

MARCH 2024

TECHNOLOGY

TODAY



Are you really ready to upgrade?

So, you're thinking about upgrading your business to Windows 11? That's a smart move because this update comes with some cool features that can boost your productivity.

But here's the thing, it's not as simple as clicking a button and SHAZAM, you're on Windows 11. You need a plan, or you might end up with some messy downtime and confused employees.

Before you get all excited about Windows 11, check which of your current PCs can handle the upgrade. Some older machines might not meet the system requirements, and you don't want any surprises down the road. If you need to replace some computers, make sure you budget for that as part of your upgrade plan.

Most of your software that works on Windows 10 should play nice with Windows 11, but don't take that for granted. Look at all the software your business relies on to make sure it won't freak out with the new operating system (OS). Some software might need updates to get along with Windows 11, so keep an eye on that too.

Whenever you're making a big change that affects your team, you've got to have a plan. It's your roadmap to success. So, what should your upgrade plan include?

- Clear and honest communication with your team about the upgrade
- Training sessions to show your employees the ropes of the new OS



Your monthly newsletter, written for humans not geeks

DID YOU KNOW...

Teams has become easier to control?



Microsoft has made it simpler to control audio and video features in Teams meetings.

Now, instead of digging through your settings to change your camera or speakers, you can simply click an arrow next to your camera or mic button to see your options.

- Help for your managers to guide their teams
- A timeline for when the upgrade will happen, and all the communication and training that goes with it
- A plan to handle any bumps in the road and any resistance you might encounter
- A resource to help your team with any questions or issues they have after the upgrade

Alternatively, team up with an IT support partner to make sure everything goes smoothly and to take the weight off your shoulders!

Don't go solo on this one; it's best to have IT pros in your corner. If something goes wrong during the upgrade and you've done it yourself, it might take a lot longer to get things back on track. Let experts like our team handle it. We know what we're doing.

Upgrading to Windows 11 can supercharge your business, but only if you plan.

If you'd like help to make the change as smooth as can be, get in touch.

TechFacts

1

For every 12.5 million spam emails sent out, only one person responds. That might not sound like much... until you consider that more than 14 billion spam messages are sent every day

2

Before becoming the web's video juggernaut, YouTube was created to be a video dating service

3

The first computer mouse only had one button – and was made of wood

INSPIRATIONAL QUOTE OF THE MONTH

"Don't be afraid to change the model."

Reed Hastings, co-founder, and CEO of Netflix

NEW TO MICROSOFT

Snipping Tool is about to get even better

We all love Microsoft's Snipping Tool, but in Windows 11 it's about to get a new feature that will take it to the next level.

You'll be able to add shapes (think circles or arrows to highlight content) to your image, rather than opening another tool, like Microsoft Paint or another third-party tool.

Another great time saver.



HACKING

Technology update

This is why you should never use cracked software

Software can be expensive. It might be tempting to use 'cracked' or pirated versions to save a few pennies, but in reality, the cost to your business could be even higher.

That's because cyber criminals are using cracked software to install malware on devices and networks. Once installed, they have access to all your data, and even your finances.

Macs are particularly at risk right now, thanks to a campaign targeting macOS software. Be careful and always use legitimate software!

MARCH'S FUN TECH QUIZ WHO WILL 'MARCH' AWAY AS THE WINNER?

1. Which browser has a hidden game that involves a T-Rex jumping over cacti?
2. Which virtual assistant started life as an iPhone app in 2010 before being acquired by Apple 3 months later?
3. What year was Windows XP launched to the public?
4. Which company invented the hard disk drive?
5. What was the first Android mobile phone?

The answers are below.

1. Google Chrome
2. Siri
3. 2001
4. IBM
5. HTC Dream

Keep your digital world safe with the help of this dynamic duo: **MFA & Encryption**

In a world where cyber threats lurk around every virtual corner, two digital superheroes have emerged to save the day: Multi-Factor Authentication (MFA) and Encryption. Together, they form an unbeatable team, protecting your online fortress with their combined powers.

Picture MFA as the trusty sidekick, always ready to double-check your identity before granting access to your digital kingdom.

It's like having a bouncer at the door of a fancy club, making sure only the VIPs (that's you!) get in. But instead of just checking your ID, MFA goes the extra mile by asking for multiple pieces of evidence that you are who you say you are. It might request a password, followed by a fingerprint scan or a code sent to your phone. This tag team approach makes it incredibly tough for cyber-criminals to sneak past security and wreak havoc on your accounts.

Now, let's talk about Encryption, the silent guardian of your data. Think of it as a secret code that scrambles your messages and files, turning them into



gibberish for anyone without the key to unlock them.

It's like sending your digital secrets in a locked box, safe from prying eyes during their journey across the internet. Whether you're sending sensitive emails, making online purchases, or storing personal photos in the cloud, encryption ensures that only you and the intended recipient can decipher the contents.

Together, MFA and Encryption form an invincible duo, working tirelessly to keep your digital life safe and sound. With MFA standing guard at the gates, and Encryption locking down your data like a fortress, you can rest easy knowing that even the craftiest cyber villains won't stand a chance against your fortified defenses.

So, next time you log in to an online business account or send a message to a colleague, spare a thought for MFA and Encryption whilst their superheroic efforts keep your digital world secure.



Q: Is it ok to connect to Wi-Fi in a café?

A: It's a good idea to use a VPN (Virtual Private Network) when using any public Wi-Fi, to make sure no one is snooping on what you're doing online.

Q: Should we use VoIP phones or mobile phones in the office?

A: While it's tempting to switch to mobiles, VoIP phones have more features, are more scalable, and cost less than mobiles. Get in touch for more info.

Q: Do I need to worry about staff stealing data?

A: Hopefully not, but don't take any chances. Make sure people can only access the files they need to do their job, and make sure you remove all access as soon as someone leaves the business.

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