



INTEGRATION TECHNOLOGY TIMES

*“Insider Tips To Make Your Business Run
Faster, Easier, And More Profitably”*

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This monthly newsletter is provided courtesy of Kevin Bowling, CEO of Integration.

“As a business owner, I know you don’t have time to waste on technical and operational issues. That’s where we *shine!* Call us and put an end to your IT problems finally and forever!”



Office 365 for Business

Work Anywhere ... One of the biggest advantages of [Office 365](#) is the ability to work from anywhere as long as you have an internet connection. Because it’s entirely cloud-based, you can access your email, files and Office programs (Word, PowerPoint, Excel) from any location and any device. This is especially helpful for companies with remote employees, multiple locations and companies with employees who travel often.

Collaborate easily ... If working in teams is at all a part of your company, you’ll appreciate the collaboration features of Office 365. The biggest advantage of this? You get one version of the truth. Everyone who needs to contribute to or edit a document (or spreadsheet, or presentation, etc), can work on the same version (and get real-time changes) rather than having multiple version floating around that have to be combined. You can also share direct access to your files, rather than send files as attachments. This means people can make changes to one file rather than having multiple copies. Versioning is included in case you need to go back to an older version.

Always Have Access to the Latest Versions of Programs ... With Office 365, you’ll also have access to the latest versions of Office at no additional charge. You’ll get the latest and greatest features without having to uninstall and reinstall Office on everyone’s machines. In addition, Microsoft is constantly making upgrades to features across programs – you’ll get access to those, too.

Mix and Match Plans ... There are several different Office 365 business plans available with different programs and features. Not everyone in your company is going to need the exact same thing. You can mix and match plans so you don’t have to pay for more than you need. It’s pretty easy to switch between plans, too, if you find that an employee needs more or less than what they have now.

Subscription-Based Payment ... Office 365 is a subscription-based service, meaning you pay a low monthly fee (per user) rather than a large lump sum up front.

Security Features ... One of the biggest misconceptions about the Cloud is that it’s not safe. In reality, it isn’t necessarily any more or less safe than an on-premise system. It’s all in how you use it and what security measures you put in place. Office 365 has a lot of built-in security features to keep your company’s data safe. Some of our favorites include:

- Encrypted email: This keeps anyone other than the intended recipient from reading your email
- Data Loss Prevention: This is a set of policies that checks and prevents sensitive information (like social security numbers) from leaving your organization via email
- Mobile Device Management: These features allow you to control Office on your employees phones to protect company information. If an employee’s phone is lost or stolen, it can be remotely wiped to prevent anyone who shouldn’t have access from getting to company data.
- Advanced Threat Analytics (ATA): ATA uses analytics and machine learning to detect and alert you to suspicious behavior on your network. Our favorite part of this? It will scan emails as they come into your network for malicious links and attachments and if it detects something fishy, it’ll prevent the malicious attachment from getting in. Your employees will still get the email, but will get a message explaining why the attachment isn’t there. This can go a long way to preventing a data breach due to human error.

These certainly aren’t all the security features available in Office 365 – just a small sample.



3 Fatal Errors You're Making By Hiring The Cheapest Computer Support Company

Somehow, 2019 is already almost upon us. In preparation for the Year End Taxes, business owners across the country are taking a close look at their finances, scratching their heads as they inspect their budgets, line by line, to cut everything that isn't absolutely necessary and searching for new investments that will boost their bottom line. In the midst of all this, it's vital that leaders take a long, hard look at their technology budgets. Chances are those budgets are a far cry from where they should be.

Many business owners – especially those running smaller organizations with tighter resources – assume that IT is the ideal spot to cut costs. But they forget that, today, technology is the foundation upon which their business is built. We can almost guarantee that if you partner with a cut-rate IT support company, you will sorely regret it down the line. You'll end up spending thousands more on broken equipment and systems, you'll lose customers to server downtime and you may even fold completely under the weight of a cyber-attack.

The minuscule amount you'll save by hiring a cheap support company will be vastly outweighed by the long-term cost of your decision. ***It is just not worth it.*** While looking at your budget this March-April, check whether you're making one of these three potentially deadly mistakes with your IT investment. It might just save your company.

1. You're investing in a "break-fix" approach.

This is the primary place where bargain-barrel IT support companies cut costs. Instead of proactively managing your network, your technicians hardly touch your network until something breaks and it's time to fix it. Sure, this way is cheaper in the short term, but when you consider the enormous crises that can arise when something shuts down and the fact that they could easily be avoided with the foresight of a managed services provider, the true expense quickly becomes obvious. Not only will your business suffer many more tech catastrophes than they would if you partnered with a more reputable company, but those catastrophes will take significantly longer to fix. A technician who shows up only

when something's wrong simply doesn't know your network as well as somebody who works with it all the time.

