

ITB-WAY NEWSLETTER

THREE TRILLION MINUTES ON ZOOM (JUST THIS WEEK)

Zoom calls... Teams meetings... Google Meets... whichever tech platform your business uses, do you ever get to a Friday evening and feel a bit "over Zoomed"?

(especially if you then have ANOTHER Zoom arranged with friends or family?)

According to estimates, over three trillion minutes will be spent on Zoom this year, that's about 5.5 million years!

As much as they're a pain when you have them all day, video calls really do help us be productive and get things done while we're working remotely.

76% of all employees use video calling for remote work, according to stats we've been reading.

Three quarters of those say it makes them more productive, 41% of employers believe video calls lead to better engaged teams.



Do you want to feel less "over Zoomed" then... here are three suggested rules that have worked well for us:

- 1. Do a tech test before every meeting:** Check your video and sound are working. Zoom has a test call facility at www.zoom.us/test
- 2. Never meet unless you have a written agenda:** And put the agenda on screen using screen share. This stops meetings from dragging on
- 3. Stand up, especially if you're the organiser:** This is a good one for real life meetings too. When you stand for a meeting your body will give you plenty of feedback when the meeting's dragging. Standing desks are a great idea for productivity and keeping energy levels high.

* Side note: Do you remember in the old days (2018) when people used GoToMeeting for video calls? Or the really, really old days (2017) when we used Skype?

Your monthly newsletter, written for humans not geeks

DID YOU KNOW?



Did you know...

Windows 10 can protect you from distractions?

It's easy to get distracted when you're working, isn't it?

Notifications pinging up, emails popping in, files being updated, it can be endless.

Fortunately, Windows 10 has a feature called Focus Assist that has your back.

Go to Settings > System > Focus Assist and it'll block all notifications and alerts when you need it to.

It can even be set to turn on automatically during certain hours. Better still, you can select certain contacts to be priorities, so that their notifications always get through even in Focus mode - so you'll never miss a message from your other half.



GUESS HOW MUCH A DATA BREACH COULD COST YOU?

R40.2 MILLION

Yes, you read that correctly. The average estimated cost of a data breach to a South African business is

R40 200 000!

Could you afford to lose that kind of money? Few businesses could and even if you could, recovering from a cyber-attack is probably not your ideal way to spend millions.

So, how do you avoid this kind of expense? You need to get planning. Literally. You need a plan to prevent a cyber-attack; and respond to it if you're hit.

If you don't already have one in place, move this to the top of your agenda.

Cyber-attacks are on the rise. They're costing the world economy more than \$1 trillion a year right now. And that is not all.

Due to the Coronavirus, that figure is set to rise, as cyber-criminals take advantage of the confusion caused by changing technology for the pandemic.

56% of businesses don't have a cyber security prevention and recovery plan in place.

If you're one of those businesses, maybe we can help you?

For a limited time, we're offering to create a cyber-crime prevention and recovery plan for businesses like yours.



Let's chat on a video call Three BIG questions for you:

1. Do you currently have an IT support company?
2. How happy are you with them?
3. If the answer isn't "I'm so delighted I could run around my house fist pumping the air", let's jump on a video call.

The pandemic has taught businesses just how important it is to get proactive, responsive IT support.

We're now taking on new clients again. Set up a 15 minute exploratory video call at:

BOOK MEETING

This is how you can get in touch with us:

CALL: +27 21 880 2796

EMAIL: info@itblue.co.za

WEB: www.itblue.co.za



QUESTION

I've just closed a document without saving it. How do I recover it?

ANSWER

Don't panic! If you have auto-recover options enabled in Office 365, all is not lost. If not, you may still be able to retrieve your work. Search for Word backup files by clicking 'open', 'computer' and then browsing the folder where the file was last saved. You may also be able to search your device for temporary files, ending

QUESTION

My computer isn't recognising my USB device?

ANSWER

Let's try a couple of things. First, try it in a different USB port. Does that help? If it's still not working, try a different USB device in the ports. If that works, your USB device could be broken. If it doesn't work, you need IT support.

QUESTION

Why can't I Log In?

ANSWER

This one is really common and very frustrating. You can be entering what you know is the right password and still no joy. Grr.... Make sure you don't accidentally have caps lock on. If that doesn't work, you'll probably need to go for a password reset. Sorry. We always recommend you use a password manager. That way, you can be sure an unrecognised pass-