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



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

That’s where we shine!
Call us and put an end to your IT problems finally and forever!”

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

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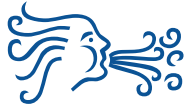
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Snapple Real Fact # 90

The average raindrop falls at 7 MPH.

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The Tech Insider



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



5 Signs You’re About To Get Hacked—And What You Can Do To Prevent It

Hackers love to go after small businesses. There are many businesses to choose from, and many don’t invest in good IT security. Plus, many business owners and their employees have bad cyber security habits. They do things that increase their risk of a malware attack or a cyber-attack. Here are five bad habits that can lead to a hack and what you can do to reduce your risk.

1. Giving out your e-mail Just about every website wants your e-mail address. If you share it with a vendor or e-commerce site, it’s usually not a big deal (though it varies by site – some are more than happy to sell your e-mail to advertisers). The point is that when you share your e-mail, you have no idea where it will end up – including in the hands of hackers and

scammers. The more often you share your e-mail, the more you’re at risk and liable to start getting suspicious e-mails in your inbox.

If you don’t recognize the sender, then don’t click it. Even if you do recognize the sender but aren’t expecting anything from them and do click it, then **DO NOT** click links or attachments. There’s always a chance it’s malware. If you still aren’t sure, confirm with the sender over the phone or in person before clicking anything.

2. Not deleting cookies Cookies are digital trackers. They are used to save website settings and to track your behavior. For example, if you click a product, cookies are logged in your browser and shared

(Continued on page 2)



“We Love Referrals” 2020 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

"Life is like riding a bicycle. To keep your BALANCE, you must keep moving."

Albert Einstein

"the most wasted of days is one without laughter."

e. e. cummings

"Let us make our FUTURE now, and let us make our dreams TOMORROW'S reality."

Malala Yousafzai

"The bad news is time flies. The good news is you're the pilot."

Michael Altschuler

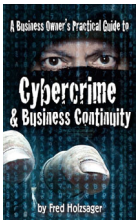
"DON'T WAIT. The time will never be just right."

Napoleon Hill

"Each person must live their life as a MODEL for others."

Rosa Park

Read Fred's Book!



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

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

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!

5 Signs You're About To Get Hacked... Prevent It

(Continued from page 1)

with ad networks. This allows for targeted advertising. There's no good way to tell who is tracking online. But you can use more secure web browsers, like Firefox and Safari. These browsers make it easy to control who is tracking you.

In Firefox, for example, click the three lines in the upper right corner, go into the Options menu and set your Privacy & Security preferences. Plus, every web browser has the option to delete cookies – which you should do constantly. In Chrome, simply click History, then choose "Clear Browsing Data." Done. You can also use ad-blocking extensions, like uBlock Origin, for a safe web-browsing experience.

3. Not checking for HTTPS Most of us know HTTP – Hypertext Transfer Protocol. It's a part of every web address. However, most websites now use HTTPS, with the 'S' meaning "secure." Most browsers now automatically open HTTPS websites, giving you a more secure connection, but not all sites use it.

"Good IT security can be the best investment you can make for the future of your business."

If you visit an unsecured HTTP website, any data you share with that site, including date of birth or financial information, is not secure. You don't know if your private data will end up in the hands of a third party, whether that be an advertiser (most common) or a hacker. Always look in the address bar of every site you visit. Look for the padlock icon (🔒). If the padlock is closed or green, you're secure. If it's open or red, you're not secure. You should

Follow This ONE Rule When Sending E-mails

We all use e-mail, and we all spend too much time reading and responding to these messages (one estimate cited by Inc. suggests the average office worker spends 2 ½ hours per day reading and responding to e-mails).

Wasn't e-mail supposed to save time? It can if you follow this one important rule. It's all about streamlining your process. That rule? **The CC: rule.**



immediately leave any website that isn't secure.

4. Saving passwords in your web browser Browsers can save passwords at the click of a button. Makes things easy, right? Unfortunately, this method of saving passwords is not the most secure. If a hacker gets your saved passwords, they have everything they could ever want. Most web browsers require a password or PIN to see saved passwords, but a skilled hacker can force their way past this if given the chance.

Protect yourself with a dedicated password manager! These apps keep passwords in one place and come with serious security. Password managers can also suggest new passwords when it's time to update old passwords (and they remind you to change your passwords!). LastPass, 1Password and Keeper Security Password Manager are good options. Find one that suits your needs and the needs of your business.

5. You believe it will never happen to you This is the worst mentality to have when it comes to cyber security. It means you aren't prepared for what can happen. Business owners who think hackers won't target them are MORE likely to get hit with a data breach or malware attack. If they think they are in the clear, they are less likely to invest in good security and education for their employees.

