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



“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!”

**Fred Holzager,
IT Director**

**Holzager Technology Services
and
Publisher of
*The Tech Insider***

Inside This Issue

Scams and Redirected Attacks	2
“Word” Time-Saving Tips	3
Social Media Trivia	3
Learn About PII Protect	3
The Lighter Side	4
5 Reasons to Choose VoIP	4

Snapple Real Fact # 717
Mangoes are the most consumed fruit in the world.

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The Tech Insider



“Insightful Tips To Make Your Business Run Faster, Easier and Be More Profitable”

4 Ways Hackers Will Attack Your Network

Most small business (SMB) owners focus on the day-to-day operations of their organization, driving growth, facilitating hiring and guiding marketing, without a single thought given to the security of the computer networks these processes depend on. After all, they’re just the little guy – why would hackers go to the trouble of penetrating their systems for the minuscule amount of data they store?



According to Verizon’s annual Data Breach Investigations Report, a full 71% of cyber-attacks are aimed squarely at SMBs. But why? As Tina Manzer writes for Educational Dealer, “Size becomes less of an issue than the security network ... while larger enterprises typically have more data to steal, small businesses have less secure networks.” As a result, hackers can hook up automated strikes to lift data from thousands of small businesses at a time.

It takes constant vigilance, and most of all, knowledge to keep your system secure today. Below are the four most common ways hackers infiltrate small businesses.

1. PHISHING E-MAILS

An employee receives an e-mail directly from your company’s billing company, urging them to fill out some "required" information before their paycheck can be finalized. Included in the very professional-looking e-mail is a link your employee needs to click to complete the process. But when they click the link, a host of vicious malware floods their system, spreading to the entirety of your business network within seconds, and locks everyone out of their most precious data. In return, the hackers want thousands of dollars or they’ll delete everything. Today it’s easier than ever for an attacker to gather key information and make a phishing e-mail look exactly like every other run-of-the-mill e-mail you receive each day. Train your employees to recognize these sneaky tactics and put in safeguards in case someone accidentally clicks the malicious link.

BAD PASSWORDS

According to Inc.com contributing editor, John Brandon, “with a \$300 graphics card, a hacker

(Continued on page 2)



“We Love Referrals” 2018 Offer

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



Quotations

"It always seems impossible until it's done."

Nelson Mandela

"Who looks outside, dreams; who looks inside, awakes."

C. G. Jung

"You may delay, but time will not and lost time is never found again."

Benjamin Franklin

"Go for it now. The future is promised to no one."

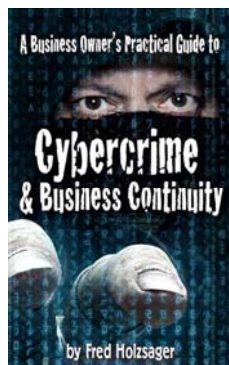
Wayne Dyer

"It's hard not to feel happy when you make someone smile."

Roy T. Bennett

"Don't criticize what you can't understand."

Bob Dylan



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!

4 Ways Hackers Will Attack Your Network

(Continued from page 1)

can run 420 billion simple, lowercase, eight-character password combinations a minute." What's more, he says, "80% of cyber-attacks involve weak passwords, "yet despite this fact, "55% of people use one password for all logins." As a manager, you should be bothered by these statistics. There's simply no excuse for using an easy-to-crack password. It's a good idea to make a password out of four random words, splicing in a few special characters for good measure. To check the strength of your password, type it into HowSecureIsMyPassword.net before you make it official.

3. MALWARE

As described above, malware is often delivered through a shady phishing e-mail, but it's not the only way it can wreak havoc on your system. An infected website (such as those you visit when you misspell sites like Facebook.com, a technique called "typosquatting"), a USB drive loaded with viruses or even an application can bring

vicious software into your world without you even realizing it. In the past, an antivirus software was all that you needed. These days, it's likely that you need a combination of software systems to combat these threats.

4. SOCIAL ENGINEERING

Social engineering differs from traditional hacking in that attacks can be non-technical and don't necessarily involve the exploitation of software or systems. When successful, many social engineering attacks enable hackers to gain legitimate, authorized access to confidential information. It's easier than you think, and requires carefully watching what information you put on the Internet – don't put the answers to your security questions out there for all to see.

These are some of the simplest ways to defend yourself against these shady techniques, but the best way is to keep your system updated and monitored with the most cutting-edge security. We can help with that—contact us today at (201) 797—5050 or www.tech4now.com.

