



SUMMER  
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## 8 Ways To Protect Your Wireless Network From Hackers And Keep Your Data Safe

There are more than 150,000 Wi-Fi locations in the U.S., according to Statista, and each one is a potential entry point for computer hackers, malware, and other cyber threats. So, how can you keep your company safe?

### Leaving the backdoor open

While performing security audits, managed IT providers often discover easily-exploitable security flaws in wireless networks like shared access points for clients and employees, remote management features left active for anyone to use and out of date security. Here are eight ways to keep your company's Wi-Fi network secure.

#### 1. Set up an independent Wi-Fi network for customers.

If your company offers free Wi-Fi to your customers or guests, create a separate public network just for them. Don't allow customers to access your main Wi-Fi network as they may be able to easily gain access to other parts of your network too.

#### 2. Only allow authorized devices to access your company only network.

Set your wireless router to give network access only to devices that have the correct Media Access Control (MAC) address. That keeps unauthorized devices out of your internal network.

**3. Protect your data with encryption.** The best way to protect data transmitted through your wireless network is to use encryption. Encrypted data is very difficult for nearby attackers to intercept and use. But in many wireless routers, encryption is turned off by

default and no one knows they really should turn it on. Ask your IT provider to check your device and enable encryption if it is available.

#### 4. Shut off remote management features.

Unless your managed IT service provider is providing remote technical support to your router, you should shut off any remote management features. Hackers may use these remote capabilities to gain access to your network and ultimately to your company data.

#### 5. Update your router regularly.

Router manufacturers frequently release new updates to patch security issues as they are discovered. Your router should be regularly kept up-to-date. To make things easier, your managed IT service provider can check for these updates as well as download and install updates regularly for you.

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## Is Your Digital Copier A Hidden Cyber Threat?

The hard drive of your digital copier stores data about everything it copies, scans, prints, e-mails, or faxes. Hackers could steal that data to commit fraud or identity theft. Whether your company buys or leases a digital copier we recommend taking these steps to protect your sensitive information and keep your business safe.

### Make sure your copier's network connections are secure.

Computers and servers aren't the only network-connected machines in your office that store sensitive information. The network connections to your copier must also be protected against malware and other cyber threats. Make a plan to check and update your copier's network security on a regular basis to be absolutely sure there are no intrusions.

**What about my scanner?** Scanners work a little differently. Generally, office scanners are setup to scan directly to a specific computer or folder. Although, this doesn't make them any more safe. Wherever your scanner plops your documents, be sure that location is secure. Leaving critical documents on a single computer instead of in a secure shared drive or in the cloud, could leave the data exposed.

**It's complicated.** We know many offices in our area use leasing companies to buy copiers and maintain them. However, not all companies make it regular practice to clean out the hard drives. Ask the question. Don't hesitate. Keep your company safe.



## 8 Ways To Protect Your Wireless Network...

(Continued from page 1)

**6. Rename your router.** Your router is created with a default name, referred to as the Service Set Identifier, or SSID. The default SSID is set by the manufacturer, and is easy for hackers and malware to identify. The good news is that you can change your router's SSID anytime, or have your managed IT service provider do it for you.

**7. Change the default password too.** Most routers and other hardware come with a default password. Hackers typically have access to lists of default passwords and they can easily break into your system unless you change the name and password. Make sure to create a strong password too using at least 8 characters with one number, letter, and a symbol too. Stay away from using regular words, the name of your router or the name of your business in your password.

**8. Get a complete security audit** Cyber threats are constantly adapting and becoming more aggressive. The best way to keep your network defenses up-to-date is to get a thorough security audit from a reputable managed IT service provider.

**Need Help?** We've been providing quality managed IT services in the local area for quite some time. We will conduct a FREE Network Security Audit to uncover any vulnerabilities in your current setup as well as get a new plan in place to protect your organization moving forward. Call us today at 410.604.3215!

## Is Microsoft Office 365 Right For Your Business Needs?

Are you ready for Microsoft Office 365? If you haven't reviewed this product, it is hot on the market for business use today. This platform offers a one-stop-shop for all your business tools and online real time collaboration.

**Office 365 tools for businesses.** Microsoft Office 365 Business Premium includes a handful of useful business tools from e-mail to document editing, real-time collaboration and calendaring. These tools will help you conduct business smoothly and share information with ease.

**Real-time collaboration.** Microsoft Office 365 has taken document editing to the next level. You can get things done co-authoring documents saved in OneDrive with your teammates. You can even see changes from your team in real time while others are updating details in Word or workbook online.

**Streamline Communications.** Tools like Outlook groups and Microsoft Teams will keep you connected with your coworkers now matter where you roam. Outlook groups allow multiple users to share inboxes, manage shared calendars, documents and even tasks. Microsoft Teams offers a chat platform as well as video conferencing with all the bells and whistles. You can share screens and even offer up control to your coworkers so they can make changes right on your screen. Teams even allows you to share files, send images, and calendar meetings for video conferences and invite multiple members to attend.

**Can't we just buy it online?** Sure, but what's the fun in migrating e-mail all by yourself? If you're ready to make the change to Office 365, let us know. We can help you to migrate over to Office 365 with ease and we will ensure your entire team is up and running, ready for work. Office 365 Business Premium is everything a business needs at an affordable price. Let us know today if you'd like to get started with Office 365.

