles your laptop has; and battery life estimate,

which states how much longer the battery will provide power based on its current settings.

Keep Your Laptop Operating Efficiently

One way to accomplish this is by managing your web browser usage. Having many tabs opened on your browser drains your battery's power and reduces your productivity. If you really must have a handful of tabs opened, consider switching to power-saving browsers such as Windows Edge or Opera. When multitasking, close unused apps and programs — especially those that download files or play media, as they consume the most power.

Handle Your Laptop with Care

Laptops are delicate and require safe handling and a cool temperature. With the exception of a few models, many devices are designed with a cooling system that keeps its CPU, graphics processor, and other components from overheating and its battery from depleting fast.

For that reason, handling your laptop with great care ensures longer battery life and better overall performance. Make sure you don't block its vents from circulating air, which means you should never put it on a surface such as a bed or similar soft surface that could prevent its cooling fans from working.

For businesses with remote workers and/or bring your own device (BYOD) policies, a laptop that lasts all day allows employees to be more productive and saves your company from having to spend on new laptops or replace batteries as a result of neglect. For cost-effective strategies on business technology, contact us today at (201) 797 - 5050 or www.tech4now.com.



Trivial Matters

Just as we honored mothers last month, this month we will celebrate fathers on June 18th. Here are some interesting fun facts about the third Sunday in June.

- Father's Day is celebrated the third Sunday in June in over 50 countries around the world.
- The first Father's Day celebration was said to be on June 19, 1910 in Spokane, Washington.
- President Nixon made Father's Day a permanent national holiday in 1972.
- Spending on Father's Day will reach more than \$12.7 billion. Even though that is \$2 more than the prior year, it's only a little more half of the \$20 billion spent on Mother's Day.
- Father's Day is the fourth-biggest day for sending greeting cards, after Christmas,



Valentine's Day and Mother's Day, according to the Greeting Card Association.

- 50% of all Father's Day cards are purchased for fathers and 20% are bought for husbands.
- Neckties are still the most popular gift on Father's Day, with tools and golf clubs not far behind.
- Census data shows there are more than 70.1 million dads in the U.S. About a third of them are married with kids under 18.
- Australia & New Zealand celebrate it on the first Sunday in September, while in Belgium & Spain, it is on March 19.
- On Father's Day in Germany, men drink all day at beer gardens.



Sounds like they know how to party!

Happy Father's Day!

Quick Tech Productivity Pointers

Make the Most of Your iPhone

The iPhone has many features that most casual users may not realize. Check these out and start simplifying your life at home and at work!

Respond to texts without unlocking the phone: When you get a notification, swipe left on the message and a blue "Reply" button appears. Just tap it and text away!

Take a photo with the volume button: For that ultimate, one-handed selfie, open the camera app and press the "+" button for volume on the side of your phone.



Have Siri read your texts out loud: This is a great tool for when your hands aren't free or you're on the road. Press the volume button and hold it. When the beep sounds, tell Siri, "Read my texts." When done reading, she'll ask you what to do with the messages. You can have her reply or read them again.

Track down your phone: The iPhone might not be a super-hero's first



weapon of choice, but did you know it can track any villain who nabs it? It even records every place it's been over the past few months. Click through **Settings > Privacy > Location Services > System Services.**

Need to self-destruct a message? Go ahead, send that secret picture or video and tell it to self-destruct in two minutes. Head to **Settings > Messages.**

Need to hang shelves in your Batcave? Just go to iPhone's Compass and swipe left to access its level feature.

Discover hidden power hogs: Navigate to **Settings > Battery**, for a peek at your phone's worst power offenders.

Automatically Dial Extensions When you enter a phone number in Contacts, tap +*#, then tap Pause one or more times and enter the extension number. iPhone waits two seconds for each pause before dialing the extension.

Did you realize that your iPhone could do all this? Contact us at (201) 797-5050 or www.tech4now.com and we can teach you about even more features of this amazing portable device.



Are You Protected From A Data Breach?



Think cybercriminals only target the big companies?

More than 75% of data breaches target small and medium sized businesses.

We can help you with the following:

- 1. TRAIN YOUR EMPLOYEES**
Train your employees to help protect your sensitive data.
- 2. PROTECT YOUR NETWORK**
Protect your network with VPN's, firewalls, vulnerability scans, penetration testing, etc.
- 3. SECURE YOUR DEVICES**
Identify, track, and secure (encrypt) your employee's devices—smartphones, USB drives, tablets and laptops.
- 4. SECURE PHYSICAL SPACE**
Track and log visitors, limit access with locked doors.
- 5. CREATE CLEAR POLICIES**
Create clear and concise written policies on the use and disposal of sensitive data.
- 6. WHERE'S YOUR DATA?**
Locate, understand, and limit where all of your sensitive data resides.
- 7. PROPER DISPOSAL PROCEDURES**
Ensure that you have the proper procedures and documents in place to dispose of any devices, equipment, and paper records.

LET US HELP YOU PROTECT YOUR BUSINESS AND DATA.

CONDUCT A SECURITY RISK ASSESSMENT TO UNDERSTAND YOUR RISKS.

Contact us at (201) 797-5050 or www.tech4now.com/pii-protect.



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Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

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- ✓ System Audits and Network Documentation
- ✓ Voice over IP phone systems

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It is my pleasure to recommend you to my colleagues and friends knowing how you stand behind your work and provide fast service. Your reputation and integrity are top notch, not to mention your speed to resolution." —Irwin Dolgoff, President, Academic Achievement, Inc.

June 2017

The Lighter Side...

For Entertainment Purposes ONLY!

Game of Your Life

It's game 7 of the NBA finals and a man makes his way to his seat at center court. He sits down and notices that the seat next to him is empty. He leans over and asks his neighbor if someone is sitting there. He responds, "No, the seat's empty." "The first man exclaims, "What?!? Who in their right mind would have a seat like this for the NBA finals and not use it?" The neighbor responds, "Well the seat is mine, but my wife passed away and this is the first NBA finals we haven't been together." The first man responds, "I'm sorry to hear that. Wasn't there anyone else, a friend or relative, that could've taken that seat?" The neighbor responds, "No, they're all at the funeral."



Light the Way

Two factory workers are talking. The woman says, "I can make the boss give me the day off." The man replies, "And how would you do that?" The woman says, "Just wait and see."

She then hangs upside down from the ceiling. The boss comes in and says, "What are you doing?" The woman replies, "I'm a light bulb."



The boss then says, "You've been working so much that you've gone crazy. I think you need to take the day off." The man starts to follow her and the boss says, "Where are you going?" The man says, "I'm going home, too. I can't work in the dark."

Tied Up

One day, a man came home and was greeted by his wife dressed in stunningly sexy lingerie. "Tie me up," she said "And you can do anything you want." So he tied her up and went golfing.

Sports Fun

Q: Why did the coach go back to the bank?

A: To get his quarterback!

Q: Why is a baseball game a good place to go on a hot day?

A: Because there are lots of fans.

Q: Why did the golfer wear two pairs of pants?

A: In case he got a hole in one.

Golfer: "I'd move heaven & earth to break 100 on this course."

Caddy: "Try heaven; you've already moved most of the earth."

