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**Celebrating over
TWENTY YEARS
of Service and
Satisfied
Customers!**



"As a business owner, you don't have time to waste on technical and operational issues.

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Fred Holzager,
IT Director

Holzager Technology Services
and

Publisher of

The Tech Insider

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Snapple Real Fact #69

"No word in the English language rhymes with month."

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The Tech Insider



It's Time For A Refresh!

4 Cyber Security Trainings To Do With All Employees

Students are returning to the classroom since back-to-school season is officially underway. During the first few weeks, teachers will be reteaching their students the topics they learned in the previous school year to help them regain knowledge they may have forgotten during summer break. But, students aren't the only ones in need of a refresher every year. Your employees also need to be refreshed on company policies, values and, most importantly, cyber security practices.

Did you know that human error accounts for 95% of all successful cyber-attacks? When a cybercriminal is planning an attack, they look for weak points within a company's cyber security plan. The easiest

spot for hackers to exploit is the company's employees. New cyberthreats are created on a consistent basis, and it's important that your employees know what to do when they encounter a potential threat. If your employees are not routinely participating in cyber security trainings, your business could be at risk, *regardless of size*.

Every single one of your employees should be familiar with your cyber security practices. When they're hired on, they should go through an initial training that lays out all of your practices, and they should also participate in refresher trainings throughout the year to ensure that the entire team is on the same page with cyber security. At the

(Continued on page 2)



"We Love Referrals" 2022 Offer

**Keeping with the spirit of helping others,
if you refer a business to us and they become our customer,
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At Holzager Technology Services, we believe that referrals are the greatest form of flattery. By recommending your partners, associates, or professional contacts, you can help them enjoy worry-free IT and support a worthy cause of your choice!

**For more information, please see our website at
www.tech4now.com/we-love-referrals, contact us by phone at 201-797-5050**



Quotations

"Always bear in mind that your own resolution to succeed is more important than any one thing."

—Abraham Lincoln

"Ninety-nine percent of all failures come from people who have a habit of making excuses."

—George Washington Carver

"You can't try to do things, you must simply do things."

—Ray Bradbury

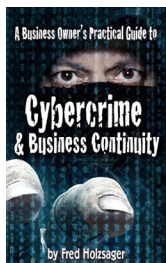
"The first step towards getting somewhere is to decide that you are not going to stay where you are."

—J.P. Morgan

"Out of clutter, find simplicity. From discord, find harmony. In the middle of difficulty lies opportunity."

—Albert Einstein

Read Fred's Book!



If you would like to have us speak to your organization and give away some free copies to attendees, give us a call. For more details on the contents and how to get your own copy, please visit our special web page at www.tech4now.com/cybercrime

"We make all of your computer problems go away without the cost of a full-time I.T. staff"

Ask us about our fixed price services HTS Insight Hassle-Free Agreements—Computer Support at a flat monthly fee you can budget for just like rent!

It's Time For A Refresh!

(Continued from page 1)

minimum, you should host at least one security training annually. If you've never put together a cyber security training, you may be wondering what topics you need to cover with your team. Below, you will find four of the most important topics to cover.

Responsibility For Company Data

This is your opportunity to explain to your employees why cyber security is so important. They need to understand why cybercriminals are interested in your company's data and what they could potentially do with it. Everyone on your team has a legal and regulatory obligation to protect the privacy of your company's information. When discussing this topic with your team, it's imperative that they know the ramifications of falling victim to a cyber security threat.

Internet Usage

Does your company have restrictions on what websites your employees can use while at work? If not, that's something you should look into. Every device that's used by your employees should have safe browsing software downloaded onto it to prevent them from stumbling upon dangerous sites which could put your company's data at risk. Your employees should know what sites are acceptable to use and why they should not be accessing their personal accounts while connected to your company's network. They should never click on links that are sent from an anonymous source or are found on an unapproved website.

"Human error accounts for 95% of all successful cyber-attacks."

Have You Considered Business Cyber Liability Insurance?