A Scam That's Also A Redirected Attack

A client called the other day to indicate he had received an e-mail which showed an invoice for a Microsoft Surface. The invoice had details of the purchase, but the balance was outstanding and the name was missing. This presented the recipient with a question: Did someone order this using my credit card? For your information, the letter was addressed "Dear Customer:" On the bottom of the invoice was a notice that read: If you received this message in error, please call 800-XXX-XXXX to let us know that you received it. Inasmuch as you are unauthorized to receive this message, you will be expected to delete it. Should this be your credit card and the invoice is incorrect, please call us at 800-XXX-XXXX and we will fix this matter.

The client, concerned over the matter, called the number and was advised by the person on the other end that this was due to a "bad IP address." The other party then walked the recipient through the steps of loading a session of GoToAssist™ on his machine while the support people "fixed" the IP issue. They then prompted the respondent to provide his email and password to fix the matter. It was during this call that we received a call for help asking, "What do I do now?"

Too many people fall for this scam. In the process, the e-mail recipient appears to think that

he/she is helping the shipping company to fix an issue with billing, but, in fact, the sender of the e-mail only wants to gain elevated access to your machine to either collect info, infect a machine, sell a bogus support 'contract' or simply perpetuate their scam by launching it through your e-mail account.

PII PROTECT *Let us help you to avoid becoming a victim.*

Continue to read our FREE Security Tip e-mails, sign up for online security training, **PII Protect** (see more information to the right) or consider reading a copy of our book on Cybercrime (see more information to the left). All of them will help you raise your awareness of the threats that abound and make you more sensitive to the telltale signs that someone is trying to victimize you via a computer, phone, or mail by using social engineering.

It's easier to keep your computer clean if you **never** let scammers and thieves get on your machine in the first place.

If you require assistance in avoiding this situation for your business, please contact us at (201) 797-5050 or info@tech4now.com for more information. We are dedicated to your success (and data security)!



Trivial Matters

True or false? Every click, every view and every sign-up on the internet is recorded somewhere. As you may have guessed, this is true and everyone’s worst nightmare. Get ready— some of these social media statistics may boggle your mind! For context, as of April 2018, total worldwide population was 7.6 billion.



- The internet has 4.2 billion users.
- There are 3.03 billion active social media users.
- On average, people have 5.54 social media accounts.
- Social media users grew by 121 million between Q2 2017 and Q3 2017 - that’s a new user every 15 seconds!
- US adults spend an average of 1 hour, 16 minutes each day watching video on digital

devices.

- Google, responsible for 92% of all searches, processes 100 billion searches a month, which is 40,000 searches a second!
- 68% of all Americans are on Facebook and still growing: Facebook adds 500,000 new users every day; 6 new profiles every second.
- With 500 million tweets sent each day (that’s 40,000 a second) it took 3 years, 2 months and 1 day to go from the first Tweet to the billionth.
- People now watch 1 billion hours of YouTube videos every day with more than half of the views coming from mobile devices.
- More than 40 billion photos have been shared so far on Instagram, with 95 million uploaded each day.

It’s astounding to consider just how much the computer has ALSO affected our productivity!

Quick Tech Productivity Pointers

Microsoft Word Time-Saving Tips

While millions of people use Word every day, most don’t know how to maximize its potential. And since it is constantly being updated, you need to check out these tips that will help you save time.

Edit Simultaneously

You and your colleagues can now edit the same Word document at the same time. Just save yours in the cloud on OneDrive, click Share, then send the link to your colleagues. You’ll even be able to see them editing in real time.

Continue Your Work with Word Online

Don’t have the Word app on your computer, tablet, or smartphone? Go to word.office.com, sign in with your Microsoft account, and open Word Online, the browser version of Word. By clicking the blue Share button, your colleagues can access your document using Word Online or the Word app, which means anyone with the link and an internet connection can jump right in.



Keep Editorial Control

With the Track Changes function, Word monitors all the edits that everyone makes to your document so you can go through the changes and accept or reject them accordingly. To turn on Track Changes, click on the **Review** tab then select **Track Changes**. When reviewing a colleague’s edits, you have control to click on **Accept** or **Reject** as you see fit.

Format the Easy Way: Write First, Format Later

The Style Gallery in Word makes it easy to format your document, despite the huge number of font types, sizes, colors, and effects to choose from. After finishing writing and editing your document, click the Home tab and you will see the Style Gallery prominently on top. Select the appropriate Headings in the font, size, and color that you like, and change any other text in any way you like.

Insert Photos Faster, More Conveniently

No need to open your browser to look for photos for your document. Just place the cursor on the area where you intend to insert the photo, click on the **Insert** tab, select **Online pictures** (type “clip art” on the search box if that’s what you need), select a photo, then click Insert.