## 3 Ways Meditation Apps Help You Disconnect

According to Fast Company, over 18 million Americans have joined the meditation movement. With clear benefits such as lowering blood pressure and boosting immune systems under its bonnet, cognitive behavioral therapy treatments like meditation are seemingly more important now than ever.

**A meditative experience.** Because of this massive following, many developers have dived into the app space to attempt to provide an app-powered meditative experience. Lifehacker looked at meditation apps and pointed out that although apps are by no means a requirement for reaching a meditative state, but they do help people with these three key steps:

**1. Build a new habit.** Most people have heard it can take 21 days to build a habit and this makes things difficult for people looking to start something new. With an app, there is a built-in reminder to take the time for meditation. They can even track stats like a longest streak and hand out rewards for checking in.

**2. Set a time to disconnect.** Clocks or timers are often recommended for meditation to help keep things on track. With a dedicated app, there will be a timer built in as well as a place to store your progress and observations.

**3. Connect inwardly more deeply.** When starting out with meditation, it is common for most people to be a bit lost. Guided sessions can help a person stay on track or focus on specific goals like relaxation, creativity or inner peace.



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## Crafty Hackers Can See You Up Close And Personal!

In the 'always on' modern age, it should come as no surprise that your computer's webcam might be on too, only without your knowledge.

**FBI warning.** According to Engadget, this issue is so widespread that even the former director of the FBI, James Comey, recommended that everyone cover their webcams with tape in order to prevent being spied upon unaware. It might be easy to dismiss the comment as paranoid, but other people such as high-profile Facebook founder Mark Zuckerberg has also been seen taping his laptop's camera and microphone.

**How are webcams compromised?** "Make Use Of" explains that one of the easiest is to use Remote Administration Tools (RATs) to take control of an entire system. These tools weren't created to cause mayhem, but rather to track stolen machines and perform technical support from a remote location.

By installing these programs on unwitting users through e-mail attachments, nefarious websites, and other methods, hackers can gain full access to an entire computer or network leaving no trace.

**Risky Cameras.** Some hackers have discovered that they don't have to do much to gain access to webcams that have faulty or buggy software too. Cameras used for business or home security and baby monitors have merely required a remote user to know the public IP address of the camera to gain control without even inputting a password. With this in mind, research any security cameras you're thinking of purchasing to look for any inherent flaws or weaknesses that could be easily exploited.

**Protect yourself and your business.** In addition to covering the camera, be sure to use a reliable antivirus scanner and keep it up to date. Keep your operating systems, browsers, and other general software updated as well so hackers can't gain access through unpatched vulnerabilities. As always, avoid clicking any links or emails (especially with attachments) that you weren't expecting.

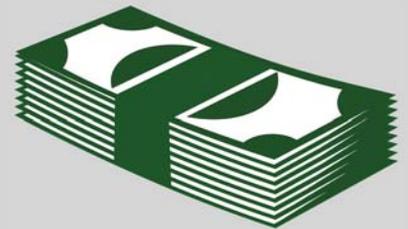


"I'll need your username and password..."

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**We don't believe in pushy sales tactics.** Don't worry, we don't believe in harassing your friends to get sales. We will simply give them a call to let them know you've referred them for a FREE Network Security Audit. We will review risks, security breaches, data management issues, back-up debacles, and infrastructure concerns. No business owner can be too cautious.

**When their assessment is complete you get \$100!** That's right, they don't have to sign up for some lengthy agreement or purchase a new computer, we just want the opportunity to show them our services. When the Network Security Audit is complete, we'll mail your \$100 Visa gift card.

**Call Today!**



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## Inquiring Minds...

### Death By Meeting! Strategies That Really Help.

Despite the fact that meetings are ubiquitous in the business world, Entrepreneur Magazine claims most of the time spent in them ends up being wasted through distractions and lost productivity. Typically well intentioned, meetings are called out of necessity to discuss problems, set directions and goals, and to delegate work once decisions are made. One of the most significant problems with meetings is that they can be a distraction for everyone. Having one scheduled at 10:00 a.m., for instance, can mean that team members working through a complicated problem just before it starts can derail their train of thought for hours as a result.

**Too many chiefs and not enough productivity.** Ok, so that's not exactly how the old saying goes but, you know what we mean. Sometimes the boss will require people to join the group who aren't really connected to the issue at hand. Unfortunately, this can cause the topic of discussion to wander while contributing little toward making progress. Meanwhile, an hour-long meeting with ten people has in effect kept all of them from performing 10 hours of actual work that is now a total loss of productivity for everyone.

**Americans spend about 31 hours per month in unproductive meetings.** (Forbes). Fortunately, some strategies can be deployed to achieve more productive meetings while avoiding as many distractions as possible. Take advantage of the fact that most meetings will grow to fill their scheduled timeframe, and schedule them to be shorter. Invite the minimum amount of people necessary to hold the meeting and consider using Amazon's "two pizza" rule - include few enough people that they can all share two pizzas. Once the session has started, clearly state the objective, consider banning laptops and avoid reading verbatim from a PowerPoint presentation. If all else fails, a face-to-face walking meeting might accomplish more than meeting with an entire group.

**Consider a set agenda for all company meetings and stick to it!** Some companies have adopted a set agenda (or template) for all the meetings held under their roof. This type of agreed upon guide not only creates a consistent flow for everyone to follow and expect, but it gives attendees a clear vision for what's to come and where they can participate.



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