Fun and Games…

The Truth About Email Archiving Systems

HOST: Hello again everyone and welcome to **To Tell the Truth**! Today we have three contestants each who is prepared to tell us the key reason why organizations today should have a system for archiving email! Contestant #1…

CONTESTANT #1: I have a law degree and I can tell you that clearly the most important reason to archive email today is for the purposes of **Regulatory Compliance**. Email is a major form of communication today and often includes key information needed for a host of regulatory reasons. With thousands of compliance regulations affecting organizations all over, the need to archive and, if need be, produce communications is paramount. The penalties are very severe for non-compliance and litigation is costly. Large and small organizations have been fined millions by a slew of governmental agencies. Statutes vary by industry, but generally client and employee records and communications must be archived for many years…even forever! The Sarbanes Oxley Act (SOX) is one of those all-encompassing statutes that affects many industries and imposes severe penalties on organizations that deliberately alter or delete documents with the intent to defraud third parties. Additionally the FRCP (Federal Rules of Civil Procedure) dictate that your electronic records may be requested…and that includes email.

HOST: Well that is compelling, now on to Contestant #2…

CONTESTANT #2: I am an efficiency expert and without a doubt the most important reason for archiving email is to **Enhance Organizational Productivity**. That is by far the greatest advantage to putting in place an Email Archiving System. In my consulting work I have found many organizations who have wasted hours and even days spending time searching for old correspondence and other things like invoices—either in old manila file folders like the old days and even in old email backup programs. That is a huge waste of time. With a professional, enterprise-grade email archiving system, organizations of any size today can simply search through an archive and retrieve the one (or the many) emails they need. What once took days to find, now takes seconds! Search capabilities in computing are so advanced today, but they only work if there is a proper system, like an Email Archiving System, in place to allow them to do their magic!

HOST: Amazing! Can Contestant #3 weave a different story?

CONTESTANT #3: I am a consultant who is focused on helping businesses recover not only from major unforeseen events including natural disasters but also from little things like loss of a major customer or employee. My clients who have had the toughest time getting their businesses back on their feet are those without a plan for **Business Continuity** and **Disaster Recovery**. A solid, professional Email Archiving System is an important part of any such plan I put together for my clients. Candidly, Email Archiving Systems are a way that help organizations get over the negative effects of staff turnovers and re-organizations. If there is a system in place for email archiving, then when key personnel leave (for whatever reason) the rest of the organization can easily access these communications and keep operations going. That is the key!
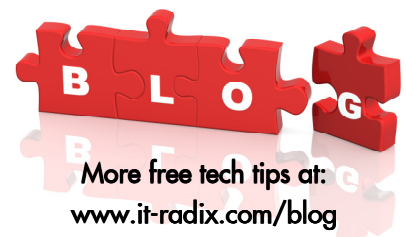
GAME SHOW

Stay Tuned

Technology Trends Seminar
Cathy is speaking on **Cybersecurity** at the office of NJ Builders Association on August 4.

IT Radix Summer Olympics
In honor of the 2016 Summer Olympics in Rio, IT Radix is looking forward to our internal Olympic games during the month of August. Stay tuned for results!

Coming Soon to a Mailbox Near You!
Be on the lookout for your chance to offer feedback about our IT services and receive a Starbucks gift card—our way of saying, "**Thanks a Latté**!"
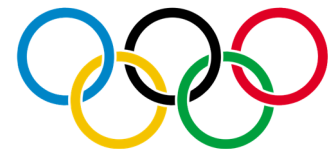
If you would rather receive our newsletter via email, sign up on our website or send an email to resource@it-radix.com

More free tech tips at:
www.it-radix.com/blog

Beat the Cybersecurity Clock

If your PC or network is breached, you have to beat the clock to avoid catastrophe. Do you remember the TV game show, **Beat the Clock**? That show debuted in 1950 and has run in various forms right through 2003. Unlike that fun game, there is no prize to win when a security issue arises in your network. Here are 10 ways to be "ahead of the game" as it relates to Cybersecurity. Each of them can be spoken in 10 seconds! That's our best version of **Beat the Clock**! How about that? Here it goes:

1. **Backup your files** – Put in place an automated backup and recovery plan for key data residing on your network vital for every computer user and organization.

2. **Trust your gut** – If a website, email or window on your PC says something that sounds ominous or too good to be true, it probably is. Ignore or delete it.

3. **Use strong passwords** – Use at least 12 characters and a mix of characters, caps and symbols. Change them frequently, and never replicate your email password.

