TECHNOLOGY INSIDER

Your monthly newsletter, written for humans not geeks

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Thinking of moving offices... or even going 100% remote?

Has hybrid and remote working left you and your team rattling around an office that's too big?

If you're now in the position of overspending on rent, utilities and cleaning, you might be thinking about downsizing to another location – or even abandoning the office completely.

That's something that will take some planning if you want a smooth transition with minimal, expensive downtime.

Moves are always stressful, and relocating your IT systems takes a bit more thought than manhandling a desk up the stairs.

So here are our top three suggestions to make it easier to shift your IT setup to a new location.

Use a checklist

Treat this like any other project. Use a to-do list where you check off each step so that nothing's forgotten. Allocate every task on the list to specific people, so everyone knows who's responsible for what.

Refer to your checklist regularly with progress reviews a month before, a week before, a day before, and on the day of the move. Have another list for unpacking at the other end.

Give your internet provider notice

We rely on internet connections for most of what we do, but it's common to allow too little time for this to be set up. It can take six weeks to arrange, install and test the connection so it's ready for the day you move in. Allow plenty of notice to avoid unwanted stress on the day of the move.

If it's a new building or a refit, specify all the outlets and connections you want – don't leave it to the builder to assume as it will cost more to make changes later.

Use a professional

If it's just a couple of machines it could be a DIY job. But for most moves, it's more involved than just disconnecting a few cables and reconnecting them. It's too easy for everything to become confusing and become over complicated.

A good IT professional will have this process down to a fine art and will disconnect and reconnect your whole network efficiently and with minimal downtime.

If you're thinking about a move to new premises and need help planning for it, we can help... get in touch.

DID YOU KNOW...

Snipping Tool lets you record your desktop?

The updated snipping tool in Windows 11 allows you to record your desktop – it's a great way to produce training videos for remote workers (or anyone else, for that matter).

You can choose which section of the screen you record, with videos saved in MP4 format.

Technology update

Are you asking ChatGPT the wrong questions?

ChatGPT is incredible, but it still has its limitations. If you find it frustrating and inaccurate, it's quite likely you're doing it wrong. Here's how to get the best out of it...

Be specific A basic question will generate a basic answer. The more specific your question, the more likely it is to create a good answer.

Give it context For instance, if you're asking it to review an email, tell it whose perspective it's reading it from – an employee, a frustrated client, and so on.

Watch your language It can cope with a few typos and a little slang, but too much and you won't get the great responses you want.

INSPIRATIONAL QUOTE OF THE MONTH

"Data is the pollution problem of the information age, and protecting privacy is the environmental challenge."

Bruce Schneier, Cryptographer and Computer Security Professional

Tech Facts

1

The Surface Web (the internet visible to search engines) only accounts for 10% of the internet. The rest lives in the Deep Web – where pages aren't indexed, or are encrypted, password protected or behind a paywall. This is normal, legal and very different to the Dark Web... where criminals do business

2

One of iTunes' terms and conditions states that you are not to use their devices to create "...nuclear, missile, chemical or biological weapons"

3

Only 4.5 billion people around the world have a working toilet. More than 6 billion people have a mobile phone

ANOTHER MONTH MEANS ANOTHER FUN TECH QUIZ!

Loser fixes the printer jam for a month!

1) What was Google's name originally a misspelling of?
2) 'Creeper' was the name of the first what?
3) What's the world's most popular password?
4) What was the first games console to go to space?
5) How much of the world's currency is now digital?

The answers are below.

1) 'Googol', a word to express a HUGE number
2) Computer virus
3) 123456. Please, please, please dont use this...
4) A Nintendo Game Boy, taken to the Mir space station in 1993
5) More than 92%

NEW TO MICROSOFT 365

Printing gets a security boost

Microsoft 365 is helping to reduce print waste and increase privacy with an update to its printing function. It will hold print jobs until you arrive at the printer. Then you scan a QR code on the Microsoft Office mobile app to start your print job.

Clever, right? It's called Secure Release Printing, and you can ask your IT partner to get it set up for you.

Is your business missing a cyber resiliency plan?

A recent cyber security report found that just 11% of IT budgets go into incident response, disaster recovery, and infrastructure security.

This could be a dangerous underinvestment.

While it's vital to keep your data and infrastructure protected with a layered, multi-stranded approach, no network can ever be protected from 100% of attacks. Even if it were possible, it would make your systems hard to live with, and would certainly destroy productivity.

That means you need a cyber resiliency plan to help you respond to any cyber attack that does get past your defences. It requires different thinking to your other resilience plans around physical disasters.

In the case of a flood for example, your incident response might be to get cleaned up, find a temporary work location and get your systems online again. But in the case of a ransomware attack, you'd need to investigate how the attack occurred, locate and patch the holes in your defences, and remove all traces of the attack from your systems.

For a cyber attack, you'll also have a different RTO – a Recovery Time Objective – which defines how quickly you expect to get back up and running. Your resiliency plan should define that RTO, so that you understand what downtime costs you'll be facing.

Where do you start? We recommend:

1. Improving your security: Hopefully you've already ticked this one off. Make it as hard as possible for crooks to access your systems, without creating measures that are so hard to live with that they interfere with the smooth running of your business.
2. Monitoring your systems: The sooner you detect an attack, the faster you can respond, which will minimise any damage. You should always be monitoring for suspicious activity and staff should be trained to spot warning signs.
3. Responding swiftly: Your response plan should be available to everyone in the business, and should include information on who to report a suspected breach to, and all the steps that should be taken.
4. Making recovery easier: Once an attack is under control it's time to recover. That means having a good backup in place, and a rehearsed plan for restoring your systems.

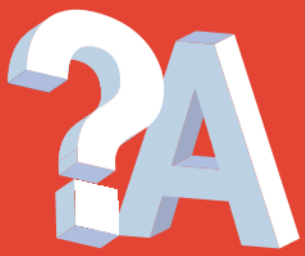
If you need help with cyber resiliency, or other disaster recovery plans, get in touch today.

Business gadget of the month

Moleskine Smart Writing Notebook & Pen Set

Classic design for pen and paper fans, with a digital copy of everything

The classic Moleskine notebook includes a Smart Pen and Notes App. It takes an instant digital copy of every page, so you can handwrite your meeting notes but take your doodles to the next level.
Widely available **£229**



Q: My employees use WhatsApp to share work info – should I stop this?

A: If you're already using a communication tool like Teams, your people should keep all work communication there. It's more secure and can save a lot of time hunting for information.

Q: I've heard I can upgrade to Windows 11 without TPM 2.0?

A: A TPM is a tiny security chip on your machine which is required by Windows 11. There is a workaround, but our advice is to avoid it. It may mean you miss out on key security updates, which could leave your entire network vulnerable.

Q: I've lost my laptop. What do I do?

A: You should have a response plan in place for this type of incident. Report it to the correct person so that data can be wiped remotely to avoid a breach. If you don't have a plan or remote management in place, we can help.

This is how you can get in touch with us:

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WEBSITE: www.offsiteit.co.uk

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