NEOLORE
NETWORKS INC.

TECHLORE

"Insider Tips to Make Your Business Run Faster, Easier and More Profitable"

"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 finally and forever!

- Jim Stackhouse
NeoLore Networks Inc.

Your #1 Data Security Threat (And How To Defeat It)

If you thought spam (junk e-mail) was just an annoying nuisance, think again. Unfortunately, human beings communicating by e-mail often turn out to be the weakest link in your network's defenses. That's why cybercriminals often rely on spamming to inject their toxic code into their victims' computers. And, just as malware is becoming ever more potent, so are the tactics used by spammers to dupe the unwary. All of which is to say…

Spam may pose the greatest threat to your data.

So what tactics are spammers using these days to deliver their malicious payloads?
The ruse of appearing as a credible sender with an urgent and alarming inquiry, such as an overdue notice from the CRA, or an e-mail from a familiar-looking vendor with an attached invoice asking why payment wasn't made, can trigger an emotional response in even the most coolheaded of today's harried e-mail recipients.

Attached files now carry familiar extensions, such as *.rar, *.zip, *.gif, *.tiff, *.docx, *.pdf, *.png and *.jpg, and the message may seem like it's all part of a day's correspondence. In a recent typical scenario, an HR manager at an expanding company had asked several job candidates to e-mail her their résumés. Within minutes after clicking on what she thought was a résumé, all her data was encrypted and she was faced with a ransom message demanding $800 to unlock it.

Outrageous? Yes.

And, unfortunately, all too common. Spam may well be THE weapon of choice for cybercriminals because it can be so devastatingly effective against unwary victims.

What's particularly troubling is that the malware it delivers via booby-trapped e-mails can infect not only the victim's machine, but the entire network as well. And once installed, it can be very hard to detect.

So, what can you and your IT manager or consultant do about it?

Here are four ways to "FITE" back:

1. Filter

Performance varies widely among spam filters. Look for the highest degree of accuracy in identifying spam, with the least number of false positives. You also want a filter that's easy to use and won't bog down your system.

2. Identify

Watch for tip-offs that an e-mail may be spam if 1) you don't know the sender, 2) you're asked for a password, money or account information, or 3) you detect anything fishy about the sender, subject line or body of the e-mail.

3. Think before taking action.

If you don't know the sender, don't even open the e-mail. By opening a spam e-mail, you are signaling to the sender that your e-mail address is active. More spam is sure to follow.

If the e-mail looks at all suspicious, **DO NOT CLICK** any links or download any documents. If it's obviously spam, delete it or mark it as spam. If you're not sure, verify with the sender by separate e-mail or phone call before clicking or downloading anything. Keep your e-mail address private and read privacy statements before revealing it. Use an alias when providing your e-mail address to commercial sites to keep your personal address from being shared.

4. Educate.

Don't let untrained users into your network who are not aware of the dangers of e-mail spam.

Train your team in best practices. Remember, they'll benefit as well. After all, who wants to lose an important personal document or family photo due to an ill-advised click?
As spammers become more sophisticated, the threat goes beyond mere annoyance. Your company's data and financial security are at risk. Now is the time to update your spam protection practices – it's far less costly than dealing with the aftermath of an attack.

When was the last time your company's spam protection program had a checkup?

Through the end of May, we will provide a FREE Spam Checkup to the first seven companies that request it. Contact us today at 613-594-9199 or **contact@neolore.com** to reserve yours while you still can.

Do it now…before a ransom demand – or worse – shows up in your in-box.

Shiny New Gadget Of The Month: Ruggie

Getting out of bed has never been so easy.

Effortlessly create successful morning routines and wake up motivated every day! Ruggie is the world's first talking alarm clock. This amazing rug was designed as a collaboration between a group of entrepreneurs in Vancouver and Hong Kong. It was developed to solve a very common problem – over sleeping and unwanted snoozing. Or as some would call it – sleep laziness. Or even "I want to stay in my nice warm bed and sleep longer" syndrome.

If you have this desire to stay in your warm bed but know you have to get up then this is the product for you. Not only is this rug an alarm clock but you actually have to get out of bed to turn it off. The rug will reward you with daily motivations to keep you out of bed and start your morning right. If Ruggie can help you wake up even 5 minutes earlier, assuming you live to 80 years old, you would have gained 100 days to your life.

With the Ruggie's easy setup and incredible comfort this mat will give you more time and that early morning motivation to GET THINGS DONE!

Ruggie can be purchased on Indeigogo.

Check them out at www.ruggie.co

Seven Tools to Organize Your Notes

Having the capability to make digital notes is great for recording ideas and snippets of information the go. Problems can arise, however, when you amass a lot of notes, creating a jumble of this and that. Consequently, tools to organize those notes become important. While many people have heard of EverNote, there are many other services that can help:

Podio: This tool works with Chrome and can be set up for collaborating on projects. Other users with permission to view and edit notes can make comments and track changes to keep up with project progress.

