

TECH TALK

MONTHLY

YOUR MONTHLY DOSE OF
TECH & BUSINESS NEWS

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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.

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MONTHLY UPDATE FROM TONY

Have you heard of AppSumo?

If you haven't, I'll apologize 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 £50.

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 sales@ashdownsolutions.co.uk or on 01342 363000.

Kind Regards,

Tony Baulch
Founder & Technical Director



NEWS FROM THE COALFACE

01

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.

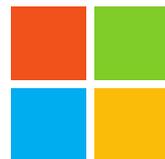
It's a space to help your team work with a focused level of productivity.

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.



Microsoft



Make remembering passwords a thing of the past

02

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.

We can set you up with an Enterprise Password Manager (the one we use) and train you and your team on how to best use it - simply get in touch!

