

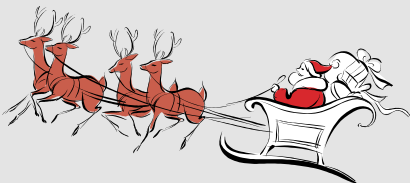


"As a business owner, I know you don't have time to waste on technical and operational issues. That's where we *shine!* Call us and put an end to your IT problems finally and forever!"

David Downs, Owner

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

As a business owner who also spends time working from home, do you make assumptions about your home's wireless network security? Between your home and business, chances are your home wireless security is lacking. This can prove to be a serious liability.



WiFi security at home tends to be more lax. It isn't something business owners worry about. You feel safe at home and you might assume since your business's network is locked down tight, 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.

That is often the home. 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.

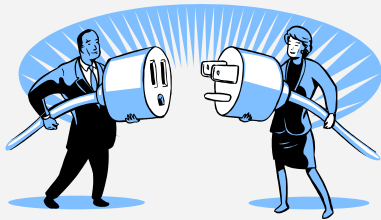
Never assume your data—personal or business—isn't accessible. You may inadvertently share critical data without realizing it. You may share files among colleagues and employees and simply forget to turn off sharing permissions. You may place documents and files in a publicly accessible folder. Data-sharing 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?

- Be aware of when you're sharing data. If you have any files in a public folder, move them to a more secure location.
- Use a strong password for all your wireless networks. A string of letters, numbers and symbols about 14 characters long is ideal.

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- Send in your referral information by either calling our office at **816-229-2290**, emailing us at **referral@pcsiweb.com**, or visiting our page, **www.pcsiweb.com/referral**.
- We will pay you \$25 for anyone that you refer to us with whom we get an appointment.
- If your referral becomes a client, we will pay you an additional \$50 AND we will give your referral \$100 off their purchase.
- So, if you have a friend or an associate in need, please contact us and we will reach out to them. Doesn't everyone deserve worry-free IT?

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- 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). Routers include a default name, and keeping the default tells potential intruders lax security measures may be in place.

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

Simple Ways to Use E-mail More Efficiently

There used to be a time when e-mail was supposed to increase productivity. Yet, that is often not the case. Many users don't use e-mail as productively as they could, and you may be one of them! Consider these tips to improve the way you use e-mail:

Skip attachments. Find alternate methods of sharing documents, such as Google Drive or Dropbox. It makes organization and collaboration more efficient, and it's easier to track who has what. Plus, many e-mail clients, such as Gmail, are notorious for marking e-mails with attachments and links as spam.

Watch your replies. When you reply to an e-mail, it's too easy to write and send, not realizing who might end up with your message. If you receive a CC'd e-mail with several names attached, be sure to reply only to the sender and not the group, unless it's 100% relevant. It creates useless in-box clutter for others and wastes time.

Use the subject line effectively. When a subject line is vague or difficult to understand, it's frustrating for the recipient. They might not even bother with it. Be clear and concise, while also being descriptive. The recipient should know what the e-mail pertains to before they open it.

Not everything needs a reply. Replying to every e-mail you get, or even a majority of them, wastes your time and the time of the recipient, especially if your reply doesn't say anything meaningful (such as a thanks or acknowledgment of a previous e-mail). Unless it's absolutely necessary to continue a conversation, move on.

Shiny New Gadget Of The Month



Sony Xperia Z3 Compact

Every fall a batch of cool new phones from nearly every major manufacturer hits the market. People are clamoring for the new, larger Apple iPhone or the new Google Nexus phone. This October saw the release of a rather interesting new Android phone from Sony called the Xperia Z3 Compact. What makes Sony's phone remarkable?

Have you noticed how big phones have gotten lately? Not only that, but these big phones require quite a bit of battery power. The Z3 Compact is a premium phone that returns to a more palm-friendly size, with a 4.6-inch display. It also boasts a battery that lasts two days (or more, in some cases) with average use. That's basically unheard of anymore. It also runs the latest version of Android, and it's water-resistant. That's right! The Z3 Compact is certified water-resistant up to one meter for a total of 30 minutes.

