

TECHNOLOGY INSIDER

"The latest in technology news, trends & tips for business"

Your Company's Hidden Security Weakness: Your Home Wireless Network

As a business owner, I can sympathize with the importance of a home office that functions as an extension of the business office. Many professionals make assumptions about their home network security that may be putting their data and privacy, at risk. In most cases, home network security is lacking which can prove to be a serious liability.

WiFi security at home tends to get less attention and is typically not implemented or designed by an IT professional. You feel safe at home and you might assume that since your business's network is locked down, your data is secure. When an intruder wants to access your business's proprietary information, they're going to search for the easiest point of entry.

Intruders are looking for information they can profit from, including financial and identity-related documents. The fact is, there are people who roam around searching for unprotected or poorly protected wireless access.

Never assume your data—personal or business—isn't accessible. You may inadvertently share critical data without realizing it. You may share files among colleagues and employees and simply forget to turn off sharing permissions. You may place documents and files in a publicly accessible folder. Data-sharing is convenient when you need it, but a liability when it's readily accessible.

What can you do to protect yourself and your company assets?

- Access secure business data via a secure connection to your office network rather than storing the data on your home network.
- Use a strong password for all your wireless networks. A string of letters, numbers and symbols about 14 characters long is ideal.
- Use WPA2 security. Make sure your router is set up correctly. If you are using WEP or WPA security, change it as soon as possible.
- Change your network's name (SSID). Keeping the router's factory default alerts potential intruders that lax security measures may be in place.

And ask yourself how protected your network—and your data—really is.



"As a business owner, 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!"
- Dave Russoman, Owner

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Reducing Distractions In The Workplace

Distractions are everywhere. Our phones, our computers, our tablets, our colleagues, email, etc. When we're trying to get work done, there is always something fighting for our attention. There is always one more thing we want to check. It's safe to blame technology for this constant distraction, but there are some things that we can do to eliminate the noise.

1. **Cell Phones:** Put it on silent, or better yet, turn it off and put it in a drawer. Out of sight and out of mind. Make sure you cannot hear any notification sounds, whether it's a little ding or jingle or a vibration. This is crucial. Why? You may not realize it, but you've been trained to respond to those sounds.
2. **Email and Instant Messenger:** Schedule blocks of time to check and respond to email. Turn emails into action items on your To-Do list rather than responding, right away. Keep in mind that any truly critical issue or question will find you by phone rather than email. Instant messenger is very productive, when used effectively. It should be used for brief chats. Anything that extends beyond a quick chat, should be directed to email or phone.
3. **Disconnect from the Internet:** If you're working on a project and you already have the materials or information you need, consider cutting yourself off. If you're connected to a WiFi network, disconnect. If you're hardwired, pull the Ethernet cord out from the back of your computer. It may sound like a drastic step, but it works.
4. **Social Media:** Unless your job title is 'social media manager', Turn it off! Log off from Facebook, Twitter, Snapchat. Set aside time during lunch or breaks.
5. **Close Your Door:** Determine what times of day you are most productive and close your door. Your colleagues will soon learn your pattern and begin to work around your closed door time. If you are in a cubicle, use a visual item, such as a small orange cone, a sign or other item, placed on your cubicle.
6. **To Do List:** Prioritize your To-Do list and commit to accomplishing at least the two most important tasks. Thinking of 'everything' that needs to be done is overwhelming and will encourage you to 'find' an excuse to be distracted.

There isn't a foolproof way to eliminate distractions, but a little adjusting can go a long way.

The Ultimate Small Business Guide To Setting Up A Work-From-Home System For Your Staff



You will learn:

- ✓ What telecommuting is and why so many small businesses are rapidly implementing work-from-home programs.
- ✓ The single most important thing you MUST have in place before starting any work-from-home or remote office initiative.
- ✓ How one company slashed its turnover rate from 33% to nearly 0%—and increased productivity by 18%—by implementing a work-from-home program.
- ✓ How to get a FREE "Home Office Action Pack" (a \$97 value).

Claim Your FREE Copy Today at www.boxmeta.com/workfromhome/

Shiny New Gadget Of The Month:



Microsoft Band

Microsoft has entered the fitness band arena with a solid first contender. Even though 24 hour heart rate monitoring and sleep tracking aren't new features, guided workouts as well multiple productivity functions could make the smart band a more attractive tech accessory for the professionally minded, fitness enthusiast.

Email and calendar access via voice commands as well as call answering, text messaging and note taking are common sense additions that are exciting to see as functional wrist-wear. Apple is sure to counter PC features with their much anticipated and surely more stylish wearable offering, the Apple Watch in 2015. For the Microsoft fan with an appetite for early adoption, the band is here now, and in time for the holiday tech gifting rush.

