

## Technology Times

### Solutions Unlimited, LLC



**It is a wise father that knows his own child.  
Do you know your business?**

~ William Shakespeare

*It may sound strange but, you would be surprised how many people don't really know what's going on with the technology in their business. Do you know who is accessing your company files and where they are stored? Do you know what websites your employees visit and every device your employees use for work?*

If you answered no to any of these, you may be at risk for data loss, security breaches or worse, a dangerous infection. Know who is accessing information in your company, what they are doing, and when they are online in order to keep your company safe from internal and online attacks.

**Who, what, and when?** Your company information is the heart of your business. Client files, project information, and financials can't be left out on a coffee table in the lobby for all to see. So, why is access to your files on the computer unrestricted? Set controls so each employee only has the access they need, monitor what they are

doing with your company data, and see when they are online uploading or downloading company files.

**Usage and monitoring policies.** Create a company handbook, if you haven't already, and be sure to include a privacy policy that informs every employee of your usage and monitoring policy. Clearly define actions that are prohibited and give examples so everyone is on the same page. The best policies are those that are written, signed and posted in the office to show your organizations expectations. This will help you weed out dishonest employees and deter crooked applicants. Employees are more likely to stay on task, stay off of personal websites and engage their work day if they know someone is watching.

**Where and why?** Working remotely is essential for many companies today. Workers may

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## Father's Day

*Did you know that it took nearly 70 years to get Father's day on track?*

Mother's day, spawned from the post-Civil War era originally "Mother's Work Days", caught on like wild fire. By 1909, 45 states observed the day of remembrance and honor for mothers everywhere. People enjoyed giving thanks to their mothers and retailers loved the increase in business.

Unfortunately, the campaign to celebrate father's day was not met with as much enthusiasm. Retailers didn't see the same sentimental appeal. Individuals across the nation worked to implement celebrations and slowly, the trend spread.

Father's Day was a tough sell though. Many felt that it was a gimmick from retailers to sell things to families for the men to enjoy that often the men would end up paying for themselves. Many men disdained the day for decades.

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### Tee off for Summer

If you don't make it to the golf course for Father's Day, plan some time to hit the green soon. The first day of summer is Friday, June 21st.

Golf's not your cup of tea? National Flip Flop Day is the 21st and National Canoe Day is the 26th. June is full of silly observances.

Get out of the house this weekend and

*have a little  
fun the sun!*

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## It is a wise father that knows his own child...

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travel, work from home, or simply live out of state. Fortunately, where someone works doesn't have to dictate the level of risk to your organization.

**Start by evaluating each device** your employees plan to use for work. Scan the devices for infections, set up antivirus protection, and implement a process for remote workers to safely use and store company files. Advise all employees to be cautious when using unsecured connections like those

"Negligence is the most common threat, causing 41% of breaches."

found in coffee shops and hotels.

**Negligence is not an excuse.** According to a recent survey from the National Cyber Security Alliance (NCSA) and Symantec, "Negligence is the most common threat, causing 41% of breaches." Unfortunately, most people don't know how to keep files safe. I'm sure you've heard stories of stolen laptops that

housed loads of company data exposing their business to a massive security breach.

### How do I get started with changes for my business?

Educate your employees. Teach them about the dangers of storing company data on personal devices like their cell phones, laptops, and USB drives. Share examples that spell out your primary concerns and always revisit, revise, and reissue your company policies at least twice a year to reinforce the importance of security.

Visit [www.staysafeonline.org](http://www.staysafeonline.org) for more information and statistics about keeping your company data safe. If you're interested in setting up tools to monitor your systems and control access to your company data or would like to setup your employees to work remotely, give us a call today.

**We will work with you** to review your current technology risks, and identify areas to increase security. This will help you to know eve-

## Thumb drive 101

*USB drives, also known as thumb drives, are an easy solution for data transfers but, they are not a data storage solution.*

Thumb drives are readily available, inexpensive and small making them extremely portable and popular for transferring and saving files from one computer to another.

### USB drive features and types.

Just like a good pair of shoes, different equipment brands offer different features. Some thumb drives are known for their reliability, some for durability, and others for versatility. Kingston, PMY and Scandisk drives are a great choice for all three of these features. Select the appropriate size drive for your work and you're all set!

### Thumbs drive vulnerabilities.

The same great characteristics that make USB drives a useful tool, also make them vulnerable and appealing for attackers. The portability of these devices makes them a target for thieves. It is easy to pluck a thumb drive from a laptop or out of a bag and make off with it in a flash. Never leave your thumb drive out in the open.

### Damage it and your done!

Remember, USB drives are not invincible. Plugging a thumb drive into the wrong port or shocking it with static electricity can fry the drive rendering it useless. Even worse, get it wet or damage it and you can lose everything in the blink of an eye.

*Use USB drives for temporary storage ONLY! No exceptions.*

While they are handy they are very risky too.

## We're seeing spots?

*According to recent news on CNET.com, cyber attacks tripled in 2012. If we put pins on a global map, we would all be polka dots!*

The most common attacks out there today are the denial-of-service (DoS) or distributed denial-of-service (DDoS) attacks. These intrusions make the servers unavailable for the intended users. Most criminals attack high-profile web servers like payment gateways and credit card companies.

