



# 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

## 5 Safety Steps You Can Take To Protect Your Privacy

Digital privacy is becoming an increasing issue for most people. As the world watched the Facebook – Cambridge Analytica data scandal unfold, internet users across the globe were forced to realize just how their personal information was being collected, used and shared without their consent.

Today, most websites, social media platforms, and apps ask users to create accounts that require the input of personal details that might include highly-sensitive, identifying information. Most people don't care about the information they reveal on the internet, but the fact is, your privacy needs protection, whether you deem it necessary or not.

By signing up for these accounts, users are essentially making their data accessible on the World Wide Web. Users often don't bother to go through the terms and conditions of the sites they register on, leaving their information vulnerable to all kinds of threats.

### Unique Passwords

Countless new methods for data security are being incorporated nowadays, from biometric identification to face and pattern recognition. Despite the complexity and level of encryption, you should always have a backup password. Password-protect

everything, from laptops to mobile phones, and even individual apps if possible. It might seem like the easiest way to go about this is to set the same password for everything, but it's not the smartest. Such shortcuts could leave you in a hostage situation, especially if the wrong person were to decipher your Master Password.

Keep your passwords unique and if you struggle with remembering passwords, make a note of them somewhere on paper, not your computer.

### VPN

Browsing on your phone can also open you up to potential intrusions. Websites are continually tracking you, gathering information on your online activities. With your location, time-zone, and browsing habits, always under scrutiny, your privacy is pretty much compromised when you're surfing the internet.

The best way to counter this is to get a VPN. A VPN, or Virtual Private Network, mask your location by connecting your device directly to the public network, allowing you to browse the internet anonymously.

### Social Media Sweeps

A presence on social media is near necessary in today's world. Not only a way of developing and maintaining your social circle, but

an active social media presence is also considered a professional responsibility in some careers. These platforms often showcase how public you are willing to be – from photos and videos to your opinions and habits, these sites contain a lot of personal information.

To make sure that your life remains private, you need to make regular sweeps of your social media handles. Remove people you don't trust or know very well. Lastly, make sure your profiles are set to where they are only viewable by people you know.

### Secure Downloading

Most viruses, malware, and information extractors enter your device through unsecured

downloads. It is essential to always to avoid any third-party downloadable links. Furthermore, always have your firewall and malware security software on so it can detect, and quarantine, any potential threats.

### Secure Connections

A lot of places offer free Wi-Fi, and while it may seem like free internet, it can pose a risk to your personal information. Someone may be monitoring internet traffic and use public Wi-Fi to steal sensitive information.

It is best to get a good mobile data plan, and you have no other choice than to use a public Wi-Fi, make sure you have your VPN turned on.



## Logitech Zone Wireless

If you work in a business that's embraced the open office, you're aware of how difficult it can be to concentrate in a noisy environment. It's frustrating to switch headphones if you're taking video calls, mobile calls, or taking a break listening to music.

Logitech has the solution for you – a wireless headset that lets you seamlessly switch between all devices with just the press of a button. With two models available, the Zone Wireless and the Zone Wireless Plus, and retailing for \$249 to \$329.

# Importance of Body Language in the Workplace

For a long time, professional mentors around the world have emphasized the importance of dressing for success, suggesting that appropriate attire and a groomed appearance can help set a strong first impression. However, it's helpful to keep in mind that the first impression is never the last.

To create a lasting aura of authority and competence, you must be aware of your body language, as your physical presence, gestures, voice and posture, all contribute to setting the tone for your performance and success in the workplace.

As a society, much of our interpersonal engagement is enhanced by physical touch. In the professional world, a handshake is

the most accepted means of physical interaction. A firm handshake, accompanied by a genuine smile and eye contact can help you posit yourself as an authority in your field, and instill in your companion, a sense of confidence and faith in your abilities. A firm handshake works well in all professional settings, especially when different cultural values are at play – it's a globally understood gesture that



symbolizes good faith, trust, and agreement. As social animals, humans are naturally wired to pick up on physical cues. Our posture and the way we carry ourselves must also be scrutinized to ensure an accurate representation of our selves. Make sure to walk with purpose, stand up straight, and never leave your hands in your pockets when talking to someone, especially a superior. Failing to do this might suggest over-confidence, disrespect and even boredom to your observer.