The best thing you can do is accept that you are at risk. All small businesses are at risk. But you can lower your risk by investing in good network security, backing up all your data to a secure cloud network, using strong passwords, educating your team about cyberthreats and working with a dedicated IT company. Good IT security can be the best investment you make for the future of your business.

It works like this: If you expect a reply from a recipient, you put their name in the "TO:" field. If you want to add more people to read your message but don't need a reply from them, put them in the "CC:" field.

However, for the rule to work, everyone in the e-mail has to know how it works. If the e-mail is addressed "TO:" you, **respond.** If not and you're just CC:'d, **do not respond.** — Simple, Inc., 12/10/2019.

Trivial Matters

As much as you may enjoy theme related trivia, this month turns to the random fact drawer for a far larger varietal sampling.

- ① Bubble Wrap was originally intended to be used as 3D wallpaper.
- ① M&M's actually stands for "Mars & Murrie's," the last names of the candy's founders. (They weren't Miriam & Mel?)
- ① There are 11 U.S. states that have land farther south than the most northern point of Mexico. Can you name ALL of them?
- ① It's been said that nearly 3% of the ice in Antarctic glaciers is penguin urine.
- ① Jeanette Rankin became the 1st female member of Congress in 1916, four years before women were given the right to vote.
- ① The heart of a shrimp is in its head.
- ① Reno, NV is west of Los Angeles, CA.
- ① Only female mosquitoes will bite you.

① A pluot is a hybrid between a plum and an apricot—you know "dinosaur eggs."

① A single cow can make roughly 200,000 glasses of milk in a lifetime.

① Johnny Cash's "A Boy Named Sue" was penned by beloved children's author Shel Silverstein.

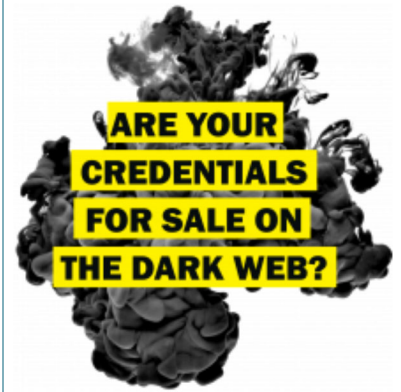
① A 1913 New York Times article on portmanteaus includes the word "alcoholiday," which describes leisure time spent drinking.

① Bear Bryant was once asked to contribute \$10 to help pay for a sportswriter's funeral. According to legend, he said, "Here's a twenty, bury two."

① "Jay" used to be slang for "foolish person." So when a pedestrian ignored street signs, he was referred to as a "jaywalker."

① A snail can sleep for three years.

South of Mexico: CA, AZ, NM, TX, LA, MS, AL, GA, FL, PR, HI



Find Out with a Complimentary Dark Web Scan

Did you know...?

- Cyber-attacks have continued to grow in cost, size, and impact—causing 60% of SMBs to go out of business within 6 months of a cyber incident.
- Over 80% of data breaches leverage stolen passwords as the principal attack vector—often acquired on the *Dark Web*.
- Far too often, companies that have had their credentials compromised and sold on the Dark Web don't know it until they have been informed by law enforcement—but then, it's too late.
- To help keep your critical business assets safe from the compromises that lead to breach and theft, we are offering a complimentary, one-time scan with **Dark Web ID™ Credential Monitoring**.

If you are interested in learning more about the risks involved in ignoring your password security, give us a call at (201) 797-5050 or visit our website at

<https://www.tech4now.com/dwid> or www.tech4now.com/bullphish

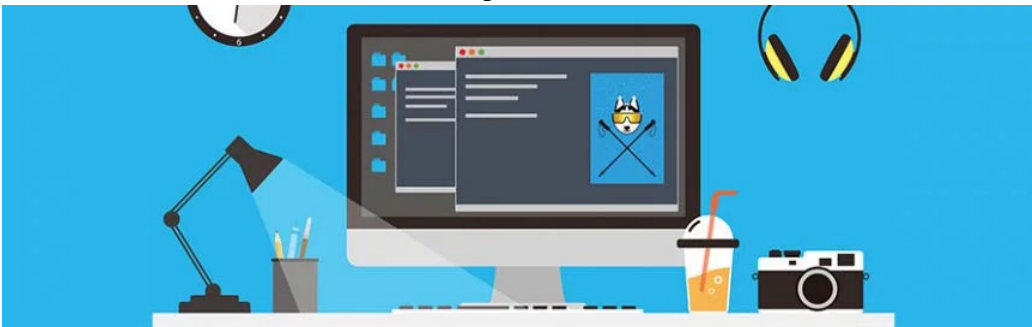
Training employees how to recognize cyber attacks is the most **under spent** sector of the cybersecurity industry.

YET...

90% of successful hacks and data breaches stem from phishing.

