IT Security Commandment #7:
Thou Shalt Educate Your Users

Most would not argue that there is great value to a good education. It provides those who take advantage of it with many well-known benefits which do not need to be enumerated here. This leads us to the 7th commandment of IT Security which is, *Thou Shalt Educate Your Users*. If you do so, the benefits that flow to you and your organization will be innumerable as well. The well informed and aware staff is your first major line of defense against any security threat. A staff without knowledge and training is your weakest link.

Before embarking on the path to staff cybersecurity training, any organization should start with the first strategic step by developing their own Information Technology Security Policy. All staff should be made aware of any company-wide policies and be reminded of the policies annually. That is just a start. The benefits of establishing a policy include the fact that it creates rules to ensure that staff members do things as you have directed, it provides the ability to reduce chances of data breaches, and importantly, it lists the procedures to follow if there ever is a data breach or leak of key business information. A security policy should include key objectives, list out key personnel involved, best practices for antivirus, backups, data storage/disposal, how personally owned devices can or cannot be used to access company data, staff training, etc.

With an IT Security Policy in place, a key next step in following this commandment is to put in place a system of training and testing for all personnel to protect company assets of all types. Do not think your business entity is not a target—all organizations are targets, regardless of size. Proper employee security training will cover items like the following:

Passwords. Ensuring they are long, complex, kept secure and changed routinely. Password management software is highly recommended.

Email. Not allowing staff to use their email password for anything else is key. Enforcing Multi-Factor Authentication (MFA) is a smart added step.

Phishing. Alerting folks consistently about the risks of phishing attacks through real life or video training tutorials is paramount for success.

Take Note

Get Disaster Ready
September is National Preparedness Month. Does your business have a "keep working plan" in the event of a disaster?

September 27
WEBINAR
10-Minute Tech Talk:
Zero Trust Starts Now!
www.it-radix.com/webinar
Starts @ 12:10pm sharp

Momentum NJ Magazine
In case you missed it, check out our latest edition to learn more about current technology trends and business concerns of local organizations like yours.
www.it-radix.com/magazine

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

Educate Your Users

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Devices. Teaching the team about proper device security—both physical as well as virtual security.

Access. Informing staff that remote access to a server should only be through a Virtual Private Network (VPN) using Multi-Factor Authentication (MFA). MFA should be mandatory for access to any company cloud software applications or data.

Testing. All of the above and more should be part of a staff training program. But you might not get all the benefits without doing formal as well as surreptitious testing of your staff to see how well they live up to the policies and how much they have learned from the training.

At IT Radix, we have a variety of ways to properly help you train your staff. Reach out and we can help. We want you to never commit the sin of not living up to the 7th Commandment of IT Security.

Proudly folded & stuffed by Central Park School

Introducing… Geraldo Rivera

Geraldo comes to IT Radix as a recent graduate from the College of Staten Island with a bachelor's degree in Business Management. He brings with him over eight years of experience in various customer service roles. At IT Radix, Geraldo is part of our Sales and Marketing Team. His customer service experience is invaluable in this role as he works directly with our current clients as well as establishing relationships with potential future clients. One of Geraldo's greatest skills is being a great listener and communicator, which is a great asset in his current role. When asked what the best part is about working at IT Radix, Geraldo says, "the family atmosphere and how everyone works as a team!"

When he is not hard at work, Geraldo enjoys sports, especially rooting for the New York Yankees, Knicks, and Warriors basketball teams—Stephen Curry being his favorite player—and playing video games. Geraldo is also a sneaker aficionado, on the last count owning over 100 pairs! He also loves Hip Hop, R&B, and Reggae music.

Geraldo's favorite quote:
"Life will always be throwing you curves, just keep fouling them off. The right pitch will come, but when it does, be prepared to run the bases."
— Rick Maksian

Born and raised in New York City, Geraldo now resides in Union County, New Jersey, with his beloved dog, Rubie.

Geraldo's personal philosophy: Don't stress out about things that you can't control.

Do NOT Save Passwords in Your Browser

USER ID
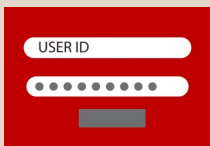
While it's tempting to click *"Remember Password"* when your web browser prompts you, doing so is risky business. When you save this information, your web browser stores a database of logins and pre-populates the fields the next time you log in. Very convenient indeed!

