



TECHLORE

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

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“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 problems finally and forever!”
- Jim Stackhouse
Neolore Networks Inc.

4 E-mails You Should NEVER Open

No matter how “bomb-proof” we make your network, you and your employees can still invite a hacker in if you click on a link or open an attachment in an e-mail sent by a cybercriminal. Some spam is obvious (can you say, “Viagra at a discount”?) but others are VERY cleverly designed to sneak past all the filters and trick the recipient into opening the door. Known as a “phishing” e-mail, this still is the #1 way hackers circumvent firewalls, filters and antivirus, so it's critical that you and your employees know how to spot a threatening e-mail. Here are four types of e-mail ploys you should be on high alert for.

The Authority E-mail

The most common phishing e-mails are ones impersonating your bank, the IRS or some authority figure. The rule of thumb is this: ANY e-mail that comes in where 1) you don't PERSONALLY know the sender, including e-mails from the IRS, Microsoft or your “bank,” and



or login credentials, OR to update your account information, should be ignored. No legitimate vendor sends e-mails asking for this; they will simply ask you upon logging in to update or verify your information if that's necessary.

The Zip File, PDF Or Invoice Attachment.

Unless you specifically KNOW the sender of an e-mail, never, ever open an attachment. That includes PDFs, zip files, music and video files and anything

referencing an unpaid invoice or accounting file (many hackers use this to get people in accounting departments to open e-mails). Of course, ANY file can carry a virus, so better to delete it than be sorry.

Call Us To Cut Down On 99% Of The Spam E-mails You're Getting
Call us this month and we'll come onsite to perform a free spam-protection analysis. Simply contact us today at 613-594-9199 or info@neolore.com to reserve yours. Do it now...before a ransom demand – or worse – shows up in your inbox.

2) asks you to “verify” your account should be deleted. Remember, ANY important notification will be sent via old-fashioned snail mail. If it's important, they can call you.

The “Account Verification” E-mail

Any e-mail that asks you to verify your password, bank information

The Typo E-mail

Another big warning sign is typos. E-mails coming from overseas (which is where most of these attacks come from) are written by people who do not speak or write English well. Therefore, if there are obvious typos or grammar mistakes, delete it.

Shiny New Gadget Of The Month: Magicbeatz True Wireless Earbuds

Finally! True wireless earbuds that have built in noise reduction for richer sound quality. They are lightweight (9.6 oz), rechargeable and provide a

playback time of at least 3 hours on a single charge. They have the ability to announce the caller's phone number and answer calls with a push on the earbud. Magicbeatz come with a charging case that also doubles as a power bank. For more information visit:

www.thinkgeek.com/product/jnql/#tabs



How to Get Your Employees to Commit to Achieving BIG Goals

By Dr. Nido Qubein Michalowicz

How do great leaders inspire others to commit themselves to their goals? It's not just that they have charismatic personalities, or that they give a lot of high-energy motivational talks. What they do is communicate their vision so effectively that other people adopt it as their own.

Inspiring people is what great leaders like John F. Kennedy did best. In the early '60s, President Kennedy set his sights on putting a man on the moon and told the American people, "We can do it!" He said it with such conviction that people believed it and committed themselves to making it happen. And, sure enough, we made it to the moon. That's the formula for any leader to inspire commitment: clear goals, a solid plan of action and a strong conviction.

Of course, leadership takes more than inspiration. One of the most insightful tips I learned about leading others is that **people do**

things for their reasons, not for your reasons or for mine. So how can you move past the empty rhetoric and translate your vision into concrete actions your people can identify with and get excited about? Let me suggest seven proven techniques for building a solid team:

Recognize outstanding performance.

Everyone likes to look good in the presence of their peers. When you find someone doing something right, make sure you give them public recognition. If they do really well, throw in a tangible benefit, bonus or gift. It will boost the whole team's mood and productivity.

Constantly ask for input and ideas.

People are usually much more enthusiastic about supporting decisions and plans they helped create. So get ideas and input from any person whose job will

be affected by any upcoming decision. When your team quits talking about the company, and starts talking about our company, you know you've got a team.

Give them proper coaching and training.

