

TECHNOLOGY INSIDER

“The latest in technology news, trends & tips for business”

Our Mission:

At BoxMeta, we are committed to providing valuable, no-nonsense, quality technology services and solutions to our clients. We will understand our clients' goals and help accomplish them through simple and affordable technology solutions.

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Did You Miss Your Windows 10 Free Upgrade?

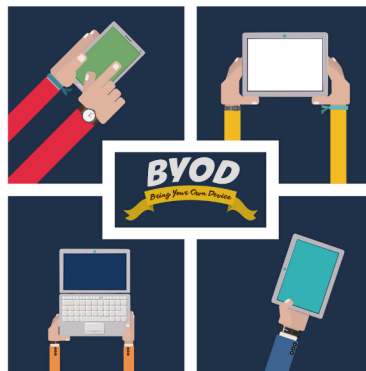
Microsoft's free upgrade of Windows 10 expired on July 29th. But if you missed the deadline it may not be too late..Call Boxmeta for more information and to confirm eligibility.

5 Tips for Implementing a Successful BYOD (Bring Your Own Device) Policy

The number of smartphones in use, across the globe, were just over 2 Billion, at the end of 2015. Every business owner struggles with balancing productivity and the risks of allowing their employees to use personal devices for accessing business data, such as email,

company contacts, files and other proprietary data.

Here are just a few examples of what to consider when implementing a BYOD policy at your company:



I. **Specify What Devices Are Permitted** – As the market continues to add more mobility solutions, it becomes more difficult to determine what devices are

permitted. A business owner should consider the security risks of an iOS vs. an Android device. Will you restrict tablets / iPads? Will your BYOD policy should also extend to accessing company data from a home computer, such as and including accessing email from a web browser on any non-company issued computer? Absolutely, identify and restrict Jailbroken devices.

2. **Security Policy** – If you are working in a regulated industry there may be a specific set of guidelines but all businesses should be working with a technology professional that specializes in network security to create a custom BYOD structure. There are a range of tools for managing and tracking mobile devices as well as enforcing security policies., such as password requirements, device

Top Rated Mobile Productivity Apps

- *Pocket* - Save articles to read, off line, at a later time. With a single click, send articles to an archive you can access on your phone, tablet or computer. (Free, iOS/Android)
- *Evernote* - A classic. Like a digital notebook that syncs across your devices.
- *Google Keep* - Jazz up your notes by organizing them with colored labels. This is Google's version of Evernote. Take notes, keep to-do lists, set reminders, record audio, etc. (Free, iOS/Android)
- *Microsoft Outlook* - No introduction needed.. (Free, iOS/Android)
- *Paper* - expands the concept of 'taking notes' to make everything from lists to presentations from your iDevice. (Free, iOS only)
- *Slack* - Has re-invented how teams communicate by doing away with email. It's like a chat room where you can tag users with tasks and manage team projects. The desktop client sends notifications (Free, iOS, Mac, Android, Web)
- *GoodReader* - Robust PDF reader with features such as signing and marking up PDF documents. Add text boxes, sticky notes, lines, arrows and free hand drawings on top of a PDF file.

tracking and remote wipe. Most importantly, you should be able to monitor and audit what devices are connecting to your company data. You should maintain an isolated WiFi connection in your office for guest / non-company managed devices. Laptops that host company data should be encrypted. There are a range of products and tools available for managing your company's BYOD policy. Your network administrator will help you navigate and test the best solution(s) for your company.

3. **Define A Clear Service Policy for Devices** – It is important for staff to understand the boundaries when questions or issues happen with their personal devices. You need to address questions such as, What support is available for the initial connections? How to handle a broken device? Support for applications? Who pays for repairing an employee device if the issue impacts their ability to connect to the company data / network?

4. **Who Owns What Applications and What Data?** – Many business managers are hesitant to dictate security controls on an employee's personal property. Do you reserve the right to remote wipe someone's personal device and erase of their family pictures? While this can be a tricky situation it is resolved by having a documented BYOD policy which is approved and signed by the employee.

Alternatively, many companies are opting to implement a Corporate Owned, Personally Enabled ("COPE") policy instead. They buy their employees' mobile devices, secure them, and then let employees load additional personal applications that they want or need. With the proper tools and procedures, Employers control what types of apps can be added, enforce password policy, geo-track the device and implement a host of other security measures.

5. **Considerations** - your Policy should also include guidelines for clarification of work hours. Can employees receive email or phone calls, outside of normal business hours? Are they required to respond to an email or a call froth boss? Who is responsible for paying for data usage? How will access to company data be terminated and data removed from the device upon the employees separation from the company?

Call BoxMeta today to sign up for our FREE BYOD Evaluation.

Who Wants to Win a \$25 Gift Card?