4. **Limit Admin accounts** – Always run your PC as a non-administrator unless strictly necessary. The Admin account is the front door for piracy and security lapses.

5. **Enable the firewall** – This magical device is powerfully strong. It is a key component of your defense! Ensure it is enabled to securely manage inbound and outbound traffic.

6. **Beware of wireless** – Enable encryption, turn off SSID broadcasting and use the MAC filtering feature. Be wary whenever out of the office using Wi-Fi.

7. **Use anti-virus and anti-spyware** – These applications stop viruses, worms and other malware. They can also stop pop-ups and other threats. Keep licenses up to date.

8. **Protect mobile devices** – Always use passwords, screen locks and auto locks on mobile devices. Encrypt data transmissions when possible.

9. **Update, update, update** – Software vendors continually find vulnerabilities and thus provide updates to fix them. Set devices to auto update to stay secure!

10. **Train staff** – Most cybersecurity breaches happen because of human error. Train your staff on how to be more secure—we can help!

The cybersecurity clock is ticking! Call IT Radix today, and we'll help you implement the above 10 security solutions within your business so you'll be one step ahead of the game and beat the clock before the cybersecurity clock beats you!

THE BUZZ

The chance of being a Powerball lottery winner a few months ago when the payout was over $1 billion was 1 in 292 million. The scary truth is that **the chance of being a cyberattack victim is much, much higher… 44%!**

Married to Your Desk?

How well do you know your workstation? We're not about to ask you one of Bob Eubanks' embarrassing questions from **The Newlywed Game**—and definitely nothing about "making whoopee." However, you should make the most of your time together since: workstation optimization = increased productivity!

Here are five tips for a better relationship:

1. **Take a seat and keep moving!** Sounds like an oxymoron, but… Today's hot new trends are standing desks, but studies show that sitting is more conducive to productivity. An adjustable chair with lower-back support is key; however, it's important to get off your bottom and take frequent, short breaks. "Frequent little breaks show enormous improvements in productivity as well as improvements in health," states Dr. Alan Hedge of Cornell University.

2. **Position your keyboard.** A keyboard on the desk causes unnecessary tension and muscle fatigue, thus decreasing productivity. Preferably, a keyboard tray that attaches to the bottom of your desk and slopes slightly downward should be utilized with the spacebar as the central point.

3. **Position your monitor.** The display should be centered in front of you, about an arm's length away when sitting back in your chair. Your line of site should hit about 2-3 inches below the top of the monitor.

4. **Place an upright document holder next to your monitor**. Constantly looking down at your desk to view a document and then back up at your monitor causes both neck and eye strain.

5. **Strategically position every object**. Create an area around you that has everything you need in a comfortable location. Little details like this add up to a big difference.

Don't put your relationship with your workstation in jeopardy. Strive for marital bliss with these workstation optimization tips.

Email Archiving

(Continued from page 1)

HOST: Well this is the time when I usually turn this over to the panelists to see if they can tell who is telling the truth, but this is historic!   For the first time in the history of our game show, all three contestants are telling the straight story! To tell the truth, each of these three reasons are in fact true and are great reasons why businesses today need an Email Archiving System. Thanks for watching and tune in next month for more IT tips and techniques to keep your organization running strong!

The month of August is often referred to as the "dog days of summer" but not because of pet pooches. It has to do with the star Sirius, also known as the Dog Star, which rose at the same time as sunrise during the month of August in ancient Roman times.

Cybersecurity: Don't Spin the Wheel

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Playing **Wheel of Fortune** and asking Vanna if you can buy a vowel to complete the puzzle may sound like a safe bet, but CYBER SECURITY IS A THREAT TO ALL!

In today's cyber world, it may not be so easy to solve the puzzle if left to your own devices. Gone are the days when software patches were just for nifty little feature add-ons or updates. Today, a software update notice could mean your whole computer network is suddenly at risk. Dangers include data theft, crippling malware attacks and mischief you may not discover for months, or even years…

Many business owners are waking up to the fact that it's absolutely imperative to hire a pro when it comes to securing your data network. Here's why you need a professional:

Speed is of the essence.
Once a security breach has been identified, hackers rush in. On "Day Zero," cyber-crooks around the world go after at-risk targets. You've got to be quick to patch the gap, or else you risk a system compromise. Unless you have the time, knowledge, experience and toolset to respond instantly, you are far better off leaving this to a professional IT firm you can trust.

It's not just the big boys they're after.
The threat is not confined to giant corporations. Small and medium businesses are being attacked every day, and unfortunately, your business is no exception. Chances are, you simply do not have the resources that giant corporations have to manage a data disaster. Sad but true…more than 60% of small businesses close their doors following a serious data breach.