If you're lucky, you'll have one or two people who can plow into almost anything with little to no instruction from you. But most people need a lot of training, mentoring, coaching and guidance in the beginning. Without that, people can become frustrated quickly and lose interest in hitting a big goal.

Just be a nice person.

Make people feel valued and important by treating them with dignity and respect. If you have to correct someone's mistake, do it privately, and counter it with a sincere compliment. Attacking someone and belittling them is never a useful way to get the most out of a team member.

Get rid of underperformers fast.

You've heard the phrase "Hire slow and fire fast." This is a piece of advice we all need to keep in mind. Make sure you weed out the bad apples before they spoil your culture. That's because keeping someone on the team who is not performing, is not trying and is clearly not doing their job sends a message that it's okay – which is incredibly demotivating to high performers who are striving to hit big goals.

It takes a lot of patience and effort to build a solid team of people who will share and help you fulfill your vision, but the results will be well worth all you put into it.

10 Million Passwords Became Public; The Findings Were Astonishing

Keeper Security, a company specializing in secure password management, conducted a review of the 10 MILLION passwords that became public in 2016 from various hacker attacks. What they found was shocking. One of the most common passwords used was "123456" with the second being QWERTY, which are the top keys on a keyboard – and these were used by webmasters to "protect" the digital keys to your website's kingdom!

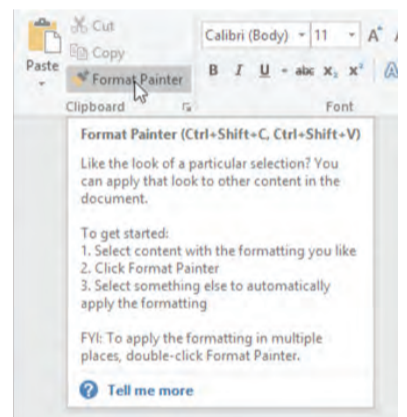


Another very common mistake was that many passwords were six characters or shorter, which any brute-force password-cracking software can descramble in SECONDS. So while remembering all those passwords and changing them is a major pain in the butt, getting your website hacked or your bank account wiped out is even worse. Our advice is to create a password that is AT LEAST 12 characters, with uppercase and lowercase letters, and numbers and characters such as ! or #. Of course, if you need help in remembering and organizing your passwords, there are several very good password management software tools such as LastPass and Robo-Form that can keep all the passwords secure AND make it easy to cut off an employee's access to various passwords and sites easily if they are let go or they quit.

New 360 video cameras let you deliver a whole new customer experience.

360 video lets your customers visit a location without actually being there. How you use it depends on your business, but the sky's the limit – literally. Realtors and property managers, for instance, can give prospective buyers or renters a view from the kitchen where they can look in all directions and get a feel for the place that they just can't get from 2-D shots. 360 video cams consist of two back-to-back fish-eye lenses and software that "stitches the seam" between them. Just be sure to position the camera where viewers can see everything all around them. With the right camera and headset, you can now put your customers "on location" – virtually. Wired, 02.24.17

NEO-Tech Tip of the Month: How To Use Format Painter in Word



Ever copy and paste text into a document to find that the formatting is different? Format Painter is an editing option in Word, Excel and even Access. Simply highlight the section of text that you want copied, click Format Painter, then highlight the section you want formatted. To exit out of Format Painter, remember to hit the Esc button.

Free Report: What Every Small Business Owner Must Know About Protecting And Preserving Their Company's Critical Data And Computer Systems

This report will outline in plain, non-technical English common mistakes that many small business owners make with their computer network that cost them thousands in lost sales, productivity and computer repair bills, as well as providing an easy, proven way to reduce or completely eliminate the financial expense and frustration caused by these oversights.

Get Your Free Copy Today:
<http://www.neolore.com/free-stuff/reports/>

Who Else Wants To Win A \$25 Gas Card?

The Prize Winner of last month's Trivia Challenge Quiz is Shirley T! Shirley correctly answered last month's quiz question:

What are three good collaboration applications?

Ans:

Jive, Asana, Slack, Team Work, Trello and Google Drive

Now, here's this month's trivia question. The winner will receive a \$25 Tim's Card

Question: What are two of the most common passwords from 2016?

Contact NeoLore today at 613-594-9199 or email contact@neolore.com to give us your answer!

I love the F5 key. It's just so refreshing.