



# Connectability Corner

PUTTING THE PIECES TOGETHER.

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**Connectability**

## Free Executive Webinar Think Your Email is Safe? Think Again!

For most business owners and executives, email is a critical communication tool they use every day to stay connected with customers, colleagues, and vendors alike. Unfortunately, due to its wide-spread use, it has become THE SINGLE MOST common attack point hackers use to gain access to your confidential data and your business network.

Hackers send viruses, pop ups, and malicious links to try and trick you into clicking a link, downloading an attachment, or providing your confidential username and passwords. Hackers are always “phishing” (yes, pun intended) for ways to access your network, steal and expose confidential data, and cause chaos for your team.

That's why we're hosting a webinar on **Thursday, April 28th, at 12:00 pm**, titled **“Think Your Email Is Safe? Think Again!”** We want to make sure that you have the proper protections and security you need NOW so you are prepared for the unknown.

To sign up, go to:  
**[www.connectability.com/emailsecurity](http://www.connectability.com/emailsecurity)** OR call: **(416) 966-3306**.

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This monthly publication provided courtesy of Ted Shafran, President of Connectability



## Work Smarter, Not Harder – Tech Tips That Will Take You To The Next Level

Most business owners want nothing more than for their businesses to be successful. This is much easier said than done since there are so many variables involved. One of the most frequent, and one that can be difficult to control is employee productivity. With so many businesses operating remotely, productivity has become more of a concern than ever before.

Even for employers who have employees working in a physical office, there has always been a concern over how to increase productivity. In the age of the Internet and cellphones, distractions are everywhere. Additionally, employees seem more prone to burnout these days, and working them too hard will lead to turnover or even a decrease in productivity and quality of work.

If you want to ensure that your business stays as productive as possible, you must have the right tools in your toolbox. There are many different apps and websites designed

to increase productivity, and we've gathered five of the best.

### Sophos

Have you ever caught yourself or your employees scrolling through social media during work? Social media is incredibly addictive and even the most productive employees can find themselves drawn to Facebook or Instagram when they have the opportunity. Sophos will allow you to ensure that this never happens in your workplace. If you have employees who are constantly on websites that are irrelevant to their job, you can block their access with Sophos. Now those minutes spent scrolling through Instagram can be spent on more productive tasks.

### SharePoint

Have you ever needed an important document that you didn't have access to? Did you have to email someone and ask them to send you the file or share access with you? If this is a common problem in your workplace,

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you need to try SharePoint.

SharePoint serves as a database for important files that anyone in your business may need at any time. You won't have to wait for someone to share the files with you anymore. Keep in mind that SharePoint still requires a level of organization so that files are easy to find.

### TimeCamp

TimeCamp is one of the most useful productivity apps available right now. With TimeCamp, you can track how much time your team is spending on any given project. It will break it down by specific apps and websites so you can see where most of their time was spent. You'll also get to see analytics and determine how they are performing. TimeCamp will help you keep your budget in check and ensure that no task or project goes over budget.

If clocking has been an issue in your business, TimeCamp can help there too. This program can be used as an easy attendance-tracking tool as it has functions for clocking in and out, tracking overtime, automating payroll and reporting leaves. It's simple to use and comes with endless benefits.

### Slack

If your company is operating remotely, or if you have certain employees who aren't working in the office, how

are you communicating with each other? Emails can be easily missed, and unless you provide your teams with work phones, texting is iffy at best. Slack takes all of the confusion out of the mix and gives you the best group messaging option.

Employees will stay up-to-date on recent developments within the company. You can also create specific groups if you need to get a message out to a particular team or group of people. Slack has worked wonders for many organizations throughout the pandemic and is a foolproof way to increase productivity. Another option here is Microsoft Teams.

### Asana

Asana is one of the best project management tools on the market. With this program, you can plan projects in advance and set up task lists to ensure that everything gets completed on time. You can also keep your team informed about any new developments with Asana's messaging and commenting system. If you're overseeing a team that is working on the same project, then Asana is a must-have for your company.

To get the most out of your business, you must ensure that productivity is maximized wherever possible. There are many new websites, apps and programs designed to encourage productivity in the workplace. You just have to find what works best for your business. If you're unsure of where to begin, give some of these programs a try.

**"To get the most out of your business, you must ensure that productivity is maximized wherever possible."**

## Help Us Celebrate Laurie's Anniversary!

Help us congratulate our Office Manager: Laurie Ashton on her successful first year at Connectability!

Laurie has played a major role in assisting our clients and staff in ensuring all procedures and operations are followed.

Her first year involved a lot of growth for both Connectability and Laurie. Laurie is always learning about different processes and technologies, and continuously looks for new ways of doing things. Plus, she's always willing to take on whatever is necessary for the success of Connectability.

Laurie goes above and beyond for our clients and colleagues, and her positive attitude inspires everyone to give their best. She is dependable and has a can-do attitude. We are very grateful to have her on our team!



## Shiny New Gadget Of The Month:



### Garmin Venu 2 Plus Smartwatch

One of Garmin's newest smartwatches is setting the standard for the industry. The Garmin Venu 2 Plus smartwatch comes in three different sizes and in various colours. With the Venu 2 Plus, you can connect the smartwatch to your mobile device, make phone calls and send text messages – all hands-free. The best functions of this smartwatch all relate to health and wellness since it gives you greater insight into your stress, hydration and respiratory levels. It can also keep track of your sleep patterns, heart rate and so much more. The smartwatch holds nine days of battery life, so it's perfect for backpackers and hikers. If you're looking for a great smartwatch, look no further than the Garmin Venu 2 Plus.

