Stop Failures!

<u>9 Ways to prevent Disaster</u>.

1. Spam Emails: Secure your email. Most attacks happen through Email.

2. Passwords: Apply Security Policies.

3. Computer Updates: Keep Microsoft, Adobe and JAVA products updated.

4. Training: Train your users – Often! Teach them about data security, Email attacks, policies and procedures.

5. Advance Security: Move beyond outdated antivirus tools of the past.

6. Firewall: Turn on Intrusion Detection & Intrusion prevention features.

7. Encryption: Whenever possible, the goal is to encrypt files at rest and in motion.

8. Two Factor Authentication.

9. The Most important is Backup: Local (BDR Appliance) & to the cloud, test your backups often.

If you need help to implement any of these, call us today!

May 2020

This monthly publication provided courtesy of Shan Dholaria, CTO of PcPlus Networks

"As a business owner, you don't have time to waste on technical and operational issues plus security is a BIG concern too. That's where we shine! Call us to put an end to your IT problems finally and forever."

Cybercriminals Are Out In Full Force In Today's Crazy Times — Here's How To Stop Them

In the past couple of months, just about everyone has been forced to shift priorities. If you're like many business owners, you are intently focused on pivoting your business to accommodate today's "new normal." In fact, you are probably investing so much of your time in trying to retain your customers and generate new cash flow that you barely have time to even *think* about cyber security.
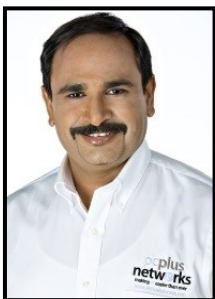
The problem is that cybercriminals and hackers know there's no better time to strike than during a global crisis. In fact, they're probably working overtime to craft new malware while the rest of us are trying to manage how our lives have been turned upside down. While you are so focused on your business, these cyber thugs are finding new ways

into your IT network so they can steal data and passwords, compromise your clients' private information and even demand large ransoms.

Cybercrime is already on the rise and is expected to cause $6 *trillion* in damages by 2021! But, if history repeats itself, you can bet hackers are already out in full force right now. We've already seen how headlines are changing from stories about COVID-19 to accounts of a frenzy of cyber-attacks on corporations and small businesses.

Here are solutions you can implement during these crazy times to help protect your business data, money and productivity:

1. Be more suspicious of incoming e-mails. Because people have been scared, confused and not really focused for a while now, it's the perfect time for hackers to send e-mails with dangerous malware and viruses. You probably have received a bunch of COVID-19-focused emails. Always carefully inspect the e-mail and make sure you know the sender. There has already been a CDC-gov e-mail address out there that's not legitimate and has spammed inboxes across the country.

Avoid clicking links in the e-mail unless it's clear where they go. And you should never download an attachment unless you know who sent it and what it is. Communicate these safeguards to everyone on your team, especially if they are working from home.

2. Ensure your work-from-home computers are secure. Another reason to expect a rise in cyber-attacks during these times is the dramatic increase in employees working from home. Far too many employers won't think about security as their team starts working at the kitchen table. That's a dangerous precedent.

First, make sure your employees and contractors are not using their home computers or devices when working. Second, ensure your work-at-home computers have a firewall that's turned on. Finally, your network and data are not truly secure unless your employees utilize a virtual private network (VPN). If you need help in arranging or

improving your new work-from-home environment, we would be happy to get your entire team set up. Our goal is always to help your business to thrive with greater cyber security and superior technology that improves efficiency.

3. Improve your password strategy. During crises like this one, your passwords could mean the difference between spending your time working to grow your business and trying to recoup finances and private data that's been hacked. Make a point now to reevaluate your passwords and direct your team to create stronger passwords.

Also, while it's so convenient to save your passwords in your web browser, it also lessens your security. Because web browsers simply require their own password or PIN to access saved passwords, a skilled hacker can bypass this hurdle. Once they access your saved passwords, they can steal as much as they want – credit card information, customers' private data and more!

Instead, you should consider a password manager to keep all of your passwords in one place. These password managers feature robust security.

You, your team and your family have enough to concern yourselves with at the moment. There's no need to invite in more problems by letting your computer and network security slide during these times.

While this coronavirus scare has negatively affected countless businesses, we are proud to say we are open and continuously servicing our customers. If you need additional security advice or would like to have a consultation to discuss how to keep your data safe or how we can help you work more effectively, simply connect with us today.

> # Cybercrime is already on the rise and is expected to cause $6 trillion in damages by 2021!

