JUNE 2024

Your monthly newsletter,
written for humans

TECHNOLOGY INSIDER

Out of sight, out of mind?

Having your employees work from home or their local coffee shop is the norm now. And while there are loads of benefits to this new attitude to work, it's easy to overlook a crucial aspect of keeping operations secure: The home set-ups of remote employees.

Here's the thing – neglecting remote security can lead to some serious headaches down the line. And you already have enough business headaches, right?

Imagine this: Your employee's laptop, which holds loads of sensitive company data, gets breached because their home Wi-Fi network wasn't properly secured.

Or worse, a malware infection spreads from their child's device to their work laptop, putting your entire network at risk. That's scary.

A little vigilance and some regular checks can prevent these risks and keep your business and its data much safer.

So, let's talk about devices. Encourage your remote workers to treat their work devices like Fort Knox. That means regular updates and patches, robust protective software, and strong, unique passwords (password managers are your best friend for this). Remind them to avoid risky behaviors like downloading software from unofficial sources or clicking on suspicious links.

Next, address home networks. A weak Wi-Fi password is asking for trouble. Encourage everyone to set a strong password for their home network (a password manager can remove the hassle of this). And while they're at it, remind everyone to enable encryption and hide their network's SSID (Service Set Identifier) to add an extra layer of security.

And it's not just about devices and networks – physical security matters too. Use biometrics to protect logins. Remind your team to keep their work devices secure when they're not in use, whether that means locking them away in a drawer or simply keeping them out of sight from prying eyes. And if anyone is working from a shared space like a coffee shop, remind them to be cautious of public Wi-Fi and to keep an eye on their belongings.

Regular checks are key to staying on top of security. Schedule routine audits of remote set-ups to ensure everything gets a thumbs up. This could include checking for software updates, reviewing network configurations, and providing refresher training on best security practices.

Want a hand with that?
We can help – get in touch.

DID YOU KNOW...

Exchange has a new email send limit?

Microsoft Exchange email is cracking down on spam. Hooray! But if your business sends bulk emails, it might affect you.

From January next year, Microsoft will allow **no more than 2,000 external recipients of bulk emails.** It's to prevent people abusing the service, which wasn't designed for bulk mailing.

TechFacts

1. The internet weighs as much as a strawberry. That's according to physicist Russell Seitz. He says the combined weight of all the electrons in motion is about 50 grams.

2. The first computer bug was a real bug. In 1947, Adm. Grace Hopper and her team found a moth causing issues in their computer at Harvard University.

3. In 2015, the United Nations reported that a start-up in Kenya was converting human waste into clean, renewable energy. This energy, in turn, powered Wi-Fi routers in low-income areas.

Technology update

Install any website or web tool as an app in Windows 11

In Windows 11, you can install ANY website or web tool as a traditional app. They are known as Progressive Web Apps (or PWAs) and once installed, they appear on your Start menu like a normal app would. You can even pin PWA apps to the Taskbar.

Why bother? PWAs use less resources than traditional apps, and you will always get the latest version without having to run an update first.

All you do is visit the site, click on Settings, select Apps, and click "Install this site as an app." Easy.

INSPIRATIONAL QUOTE OF THE MONTH

"You build your own strategy. You don't define it by what another competitor is doing."

Ginni Rometty, CEO of IBM

June's fun tech quiz – June-o the answers to these?

1. The keyboard shortcut for copying information is Ctrl + C, but what's the shortcut to paste?
2. In 1999 Shigetaka Kurita invented what keyboard additions for phones that would get their own movie?
3. When a password is limited strictly to numbers, it's referred to as a PIN. What does that stand for?
4. What word is often abbreviated as Fn on a keyboard?
5. Which American tech company started with its founders' idea to rent out an air mattress in their San Francisco living room to travelers hoping to avoid the city's high cost of rent?

The answers are below.

1. Ctrl + V
2. Emojis
3. Personal Identification Number
4. Function
5. Airbnb

NEW TO

MICROSOFT

Microsoft Teams seeks to become more inclusive

If you like to inject a little personality into your Teams chats, it is likely you use reactions from time to time. But until now, they've been a little restrictive.

This month, an update is due to rollout which will allow people to select a skin tone for their reactions. Microsoft says, "This preference will be applied to all emojis and reactions in chats, channels, and desktop web meetings, allowing users to express themselves more authentically in conversations."

Think about recovery BEFORE an attack strikes

Let us set the scene. It's an ordinary Wednesday. You're minding your own business, getting things done, and making boss decisions, then BAM… you get hit with a cyber attack.

Cue panic mode.

But here's the thing: These attacks happen more often than you'd think. And guess who the favorite targets are? No, not big multinational companies – Smaller organizations like yours.

And the consequences? We're talking financial losses, data loss, reputation damage, the whole nine yards.

But it doesn't need to be that way. If you have a recovery plan in place, you can turn a total nightmare into just "an annoying inconvenience".

So, what should your recovery plan include? Well, first things first, prevention is key. Invest in solid cyber security measures like firewalls, antivirus software, and regular security checkups. And don't forget to educate your team about the importance of good cyber hygiene (things like using strong passwords and not clicking suspicious links) – because human error is often the weakest link.