With the explosive growth of cyber crime in the World, one needs to consider the odds of becoming a victim of the ever active schemes and threats waiting for your click or misstep. If your business has any assets it must protect, then you should seriously examine the benefits of a cyber liability insurance policy.

Would you qualify?

Many businesses might think, "They WANT to sell me insurance, so I just pay them and it's available to me. **Not exactly.** The same way your computer support company is stressing to you about effective virus and malware protection as well as online security training or password management & hygiene, the insurance companies have their baseline for candi-



E-mail

If your employees utilize e-mail while at work, it's important they know which e-mails are safe to open. Employees should not respond to e-mails that are from people they aren't familiar with, as that could be a cybercriminal attempting to gain access to your company's data. Employees should only accept and open e-mails which they are expecting or come from a familiar e-mail address.

Protecting Their Computers

If your employees have their own personal computers, they should be doing everything in their power to keep them protected. Whenever they walk away from their computer, they should make sure it's locked; they should also never leave their computer in an insecure location. Also, ensure that your employees are backing up their data routinely and have downloaded necessary antivirus software.

It's of the utmost importance that your team has been fully trained in your cyber security practices. If they haven't, they could open your business up to all sorts of cyber-attacks which will damage your company's reputation from a customer perspective. Your business will also no longer be compliant, and insurance companies may not cover your claims if your team is not participating in regular training.

Ensuring that your team is aware of your cyber security practices and actively taking steps to strengthen your cyber security is the best way to stay compliant and prevent cyber-attacks. If your team is not regularly going through cyber security training, you need to start. It will offer more protection to your business, which will then make your customers more comfortable doing business with your company.

dates for buying cyber liability insurance. Not all applicants will get what they want—It's risk-based.

Why Not?

Think about this for a moment... if a driver came to you to buy automobile insurance, but has a history of driving under the influence or while impaired, what measures would you take before ever considering this applicant as a candidate? Drivers' training or completing a series of substance abuse rehab, would that fix it? Insurance companies have a higher bar you must pass if you want to get cyber liability insurance nowadays and it is not as easy as you may have imagined. You now have to meet certain criteria to demonstrate your COMMITMENT to being safe online and being proactive.

Clueless? Call us to learn more, we'll clue you in.

Wordplay

Wordplay represents the clever use of words to express the obvious while enjoying the phrase just for the pun of it.

- ☺ Did you hear about the new restaurant named *Karma*? You get what you deserve.
- ☺ My books all piled on top of me, I've only got my shelf to blame.
- ☺ Light travels faster than sound. That's why some people appear bright until you hear them speak.
- ☺ What did the janitor say when he jumped out of the closet? Supplies.
- ☺ The severity of the itch is proportional to your inability to reach it.
- ☺ If *pro* is the opposite of *con*, is *progress* the opposite of *Congress*?
- ☺ My cross-eyed wife and I just got a divorce. I found out she was seeing someone on the side.
- ☺ A police officer just knocked on my door and told me my dogs are chasing people on bikes. That's ridiculous, my dogs don't even own bikes!
- ☺ Did you know that a raven has 17 rigid feathers called pinions, while a crow only has 16. So the difference between a raven and a crow is just a matter of a pinion.
- ☺ *Clapping* is literally hitting yourself because you like something.
- ☺ I'm not a *passive-aggressive* unlike "some" people.
- ☺ I hate Russian dolls, they are so full of themselves.
- ☺ I renamed my iPad The Titanic. This way, when I put it online, it says, "The Titanic is synching."
- ☺ When life gives you *melons*, you're dyslexic.
- ☺ Will glass coffins be a success? Remains to be seen.
- ☺ When everything keeps coming your way, you're in the wrong lane.
- ☺ I walked into my sister's room and tripped on a bra... It was a booby trap.