Olympic Sports Word Scramble:

1. itnns
2. cengfn
3. gothnsio
4. lidfe eoyckh
5. stquneirae
6. onmdtniab
7. heyrrea
8. omnred paehtlontt
9. gniidv
10. rnhtoilat
11. djuo
12. nnaegcoi
13. ayncsisgmt
14. ngtielwhtgifi
15. ugbry vsnese
16. lnalbhad
17. nnaegcoi
18. ylnicgc
19. wtgilerns
20. baetl teinns

The first person to answer correctly will win a \$25 Gift Card.

Email your answer to:
trivia@boxmeta.com

Business Briefings

Ever Wonder Why Keyboards NOT Arranged in

Alphabetical Order?...The Keyboards that we all use today are called QWERTY keyboards (represents the letters across the top). It is believed that it was invented in the 1870's by Christopher Sholes, one of the inventors of the original typewriter. The first typewriter had an alphabetical arrangement of piano like keys. The keys would jam frequently because the commonly used letters were too close together. Popular theory says that Mr. Sholes created the QWERTY keyboard to spread out the popular keys and avoid mechanical problems. Is it a coincidence that the top row of a keyboard has all of the letters to spell 'TYPEWRITER'. Others track the modern keyboard back to Morse code.

Goodbye 80's...

The last typewriter was manufactured in 2011 when Godrej and Boyce shut down their factory.

The last VCR will be manufactured at the end of this month. Funai started making VCR's in 1983 and in a few weeks it will produce the last ever VCR.

How To Create a Presentation that Wows!

1. *Tell A Story* - Craft your presentation to read like a story rather than bullet points.
2. *10-20-30 Rule* - According to Life Hack contributor Scott H. Young, this rule, developed by Guy Kawasaki, is applicable to every presentation

in the world – regardless of whether you are presenting the next big thing or recapping company policies. No presentation should be more than 10 slides, last longer than 20 minutes or have text that is less than 30 point font. Keeping your presentation short and digestible is the key to keeping your audience's attention. Follow the 10-20-30 rule and you should be golden.

3. *Engage with Visuals* - According to 'Buffer' the brain processes visual images 60k times faster than text. According to MDG Advertising, content that includes attractive images, increases customer engagement by 94%!

4. *Think Outside The Box* - Ditch the standard power point and think of a fun or interesting way to make your presentation. There are a wide range of apps and websites, here are just a few:

Piktochart - Present numbers in the form of an infographic or a chart. Easy-to-use templates to create customizable visual assets for presentations. The end product can be shared online or accessed anywhere

Haiku Deck: Simplicity with a modern touch. Focus more on imagery and graphics and less on cluttered words. Highly customizable and gives users examples of cool ways to format presentations.

Emaze: Build sophisticated presentations. The company's vision was to free users from spending time preparing the presentation so that they can spend time concentrating on the content of the presentation.

Dropbox: Is It Secure For Your Business?

A question that we often get is whether or not file-sharing services such as DropBox, YouSendIt and Google Docs are secure enough for business. If you use any of these services for your business, here's the scoop...

DropBox is a Public, Shared Environment.

DropBox (and the others mentioned above) were designed to easily share very large files – ones that are not optimal for e-mail because they're too large. Examples include videos, audio files, large PDFs and graphics files. These services are typically free (or very cheap), and you shouldn't have the expectation of great security for this price.

Over time, Businesses have expanded the extent to which they utilize these tools, even for legitimate reasons such as collaboration. The problem is that a company is putting a lot of private information at risk by utilizing these public sites. According to a recent study, 60% of organizations have employees that frequently put confidential files on services like DropBox without permission. In fact, companies such as IBM have banned the use of these services completely.

Dropbox and other cloud file solutions work by syncing a folder to/from your computer. This presents a greater risk for management to control where company data is located and potentially exposed if a computer is compromised.

When Does Or Doesn't It Make Sense?

When you have a file that doesn't need to be secure and simply needs to easily and quickly get from point A to point B, then DropBox can be a viable solution. On the other hand, you would not send or store any sensitive files, such as contracts or financial statements, on DropBox. These services are also not safe for any files subject to government compliance regulations such as PCI, HIPAA, SOX, Sarbanes-Oxley or HITECH. These file-sharing solutions are NOT compliant.

What To Use Instead

If you need to transfer files outside of your network and need to do so securely, some options to consider are:

- Create/Host a secure FTP site
- Use 2-factor authentication rules
- 3rd party encrypted file sharing solution. This can be linked to your company's website for convenient access

Free Report Download: What You Need To Know BEFORE implementing a remote / work from home program



You Will Learn:

- 1) What is telecommuting and how does it affect my bottom line?
- 2) The single most important thing you MUST have in place
- 3) How to get a FREE "Home Office Action Pack" (a \$97 value).

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