

File Sharing Tips for a Mobile Workforce

With the mobile workforce here to stay, so is the need for anywhere file access, file sharing, and real-time document collaboration. Solutions from Microsoft like SharePoint, OneDrive, and Teams plus the myriad of competitive solutions available today offer flexibility, easy access, and enhanced productivity. These are benefits that every organization desires and needs.

With these benefits come multiple security risks, including:

Data leakage. Most file sharing solutions let users share files with people outside the company. While this can be great for collaboration, it can quickly become a security nightmare. It's all too easy for an employee to send documents containing intellectual property or sensitive data to the wrong person—by accident or design. Additionally, many solutions let the users set their own sharing permissions which they may not fully understand.

Lack of accountability. Since employees are sharing the files, it can be challenging to track who is sending what to whom. This lack of accountability can lead to trouble for the company if sensitive data is compromised.

Above are just two security risks that come with today's cloud-based file sharing solutions. The following are a few tips to help minimize your risks:

Require multi-factor authentication (MFA). MFA will help ensure accounts aren't compromised. Ideally, MFA will be enforced not only for your own team but also any guests who may not live up to your security standards.

Organize and classify your data. Identify your data and get input from all those who use the data to help organize and classify it. Some organize files by project, date, or department. When developing your filing structure, be sure to identify files that are confidential, might need to be shared outside the company or require special handling.

Create separate SharePoint sites for files intended to be shared externally. Ideally, each customer or partner will have a discrete site ensuring that access is granted only to data specifically meant for them.

Follow the principle of least privilege. Set file permissions granting each user only the bare minimum permissions needed to complete their work. This will go a long way towards mitigating the risks.

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Take Note



Duck Hunt Winner

Congratulations to Lisa Vanderhoof of P.G. Chambers School, winner of our Duck Hunt and recipient of a tablet.

We Give Back

We continue to team up with Habitat for Humanity multiple days this summer. Adorned with hardhats and toolbelts, our staff joined forces to make home ownership a possibility for local families.

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Monitor data access attempts and group membership changes. Monitoring both successful and failed access attempts may be critical when users are allowed to share files and folders externally. You need to know when group memberships change that grant access to restricted files.

Use password-protected sharing links and/or set expiration dates. By setting these options, the recipient will be required to go through an identity verification process. If the link is forwarded to someone outside the list of authorized users, it won't work. Similarly, a link will stop working if the expiration date has passed.

The features of online file sharing can be overwhelming. Starting out with a quality cloud-base file sharing service like those in Microsoft 365 and following best practices for setup can free your team to be productive, reduce risks, and concentrate on getting real work done.

Need help or have questions? Let IT Radix be your guide to secure cloud file sharing.

Introducing... Shawn Blaize



Shawn came to IT Radix with a bachelor's degree in Computer Information with a concentration in Cybersecurity from DeVry University. He has over 12 years of experience in the IT field, having worked for a theatrical company and a mobile technical support company.

At IT Radix, Shawn assists our clients with a variety of information technology related tasks including new user setups and onboarding/offboarding of employees for our clients. Being a self-confessed extrovert, Shawn says the favorite part of his job by far is supporting our clients and knowing that he is helping to make each client's day better and more efficient with technology. Shawn also loves the friendly, family atmosphere at IT Radix. As the saying goes, teamwork makes the dream work!

Shawn's favorite quote:

"There are two kinds of people I don't trust: people who don't drink and people who collect stickers." – Chelsea Handler

When he is not working, Shawn spends his time gaming and cooking Caribbean food (his favorite dish is Doubles). He also enjoys time with friends sampling different varieties of whiskeys and discussing their nuances and flavors. Shawn also loves reading manga and sci-fi novels and has been known to bowl a wicked game or two! Shawn is a New York transplant to New Jersey. As a teenager growing up in Brooklyn, he was lucky enough to meet his soulmate. Shawn and his wife now call Plainfield home.

Shawn's personal philosophy: Treat others how you want to be treated. If you respect me, I'll respect you.

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Introducing... Matt Haas

Matt came to IT Radix with his associate degree in Business Management from Sussex County Community College. Since he was young, Matt has always been fascinated with computers. Consequently, he was the “go to” person in his family for assistance with anything technology related. After working for an insurance company throughout college, Matt felt the pull to pursue a career in IT.