Today, raiders are also focused on popular social networking sites like Twitter and global gaming sites like Minecraft.

Regardless of your evening Internet habits, stay safe online.



"Are you going to stay up all night making YouTube videos?"



## Father's Day...

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In the 20's and 30's a movement arose to toss out Mother's Day, and the idea of Father's Day, to have one unified day of celebration, Parent's Day. Many agreed that all parents should be celebrated and respected.

Over the next forty years, retailers struggled immensely. So, they latched on to the concept of honoring fathers and began promoting Father's Day as a make-shift Christmas just for dads.

Finally, during his reelection campaign in 1972, Richard Nixon signed a proclamation making Father's Day a federal holiday. After nearly 70 years of debate, fathers finally claimed a day of celebration on the calendar.

Today, many fathers find themselves slipping away for their special day. Things like fishing trips, camping, or weekend vacations have become common forms of celebration.

The once traditional gifts of ties, hats, and socks have now been replaced with golf clubs, fishing equipment, and tickets to a favorite event like wrestling, car races, or even monster truck derby's.

Celebrating Father's Day doesn't mean you have to be mushy and sentimental. Even a phone call, card, or e-mail will let him know you care.

**Happy Father's Day!**

## Google and Microsoft make collaboration a breeze

*In today's world of remote workers, collaboration tools are essential for a cohesive work environment. Google and Microsoft have made working together ridiculously easy.*

### Struggling to share documents?

If you're tired of e-mailing versions of a spreadsheet, document or presentation back and forth with a coworker, these collaboration tools are a dream come true.

**Google Docs features.** Google Docs allows you to share information and see each other typing in real time no matter what the distance. Working up a spreadsheet or document has never been easier. You can enter the data by typing or simply copy and paste from another source to instantly share it on the screen.

**Test your Drive.** Here's how to get started. Sign-up for a Gmail account online at Google.com by clicking on "Sign-in" in the upper right hand corner. Login with your new account and click on "Drive" in the menu bar at the top. This takes you to the "My Drive" area where you can view and create files.

To create a new document, presentation, spreadsheet, form or drawing, click on "Create" and select the file type, then click "Share" in the upper right hand corner. You will be prompted to name your file and fill in the "Sharing Settings." Enter the email for the person you want to work with and be sure the dropdown menu is set to "Can edit" otherwise they will not have full access to the file.

The person you elect to share with will receive an invitation to join your document. When they sign-in to their Google account, they can view and share the file with you in real time. Easy collaboration.

**Saving files for the future.** Files for work obviously cannot be stuck in Google forever. That's why Google Docs offers a variety of formats to save your files. When you've com-

pleted your final touches click on "File" at the top of your screen and choose "Download as" to find the appropriate file extension for your project and save it to your computer or a local drive.

### Microsoft's take on collaboration.

Microsoft's new version of Office (Office 365) also offers similar collaboration features however, some are more extensive, and others are a bit more restricted. For example, you can collaborate with coworker's in most Office applications except Excel. Word, OneNote, and PowerPoint are a breeze though and you have all the standard Office tools at your disposal.

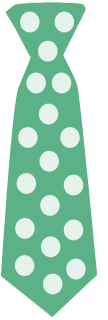
### Sharing looks much like Google Docs.

Simply open the document you want to share and click "File", "Share", and "Save to Cloud." After you've saved the document to your SkyDrive account online, you will see an option to invite other people to the document. Enter the e-mail address for the person you want to collaborate with and click "Can edit" to give them full rights to the document.

An invitation to join your document will be sent to the recipient and if they have Office 365 installed too, they will have the option to use the Office version on their desktop or the Office Web Application version (a free browser version.)

As in Google Docs, you can see edits from collaborators in real time. This is a blessing and a curse since you need to click "Save" each time for the final edits to save to the final document and appear in red for other viewers. If too many cooks are in the kitchen making edits at the same time, there is a fail safe that will catch you and present you with the conflict. Unfortunately, you may need to undo some of your work to resolve the conflicts and move on.

**Google or Microsoft?** All in all, Google Docs offers less frills but gives you a more streamlined approach. However, each has their strengths and weaknesses. Try collaborating today!





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## June's Lunch and Learn:

### ***Cyber Security***

*How does your company rate on cyber security? Do you sleep easy at night knowing that your computers are protected? Not sure? Could you be the next headline?*

*Cybercriminals Attacking Small Business - Moneynews*

*FBI Says Cybercrime is Emerging as a Threat to Surpass Terrorism - The Inquirer.net*

*Local Police Grapple with Response to Cyber Criminals - Denver Post*

***One in Five Data Breaches the Result of Cyberespionage - PC World***

***Could this be you? The most attacked industry in 2012 was manufacturing, at 24 percent. It was followed by finance, insurance and real estate companies at 19 percent and by non-traditional services at 17 percent, Symantec said.***

***Join us this month, Thursday, June 27th to learn more about protecting your company against cyber threats.***

## **Something fishy going on?**

Do you suspect hours of time are wasted on personal websites and random browsing in your office?

Have you ever walked past an employee on their Facebook page? Are you worried that someone is taking information or equipment home?

Cast a net of monitoring tools out around your business to keep an eye on your technology and ensure your company information is 100% secured 24/7/365.

**Call 864.599.8678 for information**



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