## 4 Things You Should Do To Secure Your Business Against Ransomware

Ransomware is becoming increasingly pervasive. A few years ago, when we spoke to business owners about Ransomware, very few had heard of it. Nowadays, most managers and directors know that Ransomware is a concern, and likely not going away anytime soon.

Ransomware, simply put, involves a hacker accessing your systems, encrypting your data, and demanding payment via untraceable means (often Bitcoin) in order to return it to you. And unfortunately, you never have any guarantee that they will do what they said they will.

Ransomware attacks are often dispersed using phishing schemes, spam emails, Trojans, password-stealers, ad clickers, and so much more.

Once files are encrypted, ransomware prompts the user for a ransom to be paid within a day or two to decrypt the files, or they will be lost forever. Here are 4 things you can do to better protect your computers, data, and business from a ransomware attack.

1. **Back up your data:** Having a regularly updated backup can help defeat ransomware. If you are attacked with ransomware, you can restore your system and not pay the attackers a penny.
2. **Patch your software:** Software developers regularly release security updates. We've all been guilty of pressing the "remind me later" button and putting off updates for as long as possible. But it's something you should avoid at all costs. Cybercriminals can use this hole in your software to gain access into your systems. By patching and updating your computer, you can decrease your chances of a potential ransomware attack.



3. **Check your emails:** Be wary of suspicious emails, especially if they include links and files. Email is one of the popular methods a cybercriminal uses to get into your network. If you are questioning whether an email is authentic and from a trusted source, do not download or click anything and delete it immediately. If you are concerned, pick up the phone and try to call the contact to confirm.
4. **Use a strong security "stack":** By using a good security "stack", you can protect your computer and network from being breached. A good software stack includes antivirus, a business-grade firewall, and email filtering software, at a minimum. These tools look for threats, unsafe links, and can protect you from malicious emails, viruses, and external entry into your network.

By following the 4 tips above, you can avoid becoming the victim of a ransomware attack. These protective measures can go a long way to ensuring your computer and business is protected. If you are interested, we can also conduct a free network assessment to see if your business is truly secured. Call us now at **(416) 966-3306** for your free assessment. It could end up saving you thousands of dollars later!

## Tech Connect Video Series: How To Secure Your IoT (Internet of Things) Devices

Want to learn the five things you should be aware of when using IoT devices? Check out our video now! These tips are focused on minimizing your chances of experiencing a security breach.

We all use Internet connected devices whether we know it or not. They offer lots of benefits, but like all good things, there are drawbacks. The biggest relate to security and privacy. These devices are everywhere - that's why you need to know about the associated security risks.

Watch this video NOW to discover the five things you should be mindful of when using internet connected devices, and how you can protect yourself from being exposed to the world!

To learn more, go to YouTube, look up **Connectability IT Support** and find the video "**How To Secure Your IoT Devices**" OR go to our website at **www.connectability.com**, hover over "**Resources & Videos**" and select "**Videos**".

### ■ Retain Top Talent By Teaching Them To Grow

Throughout the course of 2021, employees left their jobs in droves due to a combination of factors. In fact, an analytics firm, Visier, estimates that 1 out of 4 workers left their jobs in 2021. If you own or operate a business, this news can be worrisome. One of the best ways to try to retain your employees is to coach and encourage them to grow so they don't feel stagnant and bored with their work.

If you don't know where to begin, you should start by evaluating your employees. Decide if they're a master in their role, are still growing or are just beginning. Keep an eye on your beginners and growers to ensure they are satisfied with their work. If they're not, have an open and honest discussion with them. For employees

who have mastered their jobs, encourage them to try a new role or take on different responsibilities so they can continue to learn new skills.

### ■ Increase Your Productivity With A Voice Assistant

Even before the pandemic, people were using voice assistants like Siri or Alexa to help them keep track of their day-to-day schedules. Now that so many people are working from home, these virtual assistants are more valuable than ever before. They can help boost your productivity to new levels if you use them properly.

Utilizing a voice assistant for these five tasks will help you increase your productivity while you work from home.

- Program your digital assistant to remind you of any of your meetings at least 10 minutes before they begin.
- Ask your digital assistant for news and weather updates to keep you away from unproductive websites.
- Create a to-do list and use your digital assistant to add and remove items.
- Have your digital assistant read, listen and respond to your e-mails.
- Create a morning and evening routine for yourself, then program your digital assistant to help you follow these routines. They can be programmed to wake you up, dim your lights, turn off computer screens and so much more to keep you on track.

### Who Else Wants To Win A \$25 Gift Card?

You can be the Grand Prize Winner of this month's Trivia Challenge Quiz! Just be the first person to correctly answer this month's trivia question and receive a \$25 gift card to Starbucks. Ready? Call us right now with your answer!

**Which prestigious university did Microsoft founder Bill Gates drop out of?**

- a) Stanford
- b) Oxford
- c) Yale
- d) Harvard

**Call us right now with your answer!**  
**(416) 966-3306**

**Pathways**  
to Education

This month we will be donating to **Pathways To Education**.

Pathways To Education was founded in 2001, and its mission is to help youth from low-income communities thrive. They deliver resources and support to help young people graduate from high school, and prepare for a successful future.

Using a breakthrough approach, focused on innovation and community building, Pathways To Education helps students overcome adversity by developing resiliency and skills to succeed. They focus on four important areas – academic, financial, social, and one-on-one services. Pathways To Education has helped students from all over the country graduate from high school, and has put them on the path to one day becoming Canada's leaders.

If you would like to contribute to **Pathways To Education** we would love your help! Email us at: [info@connectability.com](mailto:info@connectability.com) or call: (416) 966-3306.