WHERE TO START
TECHNOLOGY SOLUTIONS

CELEBRATING **20** YEARS 2001-2021 IN BUSINESS *Anniversary*
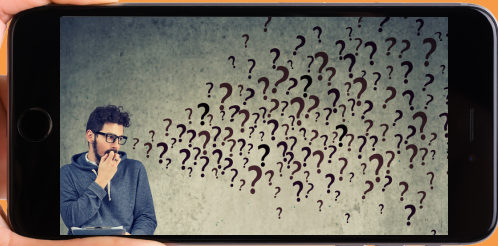
TECHNOLOGY INSIDER

Your monthly newsletter, written for humans, not geeks

Three scary questions to ask about your data and your staff's mobile devices

More and more businesses encourage staff to use their cell to access company data.

It's very convenient and cost-effective for everyone. Isn't that the point of having all of your data and apps in the cloud? You can access anything anywhere, on any device.

But there can be downsides. For example, any time someone accesses business data on a device that you don't control, it opens a window of opportunity for cybercriminals to exploit.

Here are three of the scary questions you need to ask yourself.

1. What happens if someone's phone is lost or stolen?
What's a pain for them, but it could be a nightmare for you also. Would you be able to encrypt your business's data or delete it remotely? Would it be easy for a stranger to unlock the device and access the installed apps and your data?

2. What happens if someone taps/clicks on a bad link?
With a lots of people read their emails on their phones. So if they tap on a bad link in a phishing email (a fake email that looks like it's from a genuine company), can you honestly say your business's data is safe?

Despite what many people think, phones **can** be hacked similarly to your computer.

3. What happens when someone leaves the company?
Do you have a plan to block their ongoing access to your business's apps and data? Unfortunately, it's the thing many business owners and managers forget when staff changes.

If you haven't already done so, create a cell phone security plan to go along with your general IT security plan (if you are in a regulated industry, you should already have this in place). Then, make sure everyone in your organization knows what it is and what to do if they suspect anything is wrong.

If you need a hand, don't forget that a trusted I.T. security partner (like us) could guide and point you in the right direction.

DID YOU KNOW?

Did you know... you can share an exact point in a YouTube video?

Sharing videos with colleagues (and friends) is something we often do.
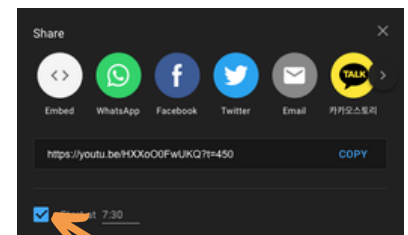
How many times do you think you send someone a video, but they can't be bothered to scroll to the moment you want them to see?

Here's how to share a video, so it starts at a specific point.

First, scroll through the video up to the exact moment you want.

Click 'share.' You'll notice there's a checkbox below the link. Put a tick in that box, and the video will start at that exact moment.

It is easy as that.

Share

Embed   WhatsApp   Facebook   Twitter   Email   카카오스토리

https://youtu.be/HXXoO0FwUKQ?t=450   COPY

7:30

Technology update

It seems like we're spoiled with choices when it comes to social media. And it feels like a new platform pops up every other week. We've gone from MySpace back in the day, to Facebook and Twitter, to Instagram, Snapchat, and let's not forget TikTok. And there are countless other platforms available too.

As it's become more mainstream over the years, it's become another way for people to get themselves in trouble. Recently we've seen sportspeople punished for old tweets and celebrities dropped by brands because of inappropriate content.

With that in mind, do you have a social media policy for your business?

Do you want your people to align themselves online with your business's core values? Or would you prefer they distanced themselves from the company?

Do you feel there's a need for a disclaimer if they do use your business name on their profiles, along the lines of 'opinions and beliefs are my own…'?

And how would you deal with an employee who made unprofessional or unacceptable posts or who's been caught trolling or harassing someone online?

Just something to think about.

While this is all a relatively new problem to deal with, or is it?

We'd love to hear how you deal with social media within your business or how you've tackled any problematic behavior on social media before.

Reach out and drop us an email at, hello@WTSci.com and ask us how we can help.

FUN TECH QUIZ

Get your thinking hat on, it's time for another quiz!
We'll be impressed if you can get all 5 of these right.

1. What was the first ever web browser, invented in 1990?
2. The first computer virus called Creeper. But what year was it created?
3. What does a firewall do?
4. Where is Microsoft's headquarters located?
5. How do you pronounce Gif?

The answers are below.

