

MARCH 2025

Your monthly newsletter,  
written for humans not geeks

# TECHNOLOGY INSIDER



## Do your **cyber security plans** fall short?



When it comes to cyber security, many small and medium sized businesses are caught off guard. Not only when cyber attacks happen... but also by what to do next.

A solid cyber security plan isn't just about preventing attacks. It's about knowing how to respond if the worst happens.

Cyber attacks often target smaller businesses because criminals know they're less likely to have robust defences in place. The most common threats include phishing (fake emails or messages that trick you into sharing sensitive information) and malware (malicious software that can steal data or shut down your systems).

You can't stop these risks entirely, but you can reduce your chances of being hit by:

**Training your team:** Make sure everyone knows how to spot phishing emails, avoid dodgy downloads, and use strong passwords. This is your first line of defence.

**Keeping software updated:** Regular updates for apps and systems fix security flaws that cyber criminals might exploit.

**Using Multi-Factor Authentication (MFA):** This adds an extra layer of security, like a one-time code sent to your phone, making it harder for attackers to get in.

But even the best defences aren't foolproof. That's why your cyber security plan also needs to cover what happens if you're attacked. Without a plan, an incident can cause panic, downtime, and serious financial loss.

Here's what you should have in place:

**A response team:** Decide in advance who will handle the situation - your IT team, an outside expert, or both?

**Backup systems:** Regularly back up your data and store it securely. If ransomware locks your files, backups can mean you won't lose everything.

**A communication plan:** Know how you'll inform your team, customers, and any necessary authorities about the breach.

Remember, cyber security isn't just for big companies. A single attack could be enough to seriously damage your business. By planning ahead, you're not just protecting your data, you're safeguarding your reputation and your future.

**We help businesses create their own plans for defence and remediation. If we can help you too, get in touch.**

## DID YOU KNOW...

Microsoft's ditching a **BILLION** passwords



Microsoft's trying to persuade a billion people to ditch passwords - and switch to passkeys instead.

What's a passkey? It's like a super-secure digital key that lives on your device, making it way harder for cyber criminals to get their hands on your login details. Plus, it's easier to use - no more struggling to remember complicated passwords.

This change is all about keeping your accounts safer and making logging in a whole lot simpler.



## Technology update

### New Outlook for Windows gets another useful feature

Microsoft Outlook for Windows now lets you open and save email attachments even when you're offline.

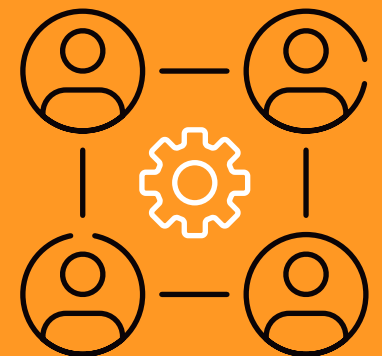
This handy update means you can manage your files without needing an internet connection, making it even easier to stay productive wherever you are.

### INSPIRATIONAL QUOTE OF THE MONTH

*"The world is changing very fast. Big will not beat small anymore. It will be the fast beating the slow."*

Rupert Murdoch, media proprietor.

## NEW TO MICROSOFT



### Large events can run more smoothly in Teams

A new feature has arrived on Microsoft Teams that enhances large events using the Town Hall and webinar capabilities. This makes them even easier to use.

Organisers can now assign presenters as Q&A moderators.

Moderators can handle questions during the event, choosing which ones to publish and making the Q&A flow more smoothly. Plus, organisers can tweak the list of moderators anytime - even in the middle of the event.

### Are you ready to take March's quiz crown?

1. What was the name of the first interactive computer graphics program?
2. What do you call a private network designed to allow communication within a business?
3. What are "computer trojans"?
4. What does the acronym FTP stand for?
5. How many bits are in one byte?

The answers are below.

1. Sketchpad
2. Intranet
3. They're malicious programs disguised as harmless files to trick you into installing them
4. File Transfer Protocol
5. 8

## TechFacts

**1** Researchers have developed miniature, Lego-like 3D-printed bone bricks that can heal broken bones. These tiny blocks, about the size of a flea, help bone regrowth and can be interlocked, just like the toy bricks.

**2** The version of Super Mario Bros. 2 that we know in the West is a rebranded version of a Japanese game called "Yume Kōjō: Doki Doki Panic," modified to suit Western audiences.

**3** In the early 2000s, tech enthusiasts could boost AMD processors' speeds (called overclocking) with a pencil. Drawing over tiny circuits on the chip with graphite reconnected them, unlocking faster performance. It was a clever hack, but risky - one mistake could damage the processor or void its warranty.

## A brief introduction to cloud storage

**Ever had your computer crash and take all your important files with it? Or does your team juggle a dozen versions of the same document because no one knows where the latest one is?**

It's frustrating, right?

Perhaps cloud storage can come to the rescue.

Cloud storage is like a virtual filing cabinet that's always accessible, no matter where you are. Instead of saving files on your office computer or an external drive, your data is securely stored online, in "the cloud." All you need is an internet connection to access it from anywhere, whether you're in the office, working remotely, or even on the go.

For businesses, this can be a real help. Need to collaborate with a colleague? Share files instantly without worrying about email attachments. Want peace of mind that your data is safe? Cloud storage automatically backs up your files, protecting them from hardware failures or accidents (we're looking at you, coffee spills).

Of course, it's not perfect. You'll need a decent internet connection to access your files, and there's the ongoing cost of a subscription.

Security is another consideration - it's crucial to choose a reputable provider with strong protections in place. But the convenience and flexibility often far outweigh the downsides.

There are a few types of cloud storage to suit different needs. Public cloud options like Microsoft Azure are simple and cost-effective, while private cloud storage gives you more control and security. And if you want the best of both worlds, hybrid cloud storage lets you mix and match.

Another great thing about cloud storage is that you can scale it up and down as you need, without making big investments in new hardware or running out of physical space for servers.

If you're tired of lost files, limited storage, or the constant risk of losing data, cloud storage could be exactly what your business needs.

**Want to explore your options? We can help - get in touch.**



### Business gadget of the month

#### Temperature control heated coffee mug

**Many people in business will tell you that their morning coffee is almost as important as a secure and well-maintained IT infrastructure... almost.**

So, if your caffeine intake is responsible for keeping the wheels of your business moving, you'll want a gadget to make sure nothing gets between you and that hot cup of motivation.

This heated rechargeable coffee mug is exactly what you need. It keeps your drink at the perfect custom temperature and even turns off automatically once it's empty. You can thank us later.

**£99.99 from Amazon.**



**Q: What should I do if I suspect we've been hit by a cyber attack?**

A: Disconnect the devices you think have been affected and get in touch with your IT support team (if you have one - call us if not). Create an incident response plan, just in case.

**Q: Is it OK to use free software in my business?**

A: Free software can be risky; invest in reputable tools to give you better security and reliability. If you're not sure what tools are best, we can help.

**Q: How can I tell if my computer has been compromised?**

A: Look for signs like slow performance, unusual pop-ups, or unauthorised access to accounts or new admins. If you're concerned, get in touch.

**This is how you can get in touch with us:**

**CALL:** 0121 525 0016 | **EMAIL** andy.howe@office-tek.co.uk

**WEBSITE:** [www.office-tek.co.uk](http://www.office-tek.co.uk)