- ☺ A mean crook going down stairs= A condescending con descending.
- ☺ My ex-wife still misses me, but her aim is definitely improving.
- ☺ What's the difference between a poorly dressed man on a bicycle and a nicely dressed man on a tricycle? A tire.
- ☺ I used to be indecisive; now, I'm not so sure.
- ☺ The furniture store keeps calling me to come back, but all I really wanted was one night stand.
- ☺ I don't understand why I got fired from the calendar factory. All I did was take one day off!
- ☺ It's hard to explain puns to kleptomaniacs because they always take things literally.
- ☺ My Dad farted in an elevator. It was wrong on so many levels.
- ☺ Why does "cleave" mean both *split apart* and *stick together*?
- ☺ He who laughs last thinks slowest.

Quick Tech Productivity Pointers

Windows 11 is now being delivered as the *de facto* operating systems on most new machines. The trouble is it comes with many presets you might not wish to have enabled.

✍ If you would like to reduce the clutter on your START menu (the big gray box in the center of your computer's initial display screen), then go to **SETTINGS > Personalization > Start**, then turn off the two dialog boxes labelled: "**Show recently added apps**" and "**Show recently opened items in Start, Jump Lists, and File Explorer.**"

✍ While in **SETTINGS**, you may notice your START menu has little to no shortcuts in it. To add more, for example Documents or Pictures, in the **Personalization > Folders**, then enable to ON for Documents and Pictures. Now, they will appear in your START screen on the bottom right. They will appear to the left of the power (🔌) icon.

✍ I know that I also find the constant notifications an annoyance to remove ASAP. To do so, right-click on the Windows button (📌), select the **SETTINGS**. You should automatically be in the **SYSTEM** tab, choose **Notifications**, scroll down to the bottom and uncheck "**Get tips and suggestions when I use Windows.**"

✍ At the same time you remove the tips, you may also wish to remove the **Promoted Apps** and **Suggested Content** and **Search Results**. To get rid of these, go to **Privacy & security > Windows Permissions > General**. Turn off all four (4) options:

- "Let apps show me personalized ads by using my advertising ID"
- "Let websites show me locally relevant content by accessing my language list"
- "Let Windows improve Start and search results by tracking app launches"

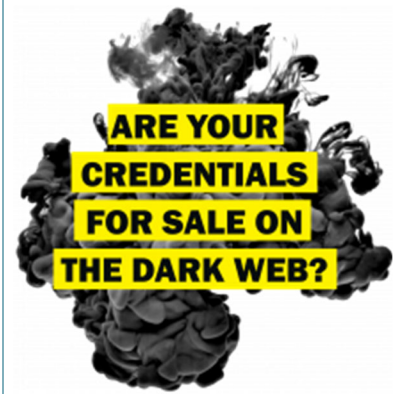
- "**Show me suggested content in the Settings app**"

✍ You can also go from **Privacy & security** to **Speech**. We prefer to turn off speech because we don't use Microsoft's speech recognition technology. Even if you turn this off, you may still be able to use the Windows Speech Recognition app and others that may be available. This helps reduce the amount of information you will share with Microsoft.

✍ Another limiter to the Microsoft one-way share is to turn off **Privacy & security > Inking & typing personalization**. This also reduces the likelihood of your special words (includes names and places) that are 'recorded' by Microsoft as part of their system process. It's up to you if you wish to go down one more level and open **Personal dictionary**. Notice the only option it offers is "Clear your personal dictionary."

✍ Microsoft is always trying to get a pulse on the use of its software. For that reason, it has certain diagnostics which it requires you to let them collect. There is also some **OPTIONAL** diagnostic data which you may opt to withhold from them. To do so, go to **Privacy & security > Diagnostics & feedback** and disable "**Send optional diagnostic data.**" You may also turn off additional opt-ins by clicking OFF for **Improve inking and typing** and **Tailored experiences**. To remove any of the diagnostics already resident on your PC, just go to the last item on the page called **Delete diagnostic data**, click on it to expand the item, then click on the **Delete** button.

That will be all for this month, be sure to follow-up with us in future editions of our newsletter to get even more Quick Tech Productivity Pointers to make your day go smoother, faster and the way you want it. **Remember to tell your friends!**



Find Out
with a Complimentary
Dark Web Scan

Did you know...?

