WELCOME

ELEVATE YOUR TECHNOLOGY

JOE KNEZOVICH

joe@cyberonsiteservices.com

(260) 413-1758

"PLEASE ASK QUESTIONS"

"INTERACTIVE"

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ELEVATE YOUR TECHNOLOGY

AGENDA

➢ Popular Tech Classes

➢ Let's get efficient using technology

➢ Securing your data for you and your fellow members

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POPULAR CLASSES

AMAZON ECHO

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BACKING-UP YOUR COMPUTER

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COMPUTER BASICS

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FIGHTING SPYWARE, VIRUSES AND MALWARE AND HOW TO REMOVE THEM

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HOW TO BUILD A CUSTOM COMPUTER

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HOW TO BUY TECHNOLOGY

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HOW TO MANAGE YOUR FILES & FOLDERS USING WINDOWS FILE EXPLORER AND USING DROPBOX & ONEDRIVE

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HOW TO TEACH AN OLD DOG, NEW TECHNOLOGY

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HOW TO USE APPLE WATCH

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HOW TO USE WINDOWS 11

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POPULAR CLASSES

iPAD TIPS & TRICKS

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INTERNET SAFETY FOR YOU & YOUR FAMILY

****

MANAGING EMAIL & SPAM

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MICROSOFT EXCEL

****

MICROSOFT ONENOTE

****

MICROSOFT OUTLOOK

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MICROSOFT PUBLISHER

****

MICROSOFT WORD

****

RING DOOR BELL – WHO IS AT YOUR DOOR?

****

ROKU-STREAMING

****

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POPULAR CLASSES

UNDERSTANDING HOME NETWORKING

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UPGRADING YOUR COMPUTER

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USING A PASSWORD MANAGER TO LOGIN TO YOUR FAVORITE WEBSITES SECURELY

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USING QUICKEN TO MANAGE YOUR FINANCES

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COMPUTER REPLACEMENTS

➢ Dell Refurbished computers
  o Business class desktops and laptops
  o Purchase optional warranty
  o Grades A & B
  o Buy with 8th generation or newer CPU's (Windows 11)
  o www.dellrefurbished.com
  o Register for E-mail discounts

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ELEVATE YOUR TECHNOLOGY

LET'S GET EFFICIENT

➢ Use Microsoft 365 Business Apps (includes 1TB of OneDrive)
- o Don't need to remote into work computers for files or transfer files with a USB thumb drive
- o Create folders to share with associates to access
- o Files are available anytime and anywhere
- o Files are update and current at all times
- o Access files (OneDrive) from any and all devices
- o Stay away from free accounts
- o OneDrive now has the ability sync (backup) Desktop, Documents and Pictures

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ELEVATE YOUR TECHNOLOGY

LET'S GET EFFICIENT

➢ Use Networkable printers and scanners (multi-function)
  - o Users can print to any printer
  - o Digitize (scan) important documents

➢ Buy business class hardware, routers, access points, switches, etc

➢ Use some form of a daily cloud backup that keeps versioning for an extended period of time. This can save you by being able to restore an accidently deleted folder or files, lost or stolen laptop or <u>ransomware</u>. Setup a confirmation that the backup completed or failed.

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ELEVATE YOUR TECHNOLOGY

LET'S GET EFFICIENT

➢ Take a class……

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ELEVATE YOUR TECHNOLOGY

SECURITY

➢ Setup 2FA (Two-Factor Authentication) for all cloud/web services
  ○ If someone steals you login password, they can't login because of the second authentication required.

➢ Lock your devices, using the security lock option to lock phones, tablets and computers. Set security screen lock to 1 to 3 minutes.

➢ Use strong passwords. Use a different password for each website. Most require a least 8 characters, upper and lower case, number and a symbol. Do not save passwords in your web browser.

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SECURITY

➢ Use a password manager like LastPass, Keeper, Dashlane, etc. to securely store all your passwords to multiple websites. You just need to remember "one master password"

➢ Type the website's address (URL) and then save the bookmark. Don't search for a company's support phone number. Go to their exact website and find the proper number

➢ Never trust the Wi-Fi in a public location. Do not perform any banking, financial transactions including entering your credit card to purchase something.

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SECURITY

➢ Stay away from posting Personal Identifiable Information (PII) on social media platforms. Hacker's love this……

➢ Freeze your Credit Reports (the big three)
   o Equifax https://www.equifax.com/personal/credit-report-services/credit-freeze/
   o Transunion https://www.transunion.com/credit-freeze
   o Experian https://www.experian.com/freeze/center.html

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SECURITY

➢ Keep your software up to date
  - o Turn on automatic system updates for your device
  - o Make sure your desktop web browser uses automatic security updates

➢ If you're using a laptop that has any confidential information on it, the hard drive should be encrypted with Microsoft BitLocker. If laptop is stolen or lost, data can't be accessed unless they have the computer password.

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➢ Never click on links or open attachments in suspicious e-mails. When in doubt, throw it out!

"HP announces 75% of threats were delivered by email in the first six months of 2021"

➢ Never call an (800) support number from something that pops up on your computer screen. And never, never, never allow a stranger to remote into your computer.

➢ Install Antivirus and keep it up to date.

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ELEVATE YOUR TECHNOLOGY

SECURITY

- ➤ Don't ever say, "It won't happen to me." "We are all a target!!!
  - ➤ Getting hacked (compromised) its not a matter of if, it's a matter of when!!!