A relaxed facial expression and demeanour help put those around you at ease, leaving space for open communication and personal interaction. Use a measured voice and impactful gestures to



accentuate your words, especially when presenting to a group. Some could interpret a lack of eye contact and incessant fidgeting as signs of dishonesty, nervousness, or even incompetence.

Mastering body-language can take time, but also greatly help improve your chances at successful professional relationships and career mobility.

## Emotional Intelligence: Why Is It Important?

The world is moving towards automation, and soon, machines and robots will be taking over most unskilled processes. This means that while IQ (Intelligence Quotient) is an important distinguishing factor, it won't remain the most important one.

As humans, our emotional intelligence is the great divider that sets us apart from machines. Even with the input of billions of variables and situations, and many multi-level logic gates coded into the AI's algorithms, machines will never truly be able to understand or react to human emotions.



Machines are cost-effective, offer more efficiency, and take up fewer resources to maintain. Serving every capitalist purpose, it is no surprise that mechanized processes

are rapidly being incorporated into our global industries.

Emotional Intelligence (EQ) is a person's ability to understand and recognize emotions within themselves and others. The ability to remain calm and make decisions that are unaffected by heightened emotions contributes to your emotional intelligence.

If the only aspect that differentiates you from a machine is emotional intelligence, it automatically makes it the most significant distinguishing factor.

Emotional intelligence helps build stronger professional and personal relationships, allowing you to empathize with and understand the motivations of the people around you. Improving your emotional intelligence skills will set you apart as a capable professional and promising leader.

Countless online questionnaires and surveys can help you gauge your EQ capacity and then correlate your results with real-life experiences. Enhancing your EQ will allow you to understand, encourage and motivate your team.

## Apple TV+



Apple is launching its very own streaming television service that will be host to movies and TV shows wholly funded by Apple.

With directors and filmmakers already working on more than 30 projects, Apple TV+ is set to release several high-profile shows that will compete directly with offerings from the likes of Netflix, Hulu, Amazon Prime, etc. Signing on big names like Oprah, Steven Spielberg, and J.J. Abrams, Apple has brought on board some of the modern world's most creative storytellers.

Featuring an uninterrupted, ad-free entertainment streaming service, Apple TV+ will be available on all Apple devices this fall. With competitive prices expected, Apple TV+ is all set to shake up the streaming industry!



## Tech Tip: Autofill Your Email on iOS

It can be frustrating having to type your email address into your iOS mobile into a long web form over, and over again. Make it easier by using Safari's AutoFill feature:



Set yourself up as a contact in the address book. Add your contact information, including email address. Then:

1. Open up *Settings* on your iOS device.
2. Select *Safari*.
3. Tap on *AutoFill*.
4. Toggle on the *Use Contact Info* to the ON setting.
5. Tap on *My Info* and select your own contact information from the address book.

The next time you're entering information on a web form, and the text box is on the screen ready for you to fill in, the AutoFill option will be right above the keyboard.

## Windows 7 End of Life is Coming, are you Prepared?

The countdown is on. As of January 14th, 2020, Microsoft will no longer be providing support or patches for the following software platforms: Windows 7, Office 2010, Exchange 2010, Windows Server 2008/R2 and Small Business Server 2011.



## What Every Business Owner Must Know About Hiring An Honest, Competent, Responsive And Fairly Priced Computer Consultant

Don't Trust Your Company's Critical Data And Operations To Just Anyone! This Business Advisory Guide Will Arm You With 21 Revealing Questions You Should Ask Any Computer Consultant Before Giving Them Access To Your Company's Network.

Read this guide and you'll discover: The "dirty little secret" of the computer repair industry, 4 costly misconceptions most business owners have about computer maintenance and repair, 5 mistakes to avoid when choosing a computer consultant, and more!

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