E-NEWS

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Windows 10 May 2019 Update introduces new features

Microsoft is constantly rolling out new versions of its Windows operating system, and the latest is finally here — the first major update of Windows 10 in 2019. Find out what you can expect from the Windows 10 May 2019 update and how it can help you be more productive.

Light theme

If Windows 10's dark mode is, well, too dark for you, you'll love the new light mode. You can enable light mode on your Windows 10 computer by tweaking the Colors settings. In the Settings app, click on *Personalization > Colors*, then select the Light option from the "Choose your color" drop-down menu.

Alternatively, you can enable light mode by changing your PC's Themes settings. In the Settings app, click on *Themes > Windows (light).*

A cleaner Start menu

The May 2019 Update features a new, less cluttered Start menu. The tiles and shortcuts are now arranged in a single column instead of the default two columns in previous versions.

Also, for those using a new Windows computer or user account, the number of pinned apps on the Start menu has been reduced and grouped together in a single section. This way, you can quickly unpin all of them without having to remove tiles one by one.

Uninstall more built-in apps

Paint 3D, Groove Music, and Mail are just some of the built-in applications that you can now uninstall from your Windows 10 device. To uninstall one of these apps, go to the Start menu and right-click on the app's shortcut and select *Uninstall*. If you change your mind, you can always get the app for free from the Microsoft Store.

Microsoft Support End Of Life
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E·SAFE TECHNOLOGIES

PRODUCTS:
Windows 7
Windows Server 2008 R2
Exchange Server 2010

END OF LIFE DANGERS:

- ✓ Security Vulnerabilities
- ✓ Software Incompatibility
- ✓ Compliance Issues
- ✓ High Operating Costs
- ✓ Poor Performance and Reliability
- ✓ Replacement Products Backorders

E-Safe is prepared and ready to help you transition to the latest operating systems and computers!!!

Stay ahead of the curve and contact us for a Microsoft End of Life Assessment to start planning your transition to avoid placing your business, users and customers at risk!

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Separate Cortana and search box

The May 2019 Update separates Cortana from the search box. The Windows 10 digital assistant now has its own icon on the taskbar, while the search icon keeps its place right next to the Start menu. Settings and group policies for these two functions have also been split up.

The split means you can use the search box for text queries and Cortana for voice queries. This is a change from previous Windows 10 versions, which showed Cortana every time you clicked the search box. The new search interface also lists your most used apps as well as recent files and activities along with options to filter search results by apps, documents, email, and web results.

Automatic backup for folders

Backing up your folders has never been easier with Windows 10's new OneDrive option. You can now specify which folders you'd like to automatically sync to Microsoft's cloud file storage service. To enable this option, click the OneDrive icon on the right side of the taskbar, then go to *More > Settings*. On the AutoSave tab, click *Update folders* and choose the folders you'd like to automatically sync.

Space for updates

A common problem when updating is not having enough disk space on your computer. When this happens, it's likely that Windows updates won't install properly. Microsoft has solved this problem by allocating 7 GB of your hard drive to Windows for updates and temporary files created by apps and processes. When it's time to update your PC, these files will be automatically deleted to free up space for downloading the update files.

Note that reserved storage depends on other features and languages installed on your computer. If there are more of such on your system, more space will be reserved for temporary files.

Tips for safeguarding business data

You can't afford to lose business data. It takes away the trust of your clients, leading to loss of revenue. Cybercriminals are here to stay, so it's more important than ever to utilize tight security measures to keep your business data safe. Still, some hackers may have advanced cracking skills, or are really determined to break into your network, so it's a good idea to use the following methods for safeguarding your corporate data.

Use Two-Factor Authentication

Using a complicated password to secure your system is no longer an effective way to solve the issue of cybersecurity. We tend to use that same complex password in our email accounts or bank accounts, and if one of your logins is compromised, this can result in grave consequences.

Two-factor authentication (2FA) adds an extra layer of security for your systems and accounts. It can be biometric verification for devices that you own, or a time-sensitive auto-generated code that is sent to your mobile phone. This security feature works in the same way websites would require you to confirm your email address. They want to make sure that you're not a bot or anything else.

Encrypt all data

Encryption is a great obstruction to hackers, since it scrambles and descrambles data every time someone tries to read it. Encryption also causes compatibility issues if the data is not being accessed via the company's own network systems. While applying encryption can be costly, it is certainly well worth the money if it can protect your business data from falling into the wrong hands.

Keep systems up to date

Technology is moving at a fast pace. Hackers are always upgrading their tools to take advantage of outdated security systems, so companies should do likewise to protect their valuable resources. Yet many companies don't install software updates immediately. If the update closes existing security loopholes, delaying an update exposes you to external attacks. So install software updates as soon as they are released.