1. Nexus, created by Tim Berners-Lee
2. 1971 – It was actually designed as a security test to see if software could self-replicate, and did no harm to the computers it infected
3. It monitors traffic on your network and blocks traffic that could do harm
4. Redmond, Washington
5. It was intended to be pronounced jif, with a soft G sound, like the word "gin". However many pronounce it Gif with a hard G sound, like in the word "gift".

INSPIRATIONAL QUOTE OF THE MONTH

"Imagination is more important than knowledge. For knowledge is limited, whereas imagination embraces the entire world, stimulating progress, giving birth to evolution." **Albert Einstein**

Tech Fact#1

As of May this year Facebook is the most popular social network with 2.8 billion monthly active users. This is why Facebook is so worried about Apple's new privacy focus

Tech Fact#2

Bots are estimated to make up 37.9% of all internet traffic. The financial sector is the main target for bot activity, followed by education, government, and then gambling

Tech Fact#3

100,000 websites are hacked every day. 90% of those sites run an outdated version of WordPress. Yes, even you web site needs Updates and they are always important

MICROSOFT 365 TIP

Is there a long email conversation going on between colleagues, and you're CCd so can't stop getting replies?

Microsoft 365 lets you ignore all email messages in a conversation, and will move future emails to your deleted items folder.

Select any message within a conversation. From the Home tab select the Delete group, then Ignore. And then select Ignore Conversation.

That's it! You can undo this by finding your conversation in deleted items, then Home -> Delete -> Ignore -> Stop Ignoring Conversation.

GET MORE DONE WITHOUT HIRING MORE PEOPLE

Increasing productivity within your business can be tricky.

We like to think our loyal team members are working hard and using time wisely. And realistically, many of your people are doing just that. But just because everyone is working hard doesn't mean you're not still wasting time and effort.

Think about your average week. How long do you or your people spend logging information after you've spoken to clients or taken on new business?

How many emails or calls does it take to arrange a meeting at a time to suit everyone?

Or how much time do you spend creating a presentation and fiddling around looking for suitable images and then finding the right place to put them within the slides?

All these little things add up. And many of these tasks are time wasters; they're probably causing much frustration too. And this can lead to demotivated and unproductive employees.

Fortunately, hundreds of solutions help you cut down or remove much of this wasted time. And can give your team a motivational boost because their work lives have been made easier.

A DOUBLE Win-Win.

But figuring out which of these time-saving, productivity-boosting apps\ processes are right for your business can be tricky.

We want to help you. For a short time, we're offering a time-saving assessment to local businesses. Our experts will talk to you about your business and the way you operate. We will discuss the applications\ software that you're currently using and how you're using them. Then we can suggest changes that can help you simplify your processes.

Visit us at www.WTSci.com/SaveTime to book a no-obligation 15-minute video chat where we can talk about your unique situation.

Let's have a quick video chat

Yes, I know we are all "zoomed out," but I do have Three simple questions for you:

1. **Do you currently have an I.T. support company?**
2. **How happy are you with them?**
3. **If the answer isn't, "I'm so delighted I could name my firstborn child after them," let's jump on a video chat and see what we can do for you.**

The pandemic has taught businesses just how important it is to get The pandemic has taught businesses just how important it is to get proactive and responsive I.T. support when you need it. So that's is what we do. In addition, we're now taking new clients again.

Set up a 15-minute exploratory video chat at
www.WTSci.com/AlanHelbush

CELEBRATING 20 YEARS 2001-2021 IN BUSINESS Anniversary

WHERE to START
TECHNOLOGY SOLUTIONS

How you can get in touch with us:
CALL: (844) 727-6448 | **EMAIL:** hello@WTSci.com
WEBSITE: www.WTSci.com

Q **A**

QUESTION
I've lost my phone and it's on silent

ANSWER
Not a problem. Use another device to find it. For iPhones, log into iCloud.com and you should be able to see all of your devices and their location. You can make the iPhone play a sound to help you locate it. If you're using Android, go to android.com/find to do the same.

QUESTION
The screen on my laptop keeps freezing

ANSWER
Don't worry: 9 times out of 10 this can be remedied by turning your laptop off and on again. However, if it's something that keeps happening, it may be an issue with the device's memory or corrupt files. Run a system check and a malware scan to see if they offer a solution. Better still get an IT professional on the case.

QUESTION
My apps keep crashing, what's wrong?

ANSWER
Yes! On an iPhone, go to Settings, Safari, and turn on 'Block popups'. On Android, open Chrome and the settings on the right hand corner. Select settings, then site settings and make sure popups are blocked.