Windows 10 is Almost Here: What You Need To Know

It's well known that Windows 8 was not Microsoft's most popular operating system. For many, it has been downright bewildering, without a start menu, the application tiles and clumsy desktop experience. The widely anticipated release of the next generation of Windows, is almost here! Windows 10 was announced in October as a preview release. The official release is speculated to be in April 2015. Here is what we know, so far, about the new OS:

1. **Start Menu is Back! But..the Charm Bar Stays:** There were widespread rumors that the charms bar will be dropped in Win10 but the technical preview still has a charms bar.
2. **Continuum:** Win10 will detect whether the computer is being used as a desktop with attached keyboard or as a tablet with touch-screen feature.
3. **Bypass Full Window mode:** Those annoying apps that opened as a 'full' window and left you trapped, will now be renamed 'Universal Apps' and windowed like any other app.
4. **Multiple Desktops with Multi tasking:** you will be able to view all your open windows in one place. You can also create multiple desktops which will enable users to organize their apps better.
5. **Window Snapping Feature:** With this snapping feature, users can now resize windows to fit any part of the screen. It is also possible to place windows side-by-side.
6. **Recycle Bin in Task Bar:** you can add the Recycle Bin icon to the task bar and the start menu. You no longer have to minimize all your open windows to access the Recycle Bin.
7. **Start Menu can be Resized:** can adjust the size of your start menu to fit the left side of your window or shrink it to a strip. This feature will be quite useful for tablet users who have to view in display screens of varying sizes.
8. **Explorer has a new Home:** In Win10, there is a new "Home" section which shows frequently accessed folders and recent files. It also shows any location that you have designated as Favorites.
9. **(Rumor..):** Cortana, the Virtual assistant in Windows Phone (Microsoft's version of Siri), may be part of Win10 on desktops..

Don't Make These 5 Mistakes With Your Next Office Move

Moving is exciting but mistakes can result in unexpected and sometimes significant costs. To make your move easy and effortless, here are the 5 most common mistakes you want to avoid:

- **Mistake #1 — Saving Money By Using Your Employees To Move Your Computer Network :** You will spend more time and money tracking down or purchasing things that are lost, broken or misplaced. Save yourself time and money by hiring an IT professional .
- **Mistake #2 — Not Hiring The RIGHT IT Firm To Move Your Network.** Gather references from other clients, proof of insurance, a service-level and a professional, organized approach to quoting the move. NEVER hire anyone who wants to quote moving your network over the phone!
- **Mistake #3 — Not Giving Your Phone, Internet And Cable Vendors Enough Advance Notice.** Allow at least 8-10 weeks for Internet and telephone connections to be installed. If the provider is not already providing service in the building, it could be as long as 12 weeks.
- **Mistake #4 — Not having a DETAILED floor plan.** Your floor plan should include dimensions, walls, doors, furniture and the location of all power and network outlets. An IT professional should review the EXACT placement of all computers, phones, printers and other network devices. Adding these items, after the build out can be very expensive.
- **Mistake #5— Power & HVAC.** Plan for extra air vents, extended A/C service hours or a separate thermostat, if possible, in your network closet. Most buildings turn off the A/C in the evening and on weekends. Your IT professional will need to ensure the network closet has the appropriate power and outlet requirements for your servers and equipment.

Microsoft Windows Server 2003 Set To Expire In 2015

Microsoft has announced that as of July 14, 2015, it will discontinue support for its 11-year-old server operation system, Server 2003. This follows in the wake of its recent discontinuation of support for Windows XP this past spring. Failure to upgrade your server off of this operating system dramatically increases any company's cyber-security risks.

With server migrations taking on average 200 days from planning to completion (industry average), if you still have a server running this software active on your network, now is the time to start planning.

End of support for Windows Server 2003 means:

- **No further updates or security patches released:** 37 critical updates were released for Server 2003 in 2013 alone. No updates will be released after 7/14/15.
- **Loss of compliance:** Various industry regulations and industry standards will no longer be able to be achieved if you are using Server 2003 actively on your network.
- **Increased security risks:** Any server running this operating system will be completely exposed to serious hacker attacks aimed at taking control of your network, stealing your data or crashing your systems.

Call to Schedule your FREE Server 2003 Migration Plan

As your preferred Microsoft Partner, we are committed to helping your company by offering a Windows Server 2003 Migration Plan for FREE.

To secure your FREE Server 2003 Migration Plan, call us today at 904-229-0922 or go online to: www.BoxMeta.com.

Trivia Corner:

Who Wants to Win A \$25 Gift Card?

Below, 10 nine letter words have been broken into chunks of three letters. These chunks have been mixed up, no chunk is used twice and all chunks are used.

Can you determine what the 10 words are?

cer ent ead rat uti spr
ful oun pro ann ope ock
nce een oat est liv ion
nou sev ion ast hou akf
bre bea ens dim bed seb

E-mail your answer to: trivia@boxmeta.com

The first person to submit the correct answer wins a \$25 Gift Card!!

Happy Ha-Ha-Holidays



Q: What do you call a snowman in the desert?

A: A puddle!

Q: What do you get when you cross a snowman with a vampire?

A: Frostbite.

Q: Why was Santa's little helper depressed?

A: Because he had low elf-esteem.

Q: Where do polar bears vote?

A: The North Poll.

Q: Why did the farmer wear one boot to town?

A: Because he heard there would be a 50% chance of snow!

Q: What did the snowman say to the customer?

A: Have an ice day!

Q: Why don't mountains get cold in the winter?

A: They wear snowcaps.

Q: What do you call a cat on the beach at Christmas time?

A: Sandy Claus!

Q: How do sheep in Mexico say Merry Christmas?

A: Fleece Navidad!

Q: What did Santa shout to his toys on Christmas Eve?

A: Okay everyone, hit the sack!!

Q: What do snowmen eat for breakfast?

A: Frosted Snowflakes.