Back up frequently

Although you've implemented several layers to your security, sometimes hackers can still find their way in. This is why you need to back up data frequently, whether it's on-site, off-site, or by way of cloud backups. In the worst-case scenario where your systems do get infiltrated, you can restore lost data from those backups.

Monitor connectivity

Many businesses have no idea how many computers they have, so it's very hard to keep track of which computers are online. Sometimes a company's computers and servers are online when they don't need to be, making them tempting targets for attackers. It's advisable to configure business servers properly, ensuring that only necessary machines are online and that they're well-protected.

It's much more expensive to recover from a data breach than to prevent one. If you're looking to protect your business IT systems for potential threats, contact us today so we can help.

Choose the best Office 365 plan

Office 365 has become the go-to all-in-one tool for businesses in recent years. With different Office 365 plans — Business, Business Premium, Enterprise E1, E3, and E5 — you can have a set of services and features that are perfect for your business. We've summarized a list of the different features of each plan to help you select the right one.

Business or Enterprise

Office 365 Business and Enterprise are the obvious choices if you're running cloud-based business systems. Both of these plans will give you access to the data management app Office Online and file hosting service OneDrive, but there are some notable differences between the two.

Office 365 Enterprise E3 and E5 plans have unlimited archive and mail storage space, while Business plans have a 50 GB storage limit. Furthermore, Business plans don't provide archive access from the Outlook client.

In terms of SharePoint, a collaborative platform and document and storage system, Business plans are short on enterprise search, Excel services, and Visio — a diagramming and vector graphics app — features. They also lack in unified communication solutions, such as Power BI, an interactive data visualization tool, and Delve Analytics, which provides real-time work analytics to businesses.the situation as soon as possible. Regardless of whether or not your system has experienced these symptoms, it's always smart to perform regular malware scans to ensure your business is safe. To find out more about malware and IT security, contact us today.

With these points in mind, it may seem like Enterprise subscriptions are superior — and in some ways, they are — but Business plans are more suited for smaller companies running on a tight budget. Office 365 Business and Business Premium cost $10 and $15 per user per month, respectively, while the highest-end Enterprise plan costs $35 per user per month.

As a general rule, only consider subscribing to the Enterprise plans when your employee headcount exceeds 50 people and users require more storage space solutions. Otherwise, business plans are the perfect choice for you.

E1, E3. or E5?

Once you've decided to go for the Office 365 Enterprise plans, you need to choose which plan (E1, E2, or E5) suits your business requirements.

E1 offers basic solutions, such as Outlook, Word, OneNote, PowerPoint, and Excel for only $8 per month. It also provides access to SharePoint Team sites, video conferencing, and Yammer for social media for businesses.

E3, on the other hand, provides all E1 features together with data loss prevention, rights management, and encryption to ensure your business's security and compliance.

Lastly, E5 is a full enterprise-grade solution with all the aforementioned features plus analytics tools, advanced threat protection, flexible Skype for Business conferencing, and unified communications solutions.

Small- and medium-sized businesses often select either E1 or E3 and subscribe to third-party applications for their cloud security and VoIP needs. But if you have the resources and prefer a single provider to manage your suite, the E5 plan is the way to go.

Let Office 365 help you save the date

Arranging meetings that work with everyone's schedules is a pain — especially if participants don't work in your office. A calendar that is easy to share publicly simplifies everything from scheduling calls with clients to quarterly meetings with business partners. Here's how you can achieve that with Office 365.

Share an Office 365 calendar with specific people

Click the *Share* button from the *Home* menu along the top of your Office 365 calendar. This will open an email window where you can enter the addresses of people you want to see your calendar.

From that window, you can limit how much of your calendar they see by choosing from *Availability Only*, *Limited Details*, or *Full Details*. The latter two will show recipients the meeting names and participants of events on your calendar, whereas *Availability Only* will simply display scheduled events as *Busy*. After you've sent the invitation, recipients receive an email with a link to view your calendar in a web browser.

Make an Office 365 calendar public

If you'd prefer to have a link that you can share in a variety of channels whenever you'd like, click the *Publish Online* button from the *Home* menu along the top of your Office 365 calendar. From the dropdown menu, first click *Publish This Calendar*, then *Configure This Published Calendar*. This will create a link that you can give to collaborators outside your organization. As long as you don't change your calendar's visibility, they'll be able to open that URL and view your availability.

Share your calendar so others can manage it

Users who have administrative control over their Office 365 calendar can set up special sharing settings that allow someone else to send and respond to invitations. From the *Account Settings* window, click on the *Delegate Access* button. This window lets you add or remove delegators and configure how much control they have over your calendar.