**Dealing with data breaches requires specialized knowledge, skill and experience.**
Here are just a few of the things a competent data guardian must be able to do to effectively protect your systems:

- *Review documentation and monitor forums* – Sometimes your software vendor doesn't tell the whole story. It's critical to check online forums and other communities to see if anyone else is having issues with the new patch before jumping in with both feet.

- *Know when to apply a patch immediately and when to wait* – Typically, somewhere around 95% of patches work hassle-free. The trick is to spot the 5% that don't— *before* installing them. This requires identifying unique patching requirements, and applying exceptions accordingly. Some questions to ask are:
  Does the patch deal only with a security issue?
  Is the system currently having issues?
  What security gaps does it address?
  Depending on your answers, it may be better to heed the old adage, "If it ain't broke, don't fix it."

- *Keep options open in case of complications* – Once a patch has been applied, if things aren't working, it's critical to restore the data network to pre-patch functionality, with little if any downtime. That means having good backups in place along with a tested and proven recovery process.

Don't spin the wheel and take your chances when it comes to cybersecurity. Let IT Radix handle this critical part of your business for you.

"The most important thing
is not to win,
but to take part."

- Pierre De Coubertin (1908)
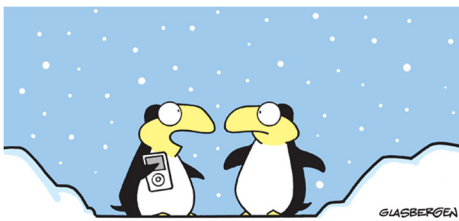
"My iPod has a special playlist for days like this: The Heat Is On, Light My Fire, Hot Hot Hot, Warmth of the Sun, Disco Inferno…"

From the desk of: Cathy Coloff

The Summer Olympics start on August 5th in Rio de Janeiro, and many will be watching athletes from all over the world compete in a variety of sporting challenges. I really like the quote from Pierre De Coubertin because it emphasizes participation, not just winning. Whether it's a sport event, a major academic competition, or perhaps a simple game show, not all of us can win, but we all can take part…even if it's from afar, watching on TV.

It's similar with game shows. Some of the longest running game shows aren't flashy…they keep it simple: easy rules, everyday contestants, a charismatic host/hostess and just enough twists to keep it interesting. The audience can play along with the contestant. The same could be said about a strong IT infrastructure—you need to follow some basic rules, have basic users, an internal champion and just enough features to keep it useful. I am constantly amazed at some of the prospects that I encounter who have been oversold on features, be it hardware or software. The users are bewildered, the internal champion is frustrated, no one feels like a winner and no one wants to participate.

I bought a hangman app for my son on our iPad, and I had to laugh because here's a game that's been around forever and they added some funny animation to hanging the man as the game is played and my son loves it! You just can't help giggling at the funny facial expressions and movements. It makes you want to play to see the hangman drawn or guess the answer before he falls through the trap door. IT Radix has decided to participate in its own internal Olympic games during the month of August. Since we're not all the athletic type, we've decided to mix in some mental Olympic games in addition to some physical ones. My contribution? Why, Hangman, of course!

Can't Name That Tune?
There's an App for That!

Do you ever come across a catchy song on the radio and wonder what it is? Or, can you name that tune in five notes? Don't worry if you can't…there's an app for that! Here are three ways that you can use your smartphone to identify songs on the fly:

Shazam – This free app is used by more than 100 million people every month to identify music and lyrics. Shazam has a simple and easy-to-use interface. After you download the app, all you have to do is tap the on-screen button and the phone will listen for something to identify. Shazam will then display information about the song or TV show, allowing you to buy the song or episode directly from the app. The free version includes advertisements, but you can upgrade to ad-free Shazam Encore at a small cost. Shazam is currently available for Android, iOS, and Windows Phone.

TrackID – This app, released by Sony, is another free option that functions in much the same way as Shazam. The main difference is that TrackID displays information about the artist (e.g., biographies). TrackID is currently only available on Android devices.

Voice Search Apps – Google can listen to a song that is playing with **Google Voice Search** and search the web for information about that song. Once it identifies the song, it will display it, and if it's available, let you buy it from the Google Play Store. Similarly, if you have an iPhone (iOS 8 or 9), you can use Apple's "**Hey Siri**" voice recognition feature… "Hey, Siri! What's the name of this song?" Siri will search the web, identify the song, and if available, will offer to let you purchase it too.

Before too long, these song recognition apps will have you singing…play it again, Sam!