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Fred Holzsager,
IT Director
Holzsager Technology Services
and
Publisher of
The Tech Insighter

Inside This Issue

Snapple Real Fact # 279
Canada has the longest coastline of any country in the world.

The Tech Insighter

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

3 Ways to Browse the Internet Safely at Work

Amidst the current climate of malware, hacks, and phishing scams, the internet really isn't safe for any company that doesn't take precautions. Without safeguards, browsers that you or your employees use are vulnerable to cyber attacks that may cripple productivity and profit. There are wise steps that every company should take to browse the net safely.

Data stored on desktops, servers and in the cloud, doesn't make it safe. If anything, it makes it available to anyone who has the desire and capabilities to hack into your system and cause mayhem for your business operations.

To protect your data – and your company, you should make use of privacy-protecting browser extensions. Depending on the nature of your business, both you and your employees are likely to be online at least some, if not all, of the working day. Here are some browser extensions that can make the experience more secure.

Prevent Browser Tracking
If you don't like the idea of a third party

(reputable or otherwise) being able to track your browsing habits, try installing a tool for private browsing. These programs offer protection against tracking by blocking third-party cookies as well as malware. Some extensions also boast secure Wi-Fi and bandwidth optimization, and can guard against tracking and data collection from social networking sites such as Twitter, Facebook or Google+.

Blocking Adverts
While online ads may seem harmless, the truth is they can contain scripts and widgets that send your data back to a third party. A decent ad blocking program will block banner, rollover and pop-up ads, and also prevent you from inadvertently visiting a site that may contain malware.

Many blockers contain additional features such as the ability to disable cookies and scripts used by third-parties on a site, the option to block specific items, and even options to 'clean up' Facebook, and hide YouTube comments.

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**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

"The best way to teach your kids about taxes is to eat 30% of their ice cream".

Bill Murray

"The first time I see a jogger smiling, I'll consider it."

Joan Rivers

"If you think nobody cares about you, try missing a couple of payments."

Steven Wright

"*My wife and I were happy for twenty years. Then we met."*
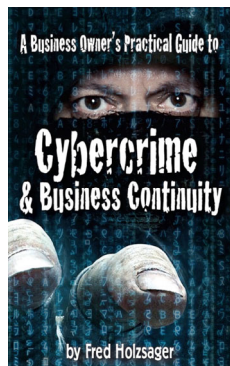
Rodney Dangerfield

"The advice I would give to someone is to not take anyone's advice."

Eddie Murphy

"Confidence is 10% work and 90% delusion."

Tina Fey

A Business Owner's Practical Guide to
Cybercrime & Business Continuity
by Fred Holzsager

If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own 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!
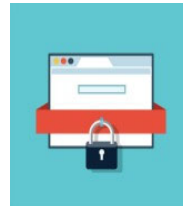
3 Ways to Browse the Internet Safely at Work

The major blockers work with Google Chrome, Safari, and Firefox and you'll be able to find everything from user-friendly solutions to more advanced tools that are customizable down to the tiniest degree.

Consider installing a VPN

Unfortunately, browser tracking, malware, and adware are not the only internet nasties that you need to be concerned about. However, the good news is that there a number of other extensions that you can download to get a grip on your online safety. A VPN (Virtual Private Network) is something else to consider. VPNs encrypt your internet traffic, effectively shutting out anyone who may be trying to see what you're doing.

Commonly used in countries where the internet is heavily censored by the powers that be, a VPN allows for private browsing as well as enabling users to access blocked sites. There are hundreds of VPNs on the market so do a little research and find one that suits you best.

Finally, it goes without saying that having anti-virus and anti-malware software installed on your PC, tablet, and even your smartphone is crucial if you want to ensure your online safety.

Is browsing at your workplace secure? Would you like a more comprehensive security system for your business? We can offer solutions for how to protect your business from online threats. Get in touch with us today at (201) 797—5050 or www.tech4now.com.