OneNote: This tool works across multiple platform, which is great for working both in and out of the office. It can also organize more than notes; scan documents or upload files that support your notes and even share them with ease.

EditMe: For a tried-and-true method of keeping your notes up to date, use this tool that works like a Wiki. When you share notes with colleagues through EditMe, they can make changes that are fully trackable, and you can view project progress in just a glance.

Google Keep: You can access this tool online or through iOS and Android devices, and it provides not just the ability to make notes, but to organize them in multiple formats and even share them with colleagues and friends.

Trello: This software works well for collaborations as well, organizing notes into various tiles. Each tile can be set up with different permissions and can support fairly complicated substructures and details. It is also free to use.

Asana: This particular organizational tool has search capabilities, so you can root out a particular note or notes with a common theme. It is also simple to share your notes by simply adding other users to one as a follower, much like in social media.

Physical Notebook: With such an array of organizational technology on the market, it is easy to forget the old school method of simply jotting ideas on paper. It's not the fanciest way to do things, but you don't have to worry about things like online security or if it will work with a particular device. Simply stash it in your desk or briefcase and refer to it as needed.

Considering a web conferencing service?

Adobe Connect, WebEx, Citrix, Join.me and Zoom lead the pack in online conferencing services. They all allow you to meet anyone online, anytime, anywhere you have a mobile or desktop device linked to the web. While Adobe Connect is more suited for larger-scale enterprise environments, Join.me seems aimed at smaller companies and solos. Still, each one of the top dogs listed here covers a wide range of features and pricing, and each includes a robust feature set worth considering. Aspects to compare include technical capabilities, AV quality, ease of use and value. And most offer a low-end free plan you can try out, to sample their wares, with varying restrictions.

"App overwhelm" got you down?

With so many apps online these days, it's tough to know where to start – and stop. Here's how to overcome app overwhelm:

1. To start, pick three or four apps. Learn each one thoroughly. Take a class, read or check out YouTube. And don't forget good ol' trial and error – whatever works for you.

2. Give yourself at least 30 days to see how each works in your life and business. Then reevaluate. If you like it, keep it. If not, hit delete – don't let it clutter up your life.

3. Avoid "bright shiny object" syndrome – stay focused and stick with what works for you. At the end of the day, that's what counts.

NeoTip of the Month: How to "Add a command to the Quick Access Toolbar"

Getting to the commands you use the most doesn't need to be difficult. When you find a favorite command, right-click it, and then click Add to Quick Access Toolbar.
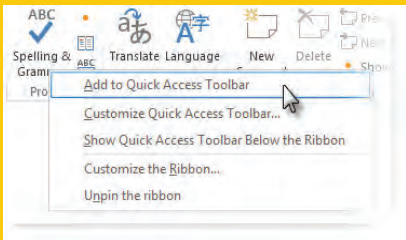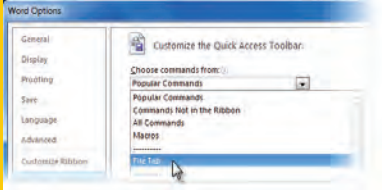
For commands that you can't right-click.

If you frequently create PDFs, or do something else that requires going to the File tab, here's how to add that command to the Quick Access Toolbar.

1. Click Customize the Quick Access Toolbar, and then click More Commands.
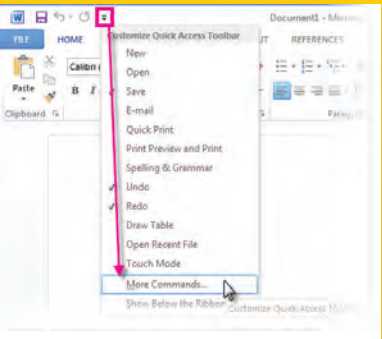
2. In the Choose commands from list, click File Tab.

3. Choose the command, and then click Add.

4. Remember to click OK.

Free Report Download

"4 Critical Facts Every Business Owner Must Know Before Moving Their Network To The Cloud."

This report discusses in simple, non-technical terms the pros and cons of cloud computing, data security, how to choose a cloud provider, as well as three little-known facts that most IT consultants don't know or won't tell you about cloud computing that could end up causing you MORE problems and costing you more money than you anticipated. Even if you aren't ready to move to the cloud yet, this report will give you the right information and questions to ask when the time comes.

Get Your Free Copy Today:

http://www.neolore.com/free-stuff/reports/

Who Else Wants To Win A $25 Gas Card?

The Grand Prize Winner of last month's Trivia Challenge Quiz is Paul L! Paul was the first person to correctly answer last month's quiz question:

True or False: The best way to keep your organization safe from harm due to data loss is to verify your backup system by performing regular test restores.

The answer was

True!

Now, here's this month's trivia question (The answer can be found in this newsletter). The winner will receive a $25 gas card!

What does FITE Stand for:

a) Filter, Include, Take action, Educate
b) Filter, Identify, Think, Educate
c) Find, Include, Trust, Email
d) Forward, Identify, Transfer, Eliminate

Call (613) 594-9199 right now with your answer!