Think Through Social Media Actions In A Heated Moment

1. **If you wouldn't say it to your grandmother, don't write it on Twitter.** The oldest test in the book is the grandma test. It still holds today. If she would be appalled, odds are that others will be too. It feels good to blast an opponent, but such outburst can easily be used against you.
2. **Remember that everything you say or do on the web is archived.** Even if the NSA happens to miss it, odds are that Twitter, Facebook, Google and/or other platforms have a way of archiving the information. Consider everything you write these days on the Internet to be permanent. Trolls may delete their comments but they still leave a trail.
3. **Still debating saying it? Sleep on it.** This is familiar but often good advice. If you really feel the need to say something that might be taken the wrong way, consider sitting on it overnight. Waiting until the next day will rarely hurt your point, and it may save huge amounts of embarrassment.
4. **If you do say it...make sure you feel that you could defend it in a court of law.** Falsely accusing someone of something is a big deal and the repercussions could amplify beyond your original intentions.
5. **Remember that your reputation is cumulative.** How you respond to the unfair and uncivil will either enhance or detract from your reputation. Don't let others bait you into ruining your reputation.

How do I react when I am targeted on social media?

1. **Grab screenshots.** If someone truly is going after you, the first move is to gather evidence. Make sure you have copies. Odds are that they will quickly realize what they have done and will try to erase their trail, so the best thing you can do is make sure you have a copy on hand.
2. **Report them.** Twitter, LinkedIn, Facebook and most other platforms have safeguards against those who harass others. Don't hesitate to put in a report—that's why it's there!
3. **Try not to react.** This goes back to my above points about guarding yourself. As hard as it is, try to remember that once integrity is lost it is extremely hard to recover. The more reaction, the more fuel you pour on the fire.
4. **Remember that the truth is the best defense.** As someone who has been egregiously accused of something I did not do, I took solace in the fact that I was innocent and as such the accusation cruelly asserted could never be proven.

We live in a world where unscrupulous people have migrated to online communities and live among the rest of us. I hope you never have to use the above actions, but that when you do, I hope they serve you well.

Article courtesy of...



Mark Sanborn, CSP, CPAE, is president of Sanborn & Associates, Inc., an idea studio dedicated to developing leaders in business and in life. Mark is an international best-selling author and noted authority on leadership, team-building, customer service and change. Mark is the author of 8 books, including the best seller *The Fred Factor: How Passion in Your Work and Life Can Turn the Ordinary into the Extraordinary*, which has sold more than 1.6 million copies internationally. Learn more about Mark at www.marksanborn.com

The Lighter Side
Happy Ha-Ha-Holidays



Q: If athletes get athletes foot, what do astronauts get?

A: Missile-toe!

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: What do you get when you cross an archer with a gift-wrapper?

A: Ribbon hood.

Q: Why does Santa's sled get such good mileage?

A: Because it has long-distance runners on each side.

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

A: Sandy Claws!

Q: How do sheep in Mexico say Merry Christmas?

A: Fleece Navidad!

Q: What do snowmen eat for breakfast?

A: Frosted Snowflakes.

Q: What do you call people who are afraid of Santa Claus?

A: Claustrophobic.

10th Anniversary: The Year In Review

It's been a great year! We celebrated ten years in business with a summer picnic gathering, welcomed new clients, and enjoyed getting to know our old clients even better. Our team grew by two, and together we conquered many challenges in 2014. Thank you so much for being part of our story.

Looking to the year ahead, we will be welcoming some new faces (more on that in future newsletters), and working on ways to streamline our business processes. Our goal is to be a company that is fun to work with and is constantly improving its service. We are excited to see what 2015 has in store.



As 2014 winds down, we hope you have a wonderful time spending this joyous season with family and close friends. Best wishes for the happiest of holidays.

- The Pro Computer Solutions team

Who Wants To Win A \$25 Gift Card?

The grand prize winner of last month's trivia challenge is **Cherise McCormick** from **Arch Roofing and Restoration**. She was the first person to correctly answer my quiz question from last month: The painting *Freedom From Want*, depicting a family gathered for a turkey dinner, was created by which American artist?

The correct answer was B) Norman Rockwell. **Here's this month's trivia question. The first person to respond correctly will receive a gift card to Scooter's: In *A Christmas Story*, what is the one thing Ralphie wants for Christmas?**

A) a football B) a leg lamp C) Tinkertoys D) a BB gun

Call us right now with your answer!

816-229-2290