Back Up Your Mobile Devices Now!

Mobile phones have become as vulnerable to malware as laptops and desktops are, especially if you consider the fact that many professionals and business owners use them for emailing confidential documents and storing business-critical files. If you use your mobile devices as extensions of your work computers, backing them up is a must.

Device Disasters

Malware isn't the only disaster that can hurt your smartphone. Because you carry it wherever you go, your device can easily be stolen, misplaced, or damaged. The devices may be easily replaceable, but the data they contain is not. Here are some security threats to look out for:

Data leakage— Something as simple as transferring files onto a public cloud storage service, or pasting confidential information in the wrong place could compromise your business. In fact, according to specialist insurance provider Beazley, "unintended disclosure" accounted for 41% of data breaches reported by healthcare organizations in 2017.

Social Engineering—Tricking people online into handing over their personal and financial data is no longer confined to desktops, as this trend is already happening on mobile devices. In a report by IBM, it was found that users are three times more vulnerable to fall for phishing attacks on mobile devices compared to desktops. This is because phones are where people will most likely see a message first, making them

a popular attack target by cybercriminals.

Wi-Fi Interference—When we connect our devices to public Wi-Fi networks, we are putting critical information at risk. According to Wandera, nearly a quarter of devices in 2017 connected to potentially insecure networks, and some even encountered a man-in-the-middle attack, where someone anonymously intercepts communication between two parties.

Out-of-Date Devices– A vast majority of manufacturers, particularly on the Android front, are ineffective at providing updates for their devices. This can expose users to the many threats lurking online.

Physical Device Breaches - While this may seem unlikely for some, lost or unattended devices can still become a major security risk, especially if they are not employing proper security measures such as PIN codes and encryption.

Backup Options

Performing backups on iOS and Android devices is a quick and painless process. There are also robust third-party options to back up all your organization's mobile devices. The best of these are cloud backup services that sync devices and back up contacts, photos, videos, and other critical files in one neat system.

Our experts can provide practical advice on security for your business's computers and mobile devices. Call us today at (201) 797-5050 or visit https://www.tech4now.com.

Trivial Matters

We've come a long way since the telephone was invented almost 143 years ago. Mobile phones have become an extension of ourselves. Did you ever stop and wonder about your favorite device and how it is used?

♦ Modern cell phones are more powerful than the equipment used in the Apollo 11 moon landing.

♦ The average person unlocks their cell phone at least 110 times a day.

♦ The average smartphone user touches their phone over 2,600 times day, while heavy users touch theirs over 5,400.

♦ In 2014, the number of mobile phones in the world overtook the number of people.

♦ There are 5 times as many cell phones in the world as PC's.

♦ More than 90% of adults have their mobile

phone within arm's reach all the time.

♦ Addiction to mobile phones is called nomophobia.

♦ Within 3 minutes of delivery, 90% of text messages are read.

♦ The technology behind smartphones relies on up to 250,000 separate patents.

♦ More than 50% of holiday online shopping will be done on a smartphone.

♦ More people in the world have mobile phones than toilets.

♦ Speaking of toilets, in Britain, more than 100,000 cell phones are dropped in the toilet every year!

♦ "Smartphone Zombie" is the name given to pedestrians who walk slowly and without attention to their surroundings because they are focused on their smartphone.

Quick Tech Productivity Pointers
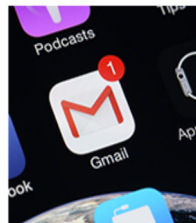
Six Gmail Tips Your Business Needs
Time is of the essence, especially for small and medium-sized businesses. Use these Gmail tips to spend less time in front of the monitor and more time enhancing your bottom line.

Undo Send - is a neat feature that gives you a short period of time to recall a mistakenly sent message. Simply click the Undo link that appears to the right of the "Your message has been sent" notification.