Next, have a game plan for when the inevitable happens. This means having clear protocols in place for how to respond to an attack, who to call, and what steps will minimize any damage.

Let's talk backups. Regularly backing up your data to a secure location can be a real lifesaver in the event of an attack. That way, even if your systems are copromised, you'll still have a copy of your important files to fall back on. Finally, practice makes perfect! Regularly test your recovery plan to make sure it's up to the job. After all, you don't want to wait until disaster strikes to realize your plan has more holes than a block of Swiss cheese. Backup with version control is even better!!

Cyber attacks are scary, and with a solid recovery plan in place, you can rest easy knowing your business is armed and ready. Remember the sage proverb: A failure to prepare, is a preparation to fail.

If we can help you create your recovery plan, get in touch.

Q: Should I move my business data to the cloud?

A: The cloud brings many benefits such as zero storage limits and automatic backup. But it's important to choose the right provider. We can help – get in touch.

Q: How often should my team have cyber security training?

A: Since threats evolve at a rapid pace, regular training is important. Try to incorporate different methods each month.

Q: Does BeckITSystems offer Business Class Phone Service?

A: Yes. And if you want to expolre the Elevate Unified Communicatons serivce, get in touch.

Business gadget of the month

Scan reader pen

This handy little pen can do loads. It can read aloud text that you scan with it, translate text written and spoken in different languages, record voice notes, and transcribe speech into text.

Handy if you travel or work with people in other countries. Also a useful tool for people with dyslexia.

$46.99 from Amazon.

This is how you can get in touch with us:

CALL: 888.363.3366 | EMAIL: Ask@BeckITSystems.com
WEBSITE: https://www.BeckITSystems.com

BeckITSystems® Inc.

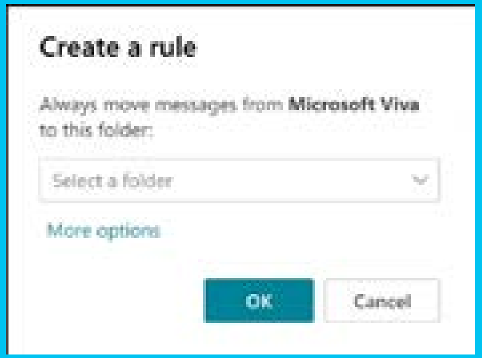
Microsoft Office Tips

Tame your Inbox -- Create Outlook rules to sort emails

When it comes to email management, the less manual effort, the better. And this is where Outlook rules come in handy. You can customize rules in Outlook to automatically sort incoming emails to the appropriate folder, including the "To do" folder you created earlier. Here's how to create rules directly from an email.

Right-click the email, and then select Advanced actions > Create rule.

By default, Outlook will prompt you to create a rule to move emails from the sender to a designated folder. To customize your rule, click More options in the Create a rule window, and then click OK.



Create a rule

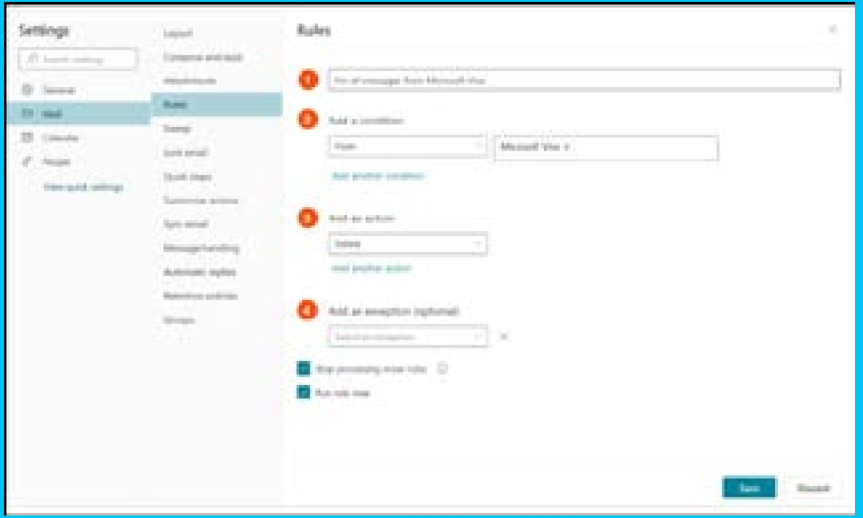
Always move messages from **Microsoft Viva** to this folder:

Select a folder

More options

In the Rules window, you have a variety of ways to customize your email rule:

- **Name your rule. Give your rule a clear and concise name, so you can easily understand what it does.**
- **Add a condition. Choose the criteria the email must meet for the rule to run. This can include the sender's name or email address. You can even filter by keywords contained in specific areas of the email (e.g., subject line or body).**
- **Add an action. Indicate what happens to the email if it meets the specified condition. Outlook provides three main action categories: Organize, Mark message, and Route.**
- **Add an exception (optional). Similar to adding a condition, you can indicate specific criteria the email has to meet to be excluded from automatic sorting.**



Once you're ready, check the box beside Run rule now, and then click Save.