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## Small Business Cyber Security Is A Team Effort



*Thomas Fox is president of Tech Experts, southeast Michigan's leading small business computer support company.*

There are loads of important things you need to think about for your business. Loads. But we're adding another one to your list: Cyber

security awareness.

You'd be forgiven for thinking this is an IT problem, something for them to sort out. Sorry to say, but you're wrong. It's something that every single person in your company needs to be on top of, from the big boss to the latest hire.

You see, cyber threats are always changing and getting more sophisticated. A one-time training session just won't cut it in today's cyber-threat landscape. You need to keep everyone in the loop with regular updates. Think of it like this – in the same way you need regular check-ups to stay healthy, your team needs regular cyber security training to keep your business safe.

What does this training look like? There are a couple of ways to do it. First, there's the good old traditional method – you know, lectures and presentations. One-way training. These are great for laying down the basics and introducing new concepts. But let's be honest, they can be a bit... boring.

That's why it's a great idea to mix in some interactive training too. Imagine phishing simulations where your team learns to spot fake emails before clicking on them. Or hands-on workshops where they can use the security tools and protocols they've been hearing about. These methods are not only more engaging but also help the info stick better.

Combining these traditional and interactive methods is where the magic happens. Start with some solid grounding through presentations, and then get everyone involved with practical exercises.

This way, the knowledge isn't just in one ear and out the other – it's learned, remembered, and applied.

Let's talk frequency. Since cyber threats are always evolving, training

shouldn't be a once-a-year thing. Regular sessions throughout the year will keep your team sharp and ready to handle anything that comes their way.

Creating a strong cyber security culture in your company is key. This means making cyber security everyone's responsibility. Encourage a culture where if someone spots something fishy, they speak up right away. Communication is super important here.

And remember, this starts at the top. If the leaders in your company are taking cyber security seriously, everyone else will too. So, make sure the big shots are not only participating in the training but also showing how important it is. Lead by example, right?

Cyber security is something that affects the whole business. Every email, link, and password matters. By making sure everyone is trained and aware, you're building a strong first line of defense against cyber threats.

We can help you get your team started - get in touch.



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## Windows 10: The Final Countdown - It's Time To Upgrade

*“It’s time to upgrade to Windows 11. This is especially true for business users with many systems to check and upgrade. This change isn’t just about getting new features. It’s about ensuring your PC stays secure, fast, and capable.”*

Windows 10 has served us well. But its time is running out. Microsoft plans to end support for Windows 10 on October 14, 2025. This means no more security updates, no more patches, and no more support.

It’s time to upgrade to Windows 11. This is especially true for business users with many systems to check and upgrade. This change isn’t just about getting new features. It’s about ensuring your PC stays secure, fast, and capable.

### Why you need to upgrade now

**Security concerns:** No more updates mean no more security patches. Upgrading to Windows 11 ensures you receive the latest security updates.

**Enhanced performance:** Windows 11 is designed to be faster and more efficient. It optimizes your hardware, providing better performance.

**Improved features:** The redesigned Start Menu and Taskbar offer a fresh, modern look. Snap Layouts and Snap Groups help you organize your workspace. Virtual Desktops allow you to create different desktops for different tasks.

### Hardware requirements for Windows 11

Not all current PCs can run Windows 11. Here are the basic hardware requirements:

- A compatible 64-bit processor with at least 1 GHz clock



- speed and 2 or more cores.
- 16 GB of RAM or more.
- 64 GB of storage or more.
- UEFI firmware with Secure Boot capability.
- TPM version 2.0.
- DirectX 12 compatible graphics with a WDDM 2.0 driver.

If your PC doesn’t meet these requirements, consider upgrading.

### Upgrading your PC

**Opportunity to modernize:** Newer PCs come with better processors, more RAM, and faster storage.

**AI-enabled PCs:** Consider PCs that offer advanced features powered by AI.

**Energy efficiency:** Modern PCs use less power without compromising performance.

### Benefits of upgrading to Windows 11

**Better user interface:** Windows 11 offers a cleaner UI with a centered Start Menu and simplified Taskbar.

**Improved multitasking:** You can easily organize open windows, switch between tasks and create separate desktops.

**Integrated Microsoft Teams:**

Quickly start a chat or video call directly from the Taskbar.

### What are the risks of waiting to upgrade?

**Increased vulnerability:** Waiting to upgrade increases your vulnerability. As the end-of-support date approaches, the risk of security threats grows.

**Potential compatibility issues:** New applications and updates may not be compatible. By upgrading now, you ensure compatibility with the latest software.