- Cyber-attacks have continued to grow in cost, size, and impact—causing 60% of SMBs to go out of business within 6 months of a cyber incident.
- Over 80% of data breaches leverage stolen passwords as the principal attack vector—often acquired on the *Dark Web*.
- Far too often, companies that have had their credentials compromised and sold on the Dark Web don't know it until they have been informed by law enforcement—but then, it's too late.
- To help keep your critical business assets safe from the compromises that lead to breach and theft, we are offering a complimentary, one-time scan with **Dark Web ID™ Credential Monitoring**.

If you are interested in learning more about the risks involved in ignoring your password security, give us a call at (201) 797-5050 or visit our website at

<https://www.tech4now.com/dwid> or www.tech4now.com/bullphish



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Feedback & Suggestions...

Is there a topic or feature you would like to include in a future issue? Opinions and feedback are welcome and encouraged. Please send us an e-mail or call our direct line.

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5 Reasons To Choose A Hosted VoIP Phone System

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- ✓ Spam Filtering and E-mail Archiving & Encryption Solutions
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- ✓ System Audits, Network Documentation, and Dark Web Scans
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"Utilizing Holzager Technology Services is a 'NO BRAINER', always answers the phone right away and is very detailed in his work. Always takes the time to explain everything. Jumps right on and fixes your computer issues." —Randy Green, Valley Technical Sales, Inc., Ho-ho-kus, NJ

September 2022

The Lighter Side...

For Entertainment Purposes ONLY!

A Lawsuit in the Deep South

Lawyers should never ask a Georgia grandma a question if they aren't prepared for the answer.

In a trial, a Southern small-town prosecuting attorney called his first witness, a grandmotherly, elderly woman to the stand. He approached her and asked, "Mrs. Jones, do you know me?" She responded, "Why, yes, I do know you, Mr. Williams. I've known you since you were a boy, and frankly, you've been a big disappointment to me. You lie, you cheat on your wife, and you manipulate people and talk about them behind their backs. You think you're a big shot when you haven't the brains to realize you'll never amount to anything more than a two-bit paper pusher. Yes, I know you."

The lawyer was stunned. Not knowing what else to do, he pointed across the room and asked, "Mrs. Jones, do you know the defense attorney?"

She again replied, "Why yes, I do. I've known Mr. Bradley since he was a youngster, too. He's lazy, bigoted, and he has a drinking problem. He can't build a normal relationship with anyone, and his law practice is one of the worst in the entire state. Not to mention he cheated on his wife with three different women. One of them was your wife. Yes, I know him."

The defense attorney nearly died.

The judge asked both counsellors to approach the bench and, in a very quiet voice, said, "If either of you idiots asks her if she knows me, I'll send you both to the electric chair."

A Day on the Greens...

A husband and wife were golfing when suddenly the wife asked, "Honey, if I died would you get married again?"

The husband said, "No sweetie."

The woman said, "I'm sure you would."

So the man said, "Okay, I would"

Then the woman asked, "Would you let her sleep in our bed?"

And the man replied, "Ya, I guess so."

Then the wife asked, "Would you let her use my golf clubs?"

And the husband replied, "No, she's left-handed."

The Golden Years

Leaving the Store, I couldn't find my Keys. They weren't in my pockets. Suddenly I realized I must have left them in the car. Frantically, I headed for the parking lot. My husband has scolded me many times for leaving my keys in the car's ignition. He's afraid that the car could be stolen.

As I looked around the parking lot, I realized he was right. The parking lot was empty. I immediately called the police. I gave them my location, tags, make & model, confessed that I had left my keys in the car and that it had been stolen.

Then, I made the most difficult call of all to my husband: "I left my keys in the car and it's been stolen."

There was a moment of silence. I thought the call had been disconnected, but then I heard his voice. "Are you kidding me?" he barked, "I dropped you off!"

Now it was my turn to be silent. Embarrassed, I said, "Well, come and get me."

He retorted, "I will; just as soon as I convince this cop that I didn't steal your damn car!"