But here's the dark side…
This database of passwords stored in your browser is not as secure as you might think. If hackers gain access to your computer, they could extract the contents of the database and get access to ALL your private logins. An automated, cloud-based password manager that can be used by all your staff working onsite or remotely is the solution!

Sign up in the month of May for IT Radix's Password Management Solution and get a Baker's Dozen—that's 13 months for the price of 12!

Tips to Fix Microsoft Teams Screen Sharing Problems

Are you facing issues with Microsoft Teams screen sharing? If yes, then you're not alone. Many people have experienced problems with screen sharing during online meetings.

Here are some simple solutions for fixing screen sharing issues on Microsoft Teams:

1. **Restart Microsoft Teams**: Close the Teams application and then start it back up. This is a quick fix that often resolves most issues.

2. **Check your internet connection**: Confirm that your internet speed and connectivity is stable and strong enough to support screen sharing. A poor internet connection can affect screen sharing.

3. **Check your camera and microphone**: Confirm that your camera and microphone are working correctly. A malfunctioning camera or microphone can affect screen sharing.

4. **Check your screen sharing settings**: Check your device's display settings to ensure that screen sharing is enabled.

5. **Try a different browser**: If you're using Microsoft Teams on a web browser, try using a different browser to see if that resolves the issue.

6. **Disable any unnecessary apps**: Close any apps that you are not using during the screen sharing session. This will help free up system resources and improve the performance of Microsoft Teams.

7. **Use a wired connection**: If you're experiencing issues with screen sharing over Wi-Fi, try using a wired connection. A wired connection can provide a more stable and reliable connection for screen sharing.

Microsoft Teams screen sharing issues can be frustrating and disruptive. However, the above simple fixes can usually resolve the issue quickly and get you back to collaborating with your team.

Contact IT Radix today for more ways you can use technology to stay connected.

Just Say It!

Sometimes it's easier to just say it… especially if you are doing a brain dump and want to get your thoughts down on paper (or on your screen).

Microsoft's **Dictate** function is here to help! Available in Word, Outlook and PowerPoint, it allows you to create content using your micro-phone. It's a quick and easy way to put your thoughts into words and capture ideas efficiently—what you say becomes text on your screen.

In addition to dictating your content, you can speak commands to add punctuation, navigate around the page, enter special characters and format text. Recognizing common commands like:

period, question mark (punctuation)
new line (navigate)
m-dash (special characters)
create bullet list (formatting)

Get creative using this fun function!

Record Your Voice

TIP

Record a voice message on your computer to share with others.

Search for "Voice Recorder" in the Windows Start menu. Click on the microphone button to start recording your voice through the microphone and click on it again to stop recording.

IT Radix
We make IT work for you

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Inside This Issue

- How to put in place a system of training and testing to protect company assets

- Simple solutions for fixing screen sharing issues

- How to use Microsoft's **Dictate** function to capture ideas efficiently

IT Radix Family and Friends
321 Delighted Clients Drive
Geekville, NJ USA

"Plans to protect air and water, wilderness and wildlife are in fact plans to protect man."
— Stewart Udall

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off the mark.com   by Mark Parisi

BACK-TO-WORK PROBLEMS

READJUSTING TO THE DRESS CODE

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From the desk of Cathy Coloff

Did you know September is National Preparedness Month? I suspect most of us used to ignore or downplay this concept in the past. However, with our changing weather patterns, health pandemics, threats of war, not to mention the usual cyber threats, I hope that most of you at a minimum consider the potential risks and impact any one of these can have on your business and personal life.

I had the opportunity to experience this firsthand when a tree in our yard was hit by a passing microburst. In a flash, the tree branch came crashing down. Fortunately, Doug had the foresight to have the weak branch wired to a nearby, healthy-sturdy tree. The wires did their job, restricting the path of the fall, and prevented the branch from potentially chopping our house in half. Instead, it was pulled up against a healthy tree, safely away from our home.

Likewise, whenever we plan an IT project, we ask ourselves what the risks are—what could potentially go wrong—and what steps can we take to protect our client's infrastructure while the project is underway. It's not always feasible to protect against every risk; but rest assured, at IT Radix, we follow the Scout Motto of "Be Prepared."

Need help thinking through your business IT risks? Happy to chat with you!

Cathy