**Business disruption:** Starting an upgrade for your office now gives time for a smooth rollout.

### How to Upgrade

**Check compatibility:** Check if your PC meets the requirements using the PC Health Check tool.

**Backup your data:** Avoid losing important files during the upgrade process.

**Follow upgrade instructions:** This may involve downloading the installation file and running the setup.

**Seek professional help:** If you’re unsure about upgrading, seek the help of Tech Experts.



## Streamlining Success: A Guide To Task Automation

Running a small business is a whirlwind. You juggle a million tasks and wear countless hats. You also constantly fight the clock. What if you could reclaim some of that precious time?

Enter task automation. It's your secret weapon for streamlining your workflow and boosting productivity. By automating routine and repetitive tasks, small businesses can gain many benefits such as freeing up valuable time and resources. Every minute saved can translate to increased productivity and profitability.

### What is task automation?

Task automation involves using technology to automate repetitive, manual tasks. Imagine software handling data entry, scheduling appointments, or sending out invoices. All this without your constant oversight. This frees you up to focus on strategic initiatives that drive growth.

88% of small business owners say that automation helps them compete with larger companies.

### What tasks can you automate?

You can automate many tasks across different departments in a small business. Here are some examples:



- **Marketing:** Schedule social media posts and send automated email campaigns. You can also generate personalized marketing materials.
- **Sales:** Generate quotes and send automated follow-up emails. Track sales performance through automated reports.
- **Customer service:** Set up chatbots to answer frequently asked questions. Automate email responses for order confirmations. Have automation manage appointment scheduling.
- **Human resources:** Automate payroll processing and manage employee onboarding tasks. Send out automated reminders for performance reviews.
- **Finance:** Automate data entry for invoices and receipts. Schedule recurring payments and generate automated financial reports.

### Getting started with task automation

**Identify repetitive tasks.** Analyze your daily workflows and pinpoint repetitive tasks. Ask employees what manual tasks take them the most time.

**Choose the right tools.** There's a vast array of automation tools available.

You'll find everything from simple scheduling apps to complex management platforms. Research and choose tools that integrate seamlessly with your existing software.

**Start small.** Don't try to automate everything at once. Begin by automating a few key tasks and gradually expand as you get comfortable.

**Invest in Training.** Provide your team with proper training. You want them to feel comfortable integrating them into their workflow.

### The future of automation for small businesses

Automation technology will continue to evolve, especially with the pace of AI development. Small businesses will have access to even more powerful tools to boost productivity. Automating now gets you ahead of the competition.

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# The Cost Of Cyber Safety: Protecting Your Small Or Mid-Sized Business

Running a successful small or mid-sized business means keeping a close eye on key areas like operations, marketing, and customer satisfaction. But how often do you assess your cyber security?

In today's digital world, your company handles sensitive data that could be at risk from cyber-attacks. A breach could cause not only financial losses but also serious damage to your business's reputation.

At Tech Experts, we specialize in helping businesses like yours identify vulnerabilities and strengthen defenses to stay ahead of cyber threats. Our expert team conducts comprehensive cyber security assessments designed to protect your company from data breaches, improve efficiency, and help you stay compliant with industry regulations. Here's a breakdown of what a typical cyber security assessment looks like:

## Penetration testing

We simulate a real-world cyber-attack to identify weaknesses in your systems. This testing helps us view your company's vulnerabilities from a hacker's perspective, allowing us to recommend necessary improvements.

## Information governance

Protecting your sensitive data means knowing exactly where it's stored, how it's accessed, and who controls it. We help you document this infor-

mation and implement strong access controls to prevent unauthorized data exposure.

## Security monitoring and employee training

Continuous system monitoring, paired with educating employees to spot threats, plays a critical role in maintaining a secure business environment. Training your team can

can quickly recover.

## Supply chain security

It's not just your business that matters. Weaknesses in your partners' systems can affect you too. We assess the security practices of your suppliers to make sure your entire network is secure.

## Why cyber security matters for your business

Cyber security isn't just about technology; it's about trust. A breach could cost your business not just money but also the trust of your customers. By regularly assessing and improving your cyber defenses, you signal to your stakeholders that you take security seriously and are committed to protecting their information.

Staying on top of cyber security can

provide your business with an edge. Companies that prioritize cyber security are less likely to experience downtime or disruptions due to breaches, which means more stability and productivity.

At Tech Experts, we use the latest tools and techniques to provide in-depth assessments tailored to your business's needs. Whether it's enhancing network performance, securing cloud services, or improving mobile operations, we help you build a stronger, more resilient organization.



prevent many cyber incidents caused by human error.

## Patch management

Regularly updating software to fix vulnerabilities is crucial. We'll evaluate your patch management procedures to ensure your business is up to date with the latest protections.

## Business continuity and disaster recovery

Having a plan in place is essential if an attack does occur. We assist in developing strategies that minimize downtime and ensure your business