At IT Radix, Matt provides our clients with first-tier technical support. The thing Matt enjoys the most in his role is assisting our clients and explaining how he plans to fix their issue in a clear, understandable way. No “geek speak” here! Matt tackles a variety of issues for our clients, day in and day out, and leaves each client with a little more “tech” knowledge than they had before their encounter with him.

Matt’s favorite quote:

“Always be yourself, express yourself, have faith in yourself, do not go out and look for a successful personality and duplicate it.”
– Bruce Lee

In his spare time, Matt enjoys many outdoor activities including dirt bike riding, paintball, fishing, skiing and snowmobiling with family and friends. Matt is a New Jersey native and currently resides in Sussex County.

Matt’s personal philosophy: Make sure to laugh and enjoy the little things.

Don’t Get Locked Out!

It happens to the best of us. Sometimes when we type our password our finger strokes get jumbled up. Or... sometimes that darn “NumLock” key has unknowingly been pressed and we end up entering our password incorrectly too many times—reaching the maximum number of attempts—and finding ourselves locked out of our account(s).

Thankfully, we have a solution for getting back in—our recovery email!

This is all well and good, but what if your recovery email is invalid or no longer accessible? Often, we forget what recovery email is even connected to our account. For this very reason, it’s always a good rule of thumb to check your security settings on your accounts and keep your recovery emails up to date.

Reviewing your settings and recovery email address only takes a minute. Do it today and don’t get locked out!

*Thanks
for the
referrals!*

Referrals are the best form of compliment! We would like to thank the following for referring us to their friends and colleagues:

Maria from Hampshire Real Estate
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“Sounds like your hard drive is getting full.”



*"Don't plan it all.
Let life surprise you a little."*

— Julia Alvarez

Staff **PICK**

Feedly

Charles "CW" Kennybrook's favorite app is Feedly.

Feedly is a smart news reader app. CW likes that this app allows him to follow a variety of sites, podcasts, and web comics that he enjoys without having to visit all of the different locations to see what's new. Feedly is an app that allows you to filter and keep track of all different types of news and websites based on your interests that you expressed in the app already.

Check out Feedly yourself and stay ahead of the curve.

From the desk of Cathy Coloff

Over spring break, we took a family road trip and visited the Rock and Roll Hall of Fame, the Football Hall of Fame, along with some outdoor time hiking and more. We all enjoyed both venues and my son, Alex, especially enjoyed the Garage Band area where you could pick a guitar, play the drums or other percussion instruments, or sing along to your favorite band. I was impressed with the interactive exhibits and all the technology behind them. The Beatles tribute was a wall-to-wall room with video of a live performance in London, and you felt like you were up on the rooftop with them watching from the sidelines.



Ways to explore our diverse world have come a long way—helping us all gain a better understanding and perspective on life. That's one of the wonderful things about our team at IT Radix. We all have diverse backgrounds and personal interests. The rise of working remotely has made it more difficult to interact on a personal level and I mourn the decrease of the impromptu banter around the "water cooler" that helps create stronger connections. Like all organizations, we're adapting and evolving with our goal to find the right hybrid mix that keeps our team strong and pulling together to serve our clients. I'll admit it's not easy but it's worthwhile and personally rewarding for me.

Enjoy the remaining dog days of summer!

Strumming Along

An interview with Anthony Janus and Ken Toumey:

IT Radix: What inspired you to learn the guitar?

Anthony and Ken were inspired by seeing performers ranging from The Beatles on The Ed Sullivan Show and BB King live at the PNC Arts Center. Ken's burning desire to learn how to play really kicked into high gear about 5 years ago, after working on a vision board and realizing he had many images related to music on the board. Anthony is a true music lover, having played the drums, bass and trumpet as well as playing the guitar for 15 years!

IT Radix: How has this experience changed your life?

Our two guitarists feel that learning any instrument is a stress reliever. Ken says, "If you play an instrument, you always have a friend." Anthony adds, "It keeps my mind sharp and focused." Anthony and Ken are co-workers by chance, friends and musicians by choice!

Anthony and Ken plan to keep strumming along!