Think On The Known, Not Just The New

Neophilia is an obsession with new things simply because they're new – not necessarily better or improved – or novel. It makes people stand in line overnight for the newest technology release or scour the Internet to find the latest and greatest product, trip or experience.

We often read books and attend seminars to find new things to ponder. Sometimes the influx of new information and ideas is so rapid that we don't use what we've learned or integrate it into our behavior.

So, what if we thought about the important things we've learned or responded to questions we already know we should answer? What is known but not recalled or revisited can shape and improve your life.

Think about these knowns:

Things you think you know because somebody told you? Think independently.

Things you don't visit because they can be frightening? Be courageous.

Things you've only thought about superficially? Go deeper.

Things you'd like to do? Dream a little.

Things you've stopped doing that used to bring you joy? Revisit them.

Things you need to know? Learn them.

Things related to your values and worldview? Live them.

Things that would improve your health and longevity if you consistently did them?
Do them.

The Bible says in Philippians 4:8, "Think on these things," and then lists known and timeless things – what is right, what is true, what is lovely and what is pure. Nothing new in the list, but everything is worth thinking about often and deeply.

Sometimes the known is as valuable – or even more valuable – than the new.

- Mark Sanborn

IT Security Tip: Use STRONG passwords!

Thanks to powerful brute-force-attack software readily available online, hackers can try tens of millions of possible password combinations per second. For example, hacking software can guess a five-character password in under three hours. If you only use lowercase letters, it's 11.9 seconds.

You KNOW you need to have a better password than "password" or "letmein" if you have any hope of keeping hackers out of your PC; but what does a "strong" password mean? A good password should be at least eight characters long (or longer!) and have a combination of uppercase and lowercase letters, numbers and symbols that are hard to guess. Don't use dictionary words with proper capitalization because they're easy to guess (like Password123#). Even though it meets the requirements we just discussed, it's easily hacked; remember, hackers have sophisticated password-hacking software that will run 24/7/365. If you want a quick tip for remembering your password, use a phrase and insert letters and numbers into it, like $h@KeNb8ke.

■ 4 Ways To Grow Your Business Without Working Harder

Incentivize Results – According to the Journal of Economic Psychology, people love cash incentives but are often more motivated by specific noncash rewards. It could be time off or lunch for a week. All you have to do is tell your team what results you want, offer a creative incentive and, chances are, those results will be met!

Prioritize Time – Use the "80/20 rule" as a guide. Also known as the Pareto principle, it states that 80% of the effects come from 20% of the causes. Going by this principle, 20% of your time spent on tasks should yield you 80% of the results. If you have to put in more effort to achieve results, reevaluate your approach (or take on fewer projects).

Evaluate Technology – Are you using outdated technology and software? You could be slowing your business down and harming productivity – not to mention putting your business at serious risk of data loss or a data breach. Look at what you're using now and compare it to what's on the market. There have been major improvements, even in the last five years, that can boost productivity like crazy.

Open Communication – Open-door policies go a long way. Have weekly team meetings and a company-wide chat (such as Slack or Google Hangouts). The easier it is for individuals and teams to communicate, the easier it is for them to collaborate, and that can help things move very smoothly. *Inc., Feb. 13, 2020*

■ 3 Ways Successful People Turn Adversity Into Success

1. They say, "Bring it on." They want adversity. It's what helps them grow. Without adversity or something pushing back at us, we can stagnate. We need to be challenged!

2. They make bold decisions. Successful people make decisions knowing they may be taking on a lot of risk, but if they don't push ahead, they won't get the results they want. And if they make the wrong decision, it's a learning experience.

3. They embrace the learning experience. You can't grow and find success without continuously learning. You have to solve problems and collaborate with others, so when the next challenge comes along, it's easier for you to adapt. *Business Insider, Feb. 13, 2020*

■ Use These Apps To Get More Done Each Day

Productivity: Evernote – Take notes, clip info from the web and save select e-mails for quick access and organization.

Time Tracking: RescueTime – It gives you a breakdown of how you use your time on every app and website. It also allows you to set productivity goals. The premium version ($6/month) even lets you block sites during certain times.

Project Management: Asana – Create task lists, prioritize tasks, assign due dates and monitor progress. Asana even integrates with other apps, like Evernote and Google Drive.

Communication: Slack – Communicate with individuals, teams or other specific groups. Everything is saved, so you'll never lose a key piece of info. *The Simple Dollar, Feb. 3, 2020*

"After dinner we need to have a frank and honest discussion about work/life balance."