Canned Responses– is a new feature that allows you to save time and reuse an email that you designate as a Canned Response. Similar to an email template, it saves time since you won't have to retype the same responses over and over again. It comes in handy for businesses that send plenty of routine emails. To do this, go to Settings, open the Advanced tab, and enable Canned Responses (Templates).

Send Large Attachments with Google Drive
With Gmail, users can easily send attachments up to 25 MB. If you have larger files to attach, (zip files with photos, for example) you can use Google Drive with your Google account, to send them in Gmail. Copy the large file to your Google Drive, then click Compose in Gmail and type your message. When you're ready to attach the large file, click the Google Drive icon (next to the emoji icon that looks like a smiling face). Insert the files you want to attach and send your message.

Turn on Priority Inbox– organizes your messages by their importance using machine learning. You can divide your inbox into five sections, with messages displayed in the following order:

- *Important and unread messages*
- *Starred messages*
- *Customizable section*
- *Everything else*

To enable Priority Inbox, hover your mouse over the Inbox button in the upper left corner of the screen until a dropdown arrow appears. Click on it, and choose Priority Inbox.

Back up your messages– with Gmvault. It's an open source solution that can back up your entire Gmail directory or just a handful of messages. The email data is then available whenever you need to restore or recreate your Gmail folders. You can also use it to migrate messages from one account to another.

Enable Advanced Settings- to increase email efficiency. Some of these features include Multiple Inboxes, Preview Pane, and custom keyboard shortcuts. Access them by going to Settings and clicking on the Advanced tab.

Spending the right amount of time with emails while managing other crucial business areas is key to business success. If you have questions or need further assistance managing Gmail or email, please contact us at (201) 797—5050 or www.tech4now.com.

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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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5 Reasons To Choose A Hosted VoIP Phone System

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"Your breadth of experience and speed to resolution helps us keep our business strong and current. The way we see you is not as an IT computer guy, but as a proven Trusted Business Advisor." **—Nabil Ishac,** *Architect & Owner*, Ishac Design Architects

December 2018

The Lighter Side...

For Entertainment Purposes ONLY!

The Helicopter Ride

Walter took his wife Ethel to the state fair every year, and every time he would say to her, "Ethel, you know that I'd love to go for a ride in that helicopter." But Ethel would always reply, "I know that Walter, but that helicopter ride is 50 dollars and 50 dollars is 50 dollars."

Finally, they went to the fair, and Walter said to Ethel, "Ethel, you know I'm 87 years old now. If I don't ride that helicopter this year, I may never get another chance." Once again Ethel replied, "Walter, you know that helicopter ride is 50 dollars and 50 dollars is 50 dollars." This time the helicopter pilot overheard the couple's conversation and said, "Listen folks, I'll make a deal with you. I'll take both of you for a ride; if you can both stay quiet for the entire ride and not say a word I won't charge you! But if you say just one word, it's 50 dollars."

Walter and Ethel agreed and up they went in the helicopter. The pilot performed all kinds of fancy moves and tricks, but not a word was said by either Walter or Ethel. The pilot did his death-defying tricks over and over again, but still there wasn't so much as one word said. When they finally landed, the pilot turned to Walter and said, "Wow! I've got to hand it to you. I did

everything I could to get you to scream or shout out, but you didn't. I'm really impressed!"

Walter replied, "Well to be honest I almost said something when Ethel fell out but, you know, 50 dollars is 50 dollars!"

More Laughs

Why did the blind man fall into the well?
Because he couldn't see that well.

A scarecrow says, "This job isn't for everyone, but hay, it's in my jeans."

Thank you student loans for getting me through college.
I don't think I can ever repay you.

Did you hear about the cheese factory that exploded in France?
There was nothing but *des brie*.

A cross eyed teacher couldn't control his pupils.

How do trees access the Internet? They log on.

You know what's really odd?
Numbers that aren't divisible by two.

A Wife's Patience

Husband: You will never succeed in making that dog obey you.
Wife: *Nonsense!* It's only a matter of patience. Remember, I had a lot of trouble with you at first as well...