Edit a PDF File

Click on the File menu, select Open, and choose Browse. Highlight the PDF you want to edit, then click Open. Word will convert files to the new format using text recognition, be sure to double-check if the conversion is correct. Make the appropriate changes, then click File, then Save As, then Browse. A “Save as type:” dropdown menu will appear at which point you will choose “PDF” then click Save. Be warned, this won’t work on a ‘secure’ or ‘locked’ PDF.

Want to learn more Word tricks and tips? Get in touch with our Microsoft Office experts today at (201) 797—5050 or www.tech4now.com!



Are You Protected From A Data Breach?



Think cybercriminals only target the big companies?

More than 75% of data breaches target small and medium sized businesses.

We can help you with the following:

- 1. TRAIN YOUR EMPLOYEES**
Train your employees to help protect your sensitive data.
- 2. PROTECT YOUR NETWORK**
Protect your network with VPN's, firewalls, vulnerability scans, penetration testing, etc.
- 3. SECURE YOUR DEVICES**
Identify, track, and secure (encrypt) your employee’s devices—smartphones, USB drives, tablets and laptops.
- 4. SECURE PHYSICAL SPACE**
Track and log visitors, limit access with locked doors.
- 5. CREATE CLEAR POLICIES**
Create clear and concise written policies on the use and disposal of sensitive data.
- 6. WHERE’S YOUR DATA?**
Locate, understand, and limit where all of your sensitive data resides.
- 7. PROPER DISPOSAL PROCEDURES**
Ensure that you have the proper procedures and documents in place to dispose of any devices, equipment, and paper records.



LET US HELP YOU PROTECT YOUR BUSINESS AND DATA.

CONDUCT A **SECURITY RISK ASSESSMENT** TO UNDERSTAND YOUR RISKS.

CONDUCT A **DARK WEB ASSESSMENT** TO SEE IF YOUR PASSWORDS MAY HAVE BEEN COMPROMISED

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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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- ✓ Virus Protection & Removal
- ✓ Network Security and Online Employee Security Training
- ✓ Mobile and Hosted "Cloud" Computing
- ✓ E-mail & Internet Solutions
- ✓ Wireless Networking
- ✓ Spam Filtering and E-mail Archiving Solutions
- ✓ Storage Solutions and File Sharing
- ✓ System Audits and Network Documentation
- ✓ Voice over IP phone systems

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

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"Your breadth of experience and speed to resolution helps us keep our business strong and current. The way we see you is not as an IT computer guy, but as a proven Trusted Business Advisor." —Nabil Ishac, Architect & Owner, Ishac Design Architect

September 2018

The Lighter Side...

For Entertainment Purposes ONLY!

Like Brother, Like Brother

There were three brothers—one 96, one 94 and one 92 years old. One night the 96 year old draws a bath, puts his foot in and pauses. He yells down the stairs, "Was I getting in or out of the bath?" The 94 year old yells back, "I don't know, I'll come up and see." He starts up the stairs and pauses, then he yells, "Was I going up the stairs or coming down?" The 92 year old was sitting at the kitchen table having coffee listening to his brothers. He shakes his head and says, "I sure hope I never get that forgetful." He knocks on wood for good luck. He then yells, "I'll come up and help both of you as soon as I see who's at the door."

The DNA Test

After 3 years, a wife starts to think that their child looks different, so she decides to do a DNA test. She finds out that the child is actually from completely different parents.
Wife: "Honey, I have something very serious to tell you."
Husband: "What's wrong?"
Wife: "According to DNA test results, this is not our child."
Husband: "Well don't you remember? When we were leaving the hospital, we noticed that our baby had a wet diaper and you said, 'Honey, go change the baby, I'll wait for you here'."



Back to School

What does homework stand for?
Half of my energy wasted on random knowledge.

Score One for Man's Best Friend

A lost dog strays into a jungle. A lion sees this from a distance and says with caution "this guy looks edible, never seen his kind before". So the lion starts rushing towards the dog with menace. The dog notices and starts to panic but as he's about to run he sees some bones next to him and gets an idea and says loudly "mmm...that was some good lion meat!". The lion abruptly stops and says "woah! This guy seems tougher than he looks, I better leave while I can".
Over by the tree top, a monkey witnessed everything. Evidently, the monkey realizes the he can benefit from this situation by telling the lion and getting something in return. So the monkey proceeds to tell the lion what really happened and the lion says angrily "get on my back, we'll get him together".
So they start rushing back to the dog. The dog sees them and realized what happened and starts to panic even more. He then gets another idea and shouts "where the heck is that monkey?! I told him to bring me another lion an hour ago..."

