

TECH TALK

MONTHLY

**YOUR MONTHLY DOSE OF
TECH & BUSINESS NEWS**



Monthly Update From Mark

Have you heard of AppSumo?

If you haven't, I'll apologise now. As you're potentially about to spend a LOT of money...

AppSumo started as a kind of Groupon for entrepreneurs and business owners. Where you could benefit from a group deal on new software to use for your marketing or productivity.

Now it's expanded into being a general marketplace. When someone develops new software, they can put a deal on there.

The deals are really, really good. You'll often see lifetime access to a useful piece of software for just \$49.

What's in it for the developers? They can sell so much software, that AppSumo's become a fundraising route for some. For many people, they'd rather have 10,000 new customers funding future development; than hand over a piece of the business to investors.

Go on. Have a look. AppSumo.com. Just don't blame me when you reach for your wallet...

I'd always love to talk about your business. You can reach me at mark@phriXus.com or 02 9457 6416 (ext 401)

Until then, stay safe,

Mark

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REMEMBERING
PASSWORDS A
THING OF THE PAST**

DID YOU KNOW?



The first computer virus ever developed was a 1971 experiment called Creeper. After infecting a computer it displayed the playful message "I'm the creeper, catch me if you can!" Things have escalated since then.

PhriXus Technologies

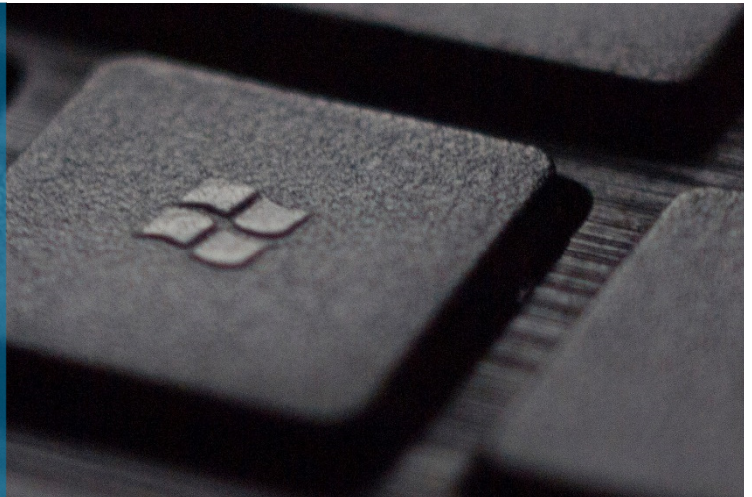
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NEWS FROM THE COALFACE

MICROSOFT 365

IS THE BEST THING FOR STAFF PRODUCTIVITY



Pandemic + Work From Home = relying on technology more than ever before.

The tools available in Microsoft 365 have developed to help us stay productive wherever we're working.

If you've been using Microsoft's software for years, now's a good time to discover new features.

If you haven't started exploring yet, you're missing out on loads of ways to boost productivity and make your life easier. Here are some of the main things to explore.



MICROSOFT TEAMS

Teams has made communication and collaboration even more effective than traditional ways of working face-to-face.

Long gone are the days when different versions of the same documents were flying around on email. Set up Teams correctly and your colleagues can work together in real-time - with only one master copy of a document that's shared and discussed.

You can even turn the clock back to previous versions if somebody makes an error or heads in the wrong direction.

Setting up dedicated channels within Teams lets defined groups of people focus on specific projects and topics. This makes sure people only get notified about the work they're involved in. Which stops Teams being overwhelming or confusing.

It's a space to help your team work with a focused level of productivity.

Don't know how to do something? Try the search box at the top of Microsoft's apps

The search box is very smart, and can often be the quickest way to do what you need to do.

Instead of Googling your question, this handy box will often take you straight to the button you need to press.

This can help save you a lot of time as it avoids the need to research online. It'll also make sure you get an answer specific to your version of Word, Excel, or whichever Microsoft 365 app you're using.



MYANALYTICS



MyAnalytics is a productivity insights tool to help your people work smarter.

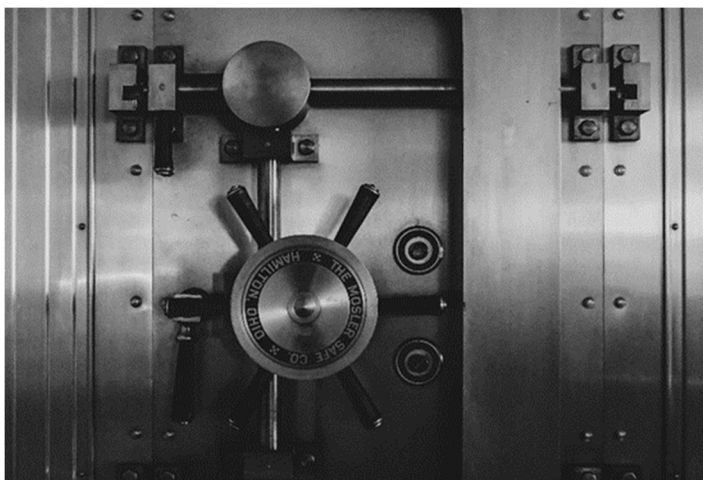
By offering specific data on how you work, MyAnalytics is designed to help you improve how you spend your time. It includes data on how much uninterrupted time you have - you know, time each day when you can focus on your actual work. Along with lots of other tailored advice to help you plan your time.

Now so many of us are balancing home life and work life in the same location, this data can really help to plan and structure your work.

