



BeckTek Journal

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“As a business owner, I know 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 once and for all!” - **Scott Beck, President**

Inside This Issue

The 5 Most Dangerous Pieces of Information to Give in an EmailPage 1

It Never Hurts to Ask.....Page 2

Vacation Alert!Page 3

Infinite USB.....Page 3

FREE REPORT: The Business Owners’ Guide To IT Support Services And Fees.....Page 3

Server 2003 ExpiringPage 4

You Know your Canadian IFPage 4

The 5 Most Dangerous Pieces Of Information To Give In An E-mail

In the book *Spam Nation*, investigative journalist and cybersecurity expert Brian Krebs revealed the single most effective (and relied upon) way cyber-crime rings gain access to your bank account, credit cards and identity. Ready for it? E-mail.

Whether it’s opening an attachment infected by a virus, or a phishing scam where you unknowingly give up your login to a critical web site, e-mail still remains the most popular and reliable way digital thieves can rob you blind, steal your identity and wreak havoc on your network. Worst of all? You’re INVITING them in! While there are a number of things you need to do to protect yourself, here are five pieces of information you (and your team) should NEVER put in an e-mail.

1. **Your social insurance number.** Think of this as your “bank account” number with the government. You should never e-mail this to anyone because it can be used to open credit cards and steal your identity.
2. **Banking information.** Your bank account numbers, routing number and online banking login credentials should never be e-mailed. Further, avoid sending a voided, blank check as an attachment to an e-mail whenever possible.
3. **Your credit and/or debit card information.** NEVER update a credit card via an e-mail! If you need to update a card with a vendor, there are two safe ways to do this. The first is to log in to your vendor’s secured site by going to the URL and logging in. Do NOT click on a link in an e-mail to go to any web site to update your account password or credit card! Hackers are masters at creating VERY legit-looking e-mails designed to fool you into logging in to their spoof site, which LOOKS very similar to a trusted web site, to enter your username, password and other financial details, thereby gaining access. Another way to update your account is to simply CALL the vendor direct.
4. **Login credentials and passwords.** You should never share your passwords or answers to security questions with anyone for any site, period.
5. **Financial documents.** An ATTACHMENT that includes any of the above is just as dangerous to e-mail as typing it in.

Remember: Banks, credit card companies and the government will never ask you to click a link to provide them with any of the five items above. If you get an e-mail requesting you to update any of the above information, there’s a good chance it’s a phishing e-mail from a hacker. Don’t be fooled!

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Happy birthday
Canada

Win With BeckTek Trivia

The Winner of last month's Trivia Challenge Quiz is



Natasha Pettigrew
Greater Moncton Chamber of
Commerce

She correctly answered the question from last month: June is 1 of how many months to have 30 days?

c) 4

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

How old will Canada be on July 1, 2015?

- a) 158
- b) 150
- c) 148
- d) 145

Email your answer to: newsletter@becktek.ca

****Winner determined by random draw on the third Friday of the month and announced in next months newsletter. ****

BeckTek Blog

<http://www.becktek.ca/blog/>

Learn 5 ways to stay productive in a power outage

<http://tinyurl.com/p3c3sj4>

“It Never Hurts To Ask”

“It never hurts to ask.”

We often hear that said. But is it true? Recently someone asked me for a favor. The request came in an impersonal form e-mail. I had some business dealings with this person many years ago. Since then, I had heard from them only once when they asked another favor.

I was being asked to promote something on my social media network. The request did not offer an excerpt, a preview, a sample or any compelling reason why I should offer my assistance and ping the people on my e-mail list.

I thought, “Why should I help?” The implied assumption that I owed this individual something, or that I should help for no reason other than that they asked, seemed a bit off-putting. Have I helped an unfamiliar person before? Yes, there have been circumstances where I was glad to do so. But “Do this for me because our paths crossed” is not a good reason. Sometimes it *does* hurt to ask. Sometimes it comes across as inappropriate or entitled. Asking someone for a favor when you have no relationship with them *is* a bad idea. Naturally, most people like to help — but very few people like to waste their time or energy. And *nobody* likes to feel someone has taken advantage of them.

There's nothing wrong with asking for a favor or assistance. Just make sure you ask the right person for the right reason in the right way. Otherwise, you might damage your reputation and your relationships.



Mark Sanborn, CSP, CPAE, is president of Sanborn & Associates, Inc., an idea studio dedicated to developing leaders in business and in life. Mark is an international best-selling author and noted authority on leadership, team-building, customer service and change. Mark is the author of 8 books, including the best seller *The Fred Factor: How Passion in Your Work and Life Can Turn the Ordinary into the Extraordinary*, which has sold more than 1.6 million copies internationally. Learn more about Mark at www.marksanborn.com.

WIN A \$500 PRE-PAID VISA



If you know of a business with 10 or more computers who would benefit from our services go to our web site at www.becktek.ca/referrals and fill out the form or email the referral information to referrals@becktek.ca. Remember to include the persons name, company and telephone number.

For each referral submitted you will receive a ballot to win the \$500 Pre-Paid Credit Card.

The people you refer don't have to buy anything or do anything for you to win. They simply must be business owners or executives who rely on email, the Internet and their Computer Network to work as it is supposed too. Most of our clients have a specialized line of business programs that they heavily rely on being operational.

Contest Starts: July 1, 2015

Contest Ends: September 30, 2015

Draw will be October 15, 2015

Shiny New Gadget Of The Month:



Navdy

Many of us realize how dangerous it is to check e-mail or text messages while we're driving, but we don't feel like we can afford to ignore our phone. Brand-new product Navdy to the rescue!