2. You're investing in a company that doesn't bother being proactive.

Technology shifts rapidly day by day. The arms race between hackers and security software designers is constantly happening behind the scenes, as is the hurtling pace at which hardware and software become supplanted by newer, better options. Without a managed services provider keeping you abreast of the latest tech trends, you're both incredibly vulnerable to cyber-attacks and at risk of falling behind your competitors. Technology shouldn't just be something you set up and hope it doesn't break; it should be something you and your team are actively leveraging to maximize your impact. A managed services provider is genuinely invested in your success and will do everything they can to help you do exactly that.

3. Let's face it: you're just underinvesting.

In order to keep your company at the top of its game, you need to invest in your technology in accordance with how vital it is to your day-to-day operations. We're guessing that it's pretty much essential for your success, so why are you so quick to cut corners in tech? Allocating your resources to support your technology is more than a baseline cost to stay alive in the business world – it's an investment that can substantially increase your bottom line and amplify the reach, scope and efficacy of your operation. So, this year, as you comb through document after financial document, ask yourself: are you really doing all you can with the technology at your disposal?

Ask yourself:

Can you live an hour or even a day without your email, your computer, your phone?

What if you lost all documents on your server, could you afford to be done a week or two weeks?

"The minuscule amount you'll save by hiring a cheap support company will be vastly outweighed by the long-term cost of your decision."

Funny Quotes and Jokes



“That’s usually not a good sign.”



“The theme of this year’s team meeting is, ‘Take it right to the edge.’”



“The timeline has been shortened to ‘Right now.’”



“Production has really picked up since we installed the coffee pots.”

These Recent Phishing Attacks Can Cause Your Business Serious Harm

According to Symantec’s 2018 Internet Security Report, the number of reported blocked phishing attacks increased by 92% over the last year. Many of those were due to Ryuk, a variation on Hermes, the first known ransomware plague. The malware has been targeting law firms, convenience store chains, and even medical facilities, netting hackers as much as \$640,000.

Then there are state-sponsored attacks hitting small businesses across America, funded by hostile governments. In addition, there has been a Facebook e-mail scam going around, masquerading perfectly as an e-mail from the massive company, but leading victims into downloading malware. The same goes for false e-mails from FedEx, as well as Bank of America. Hackers have even begun offering false SEO services to get victims to click a link! Teach your team how to spot phishing attacks and stay vigilant. You never know when they might show up in your inbox.

SmallBizTrends.com, 9/19/2018

Technology drives efficiency

Productivity happens when your apps and teams are able to work together seamlessly and effortlessly. From editing in Word to sharing with your coworkers, you’ll be able to manage and collaborate on shared documents securely and without interruption. When all your tools are talking to each other, it makes it easy for you to work on projects in real time with your team, no matter where you are.

Communication is king

Effective communication strategy is at the heart of any successful team. From initiating a one-on-one dialogue to driving a team meeting, Office 365 gives your workforce control over their conversations, so they feel connected wherever they are.

Mobility takes business out of the office

With premium versions of Word, Excel, and PowerPoint, along with a user interface optimized for Android or iOS phones or tablets, Office 365 lets your team perform at their best, in or out of the office.

Computer Service

- ⇒ Pro-Active Customer Care
- ⇒ Onsite Computer Service/Support
- ⇒ Network Management/Support
- ⇒ Network & Server Installations
- ⇒ Network Security & Firewalls
- ⇒ Cloud Solutions & Hosted Email
- ⇒ Secure Remote Access / VPNs

Healthcare Services Provided

- ⇒ Medical, Dental, Radiology
- ⇒ Software & Hardware Integration
- ⇒ Security Solutions

Backup & Disaster Recovery

- ⇒ Business Continuity
- ⇒ Secure & Compliant Offsite Backup
- ⇒ HiTech BDR

Specialize in DFAR planning

Email, Web & Archiving

- ⇒ Spam Filtering
- ⇒ Email Hosting
- ⇒ Email Encryption & Archiving
- ⇒ Website Hosting
- ⇒ Customer Hosting Server

VOIP (Hosted)

Ask us about – Managed Services

How would you like to pay a flat rate and have us take 100% responsibility?

How would you like new equipment, service and support for a flat rate and refresh every 3 years?



INTEGRATION

Po Box 5526
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How would you like the security of knowing that your data is safe and protected?

How would you like a VOIP phone system that is cost effective, saves you money, and you can take it home or vacation and work as in the office?