Source: 2015 Official Annual Cybercrime Report - Hackett Group

Quick Tech Productivity Pointers



Add hours to your day with PC hacks—

Because there are only so many hours in a workday, it's vital to make the most of your time. If distracting websites, unorganized files, and cluttered inboxes prevent you from getting work done, consider these tips to better manage your time and stay productive.

Monitor productivity levels

Start by tracking how much work you complete on an average day. There are many useful apps for this. For example, Google Chrome has an extension called RescueTime, which records your most frequently visited sites and tracks how much time you spend away from your computer. The app will provide you with a productivity rating and a detailed log of how you spend your time at work.

If you discover you're wasting a huge portion of your time on social networking and other productivity killers, you're more likely to make conscious adjustments on how you manage your time.

Get rid of clutter

You can also decrease distractions and increase your output by deleting old files, uninstalling unused programs, and organizing documents into appropriately labeled folders. This makes finding files easier and improves your computer's performance as well. As for the clutter in your email inbox, Gmail and Outlook both have features that filter out unimportant messages. Simply enable Priority Inbox on

Gmail or Clutter on Outlook to get a clean, spam-free inbox.

Block sites that waste your time

Visiting non-work-related websites hinders productivity. A quick five-minute break to check your Facebook feed may not seem like much, but a few of those per day add up to a lot of time.

If you and your employees have trouble staying away from social media sites like Facebook, Instagram, and Twitter, it's a good idea to block access to them using URL filters.

Alternatively, you can use apps like StayFocusd or Strict Workflow. These allow you to set a limit on how long and how often users can visit non-work-related sites.

Stay on track with to-do lists

To-do lists help you break down large projects into manageable, bite-sized tasks. Crossing things off the list is surprisingly satisfying since it gives you and your employees a sense of accomplishment and total visibility over your progress.

You can choose from a wide variety of digital to-do lists like Google Tasks or Trello. These platforms allow you to set deadlines for small tasks and write clear instructions for each. What's more, they're incredibly easy to use and are great for keeping track of your workflow.— Published with permission from TechAdvisory.org. [Source](#).

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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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- ✓ Disaster Recovery and Business Continuity Planning
- ✓ Virus Protection & Removal and Dark Web Monitoring
- ✓ Network Security and Online Employee Security Training
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- ✓ E-mail & Internet Solutions
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- ✓ System Audits, Network Documentation, and Dark Web Scans
- ✓ Voice over IP phone systems

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

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"Just a note to say how painless you made the change from Windows 7 to 10 for my office. I didn't have to learn any new tricks and it's faster by far. Many thanks for your expertise."

—Anne B. Horst, Kando Service Agency, Inc.

March 2020

The Lighter Side...

For Entertainment Purposes ONLY!

Resistance is Futile

What do you call someone who cannot stick to their diet? A Desserter!

Words of Endearment

A guy was invited to an old friends' home for dinner. His buddy preceded every request to his wife by endearing terms, calling her "Sweet Heart", "Honey", "My Lovely", "Darling", "Angel", etc.

The guy was impressed since he knew the couple had been married almost 70 years, and while the wife was off in the kitchen, he said to his buddy, "I think it's wonderful that after all the years you've been married, you still call your wife those pet names."

His buddy hung his head. "To tell you the truth, I forgot her name about ten years ago."

The juggler

A juggler was driving to his next performance, when he was stopped by the police. "Why do you have matches and lighter fluid in your car?" asked the cop as he approached the driver.

"I'm a juggler and I juggle flaming torches in my act."

"Oh really?" says the doubtful cop. "Show me!" The juggler gets out and starts juggling the blazing torches masterfully. A couple driving by slowed down to watch. "Wow," said the driver to his wife. "I'm

glad I quit drinking. Look at how hard the test is they're giving people now!"

Fun at the Zoo

Little Johnny wanted to go to the Zoo. He pestered his parents constantly until one day, his mother convinced his reluctant father to take him.

Upon returning from their outing, Mom asked Johnny, "So, how was it?"

"Great!" Johnny replied.

"Did you both have a great time together?" she asked. "We sure did," Johnny responded, "Daddy really liked it a lot, especially when one of the animals came home at 25 to 1."

Bear sightings...

In light of the rising frequency of human-grizzly bear conflicts, the Alaska Department of Fish and Game is advising hikers, hunters, and fishermen to take extra precautions and keep alert of bears while in the field. They advise that outdoorsmen wear noisy little bells on their clothing so as not to startle bears that aren't expecting them. They also advise outdoorsmen to carry pepper spray with them in case of an encounter with a bear. It is also a good idea to watch out for fresh signs of bear activity. Outdoorsmen should recognize the difference between black bear and grizzly bear scat. Black bear scat is smaller and contains lots of berries and squirrel fur. Grizzly bear scat has little bells in it and smells like pepper.