As well as providing you with data, MyAnalytics also offers suggestions for specific things you can try to improve the way you work. For example, it can automatically add a couple of hours of dedicated focus time to your calendar each day to block anybody else from stealing the time you need to get things done.

It also helps to link together the various apps you use by offering suggestions based on your activity. One example of this is how MyAnalytics in Outlook can give you a notification to highlight any outstanding tasks you've set up related to the person you're speaking with.





Make remembering passwords a thing of the past

Using weak passwords is risky. So is using the same password across different services.

If you do this, it means that once somebody has your email address and password, they'll find it incredibly easy to access your other accounts.

This can wreak havoc on your digital life and within your business. And the damage can spill over into serious real-world inconvenience too. This is especially true if identity theft is involved, or if they've managed to break into your social media or bank accounts.

Data breaches happen every day. And once your passwords and email addresses are out there, you never know whose hands they'll end up in (many get sold on something called the Dark Web, a kind of hidden internet for criminals).

But what can you do to keep your passwords safe and your digital accounts secure?

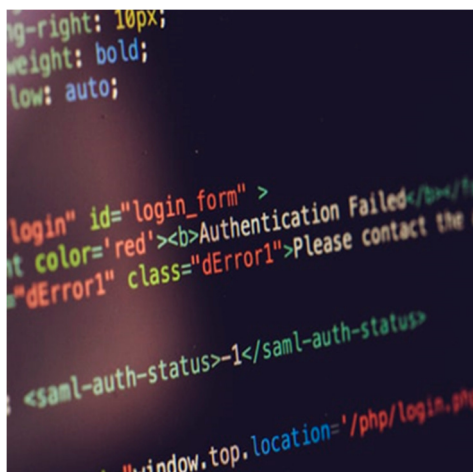
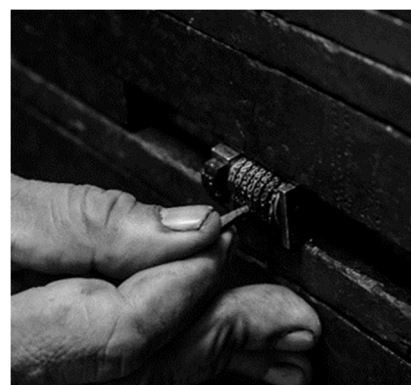
USE A PASSWORD MANAGER

Instead of scratching your head to come up with a new password for each account, use a password manager to automatically generate long, random, strong passwords.

It'll also remember them for you. You only need to remember one password... the master password to access the password manager.

The best password managers let you customize how long your passwords are, and what kind of characters they should include. And will keep them 100% safe while still giving you easy access across all your devices.

LastPass is a widely used and recommended password manager, our team can assist in getting this setup.



TURN ON MULTI FACTOR AUTHENTICATION (MFA)

As well as setting up a password manager, turn on multi factor authentication.

When you log in to your accounts, you'll need to enter an additional security code.

These can be sent to you by text message. Better still, you can set up an authentication app on your phone that refreshes with unique codes every few seconds.

Multi factor authentication is available on most software. And is considered a highly effective tool against hackers. Even if they've got your login details, without your phone they can't get in.

We recommend you implement this for all apps your staff use. After an initial bit of discomfort, they'll soon get used to it. We can guide you and your team through the whole process - just give us a call!



WE LOVE REFERRALS

The greatest gift anyone can give us is a referral to your friends. Referrals help us keep costs down so we can pass the savings to our clients.

If your friend ends up becoming a client - we'll gift them their free first month of service (for being a friend of yours) AND we'll gift you \$500 cash.

Simply introduce me via email to mark@phrixus.com and I'll take it from there. I personally promise we'll look after their business with a high level of care and attention (just like we do with all our clients).



OneDrive notifications and errors

If you are one of our many clients using SharePoint or Teams for file storage, you will likely also be using the OneDrive sync client to make these files available directly on your workstation. Be sure to keep an eye out in the system tray for the blue cloud icon, its appearance can and will change as you work throughout the day and sometimes it is trying to tell you about issues that need to be addressed.

Below is a quick guide of what they mean:



A red circle with a white cross means that a file or folder cannot be synced. Click on the icon to find out more information and address the issue.



If you see a yellow warning triangle over your OneDrive icon, it means your account needs attention. Click the icon to see the warning message.



The paused symbol over the OneDrive icon means your files are not currently syncing. To resume syncing, right click the OneDrive icon and select Resume syncing.



The circular arrows over the OneDrive icon signifies that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new or updated files.



NEED A LAUGH?

Which computer is widely regarded as the best for making music?



Clue: It's a Dell.

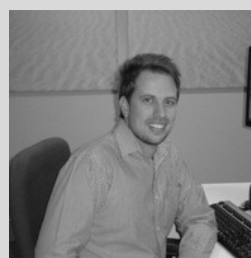
TECHNOLOGY TRIVIA



Do you know why all the iPhones in Apple's adverts show the time as 9:41?

The first person to email me at mark@phrixus.com and give a correct answer gets a \$50 Amazon Gift Card. Well done to Karen for winning last months gift card.

MEET THE TEAM



Heath Barrow

Heath joined the Phrixus Technologies team in 2015 and has since then been providing IT support for all our clients.

Heaths passion is to assist with any IT issues that may impact a clients' ability to do their job and resolve those issues ASAP. For Heath, every day is an opportunity to learn something new, and he enjoys the variety and challenges that come with the role."