Navdy is a transparent Head-Up Display (HUD) that projects information as if it's floating six feet in front of you. It's very similar to what commercial airline pilots use. Navdy works with any car, and with all iPhones and Androids.

Using the apps you already have on your phone, and with no service plans required, Navdy allows you to focus on the road and not on your phone.

As a phone call comes in, Navdy's built-in camera allows you to simply swipe in midair to answer calls (or dismiss them), so you no longer have to fumble with buttons or touch screens. Plus, Navdy's voice recognition uses the voice commands you're already familiar with, whether you use Google Now or Siri.

Any notification on your phone (such as text messages or social media) can be played, read aloud or disabled, based on your preferences. Navdy even allows you to keep your teenagers safe by giving you parental controls.

The product is rumored to retail at \$499, but is available now for pre-order for \$329. Just visit their web site at:

www.navdy.com



Vacation Alert!

The ONE Thing You And Your Employees Should NEVER Do When On Vacation

'Tis the season when you and your team will be taking a little time off to head to the beach or your favorite vacation spot, and while we know we should completely disconnect from work, most of us will still check e-mail and do a little work while away — and that could end up causing some issues if you're not careful while working remote.

So before you head off to have a little fun with your laptop tucked under your arm, keep this in mind: never automatically connect to “any available network.” Not all Internet connections are secure, so if you're going to log in to the company's network, e-mail or other critical cloud apps that are hosting sensitive information, **ONLY** do so on a trusted, secured WiFi and **NEVER** a public one. We recommend investing in a personal MiFi device that acts as a mobile WiFi hotspot **IF** you're going to be traveling a lot and accessing company info.

Second, turn off the ability to automatically connect for all of your mobile devices and laptops. You will still be able to connect manually, but it will prevent your laptop or device from connecting to a questionable network without your consent or knowledge.

Finally, disable all printer and file-sharing options on your mobile devices. This is another way hackers can gain access to your network. In an ideal world, you and your employees would take a true break from work, but if they aren't able to completely detach themselves, then at least require them to stay safe using the above tips.

FREE Report: The Business Owners' Guide To IT Support Services And Fees

You will learn:

The 3 most common ways IT services companies charge for their services, and the pros and cons of each approach.

A common billing model that puts **ALL THE RISK** on you, the customer, when buying IT services; you'll learn what it is and why you need to avoid agreeing to it.

Exclusions, hidden fees and other “gotcha” clauses IT companies put in their contracts that you **DON'T** want to agree to.

How to make sure you know exactly what you're getting to avoid disappointment, frustration and added costs later on that you didn't anticipate.

Claim Your FREE Copy Today at
www.becktek.ca/buyersguide

The Lighter Side:

You know you're Canadian if :

- You eat chocolate bars instead of candy bars.
- You drink pop, not soda.
- You talk about the weather with strangers and friends alike.
- You get milk in bags as well as cartons and plastic jugs.
- Pike is a type of fish, not some part of a highway.
- You drive on a highway, not a freeway.
- You have Canadian Tire money in your kitchen drawers.
- You know that the Friendly Giant isn't a vegetable product line.
- You can eat more than one maple sugar candy without feeling nauseous.
- You know what a toque is and you own one and often wear it.
- You never miss "Coach's Corner" during Hockey Night in Canada.
- You only know three spices: salt, pepper and ketchup.
- Driving is better in the winter because the potholes are filled in with frozen snow and slush.
- You find -40C a little chilly.
- You know 4 seasons: Winter, Still Winter, almost Winter and Construction.
- You pronounce the last letter of the alphabet "zed" instead of "zee."
- and ... You end some sentences with "eh,"

An Urgent Security Warning For Businesses Running Microsoft Server 2003 (And A Limited Free Assessment Offer)

On July 14, 2015, Microsoft is officially retiring Windows Server 2003 and will no longer be offering support, updates or security patches. That means any server with this operating system installed will be completely exposed to serious hacker attacks aimed at taking control of your network, stealing data, crashing your system and inflicting a host of other business-crippling problems you do NOT want to have to deal with.

This is a threat that should not be ignored; if you don't want cybercriminals running rampant in your company's server, you **MUST** upgrade before that deadline. To assist our clients and friends in this transition, we're offering a Free Microsoft Risk Assessment And Migration Plan. At no cost, we'll come to your office and conduct our proprietary 27 Point Risk Assessment — a process that's taken us over 5 years to perfect — to not only determine what specific computers and servers will be affected by this announcement, but also to assess other security, backup and efficiency factors that could be costing you in productivity and hard dollars.

After performing this Assessment, I'm confident that we will not only be able to expose a number of security risks and issues that you weren't aware of, but also find ways to make your business FAR more efficient and productive. To request this Free Assessment, call us direct or send us an e-mail today. Due to staff and time limitations, we'll only be able to offer this until the end of July or to the first 10 people who contact us. (Sorry, no exceptions.)



Call **506-383-2895** or email info@becktek.ca to **book your assessment**

P.S. You'll also receive a FREE copy of Scott's Amazon Best Selling Book if you are one of the first 10 that books an assessment

Tip Of The Month

Rename files fast

Renaming lots of files in Windows Explorer?

Select the first file in your list, press F2, and type the new name.

When finished, press Tab instead of Enter.

Explorer will jump you to the next file in the list and automatically select the entire file name so you can rename it without having to press the Backspace key. Continue pressing Tab, and you'll zip through the list one file at a time.