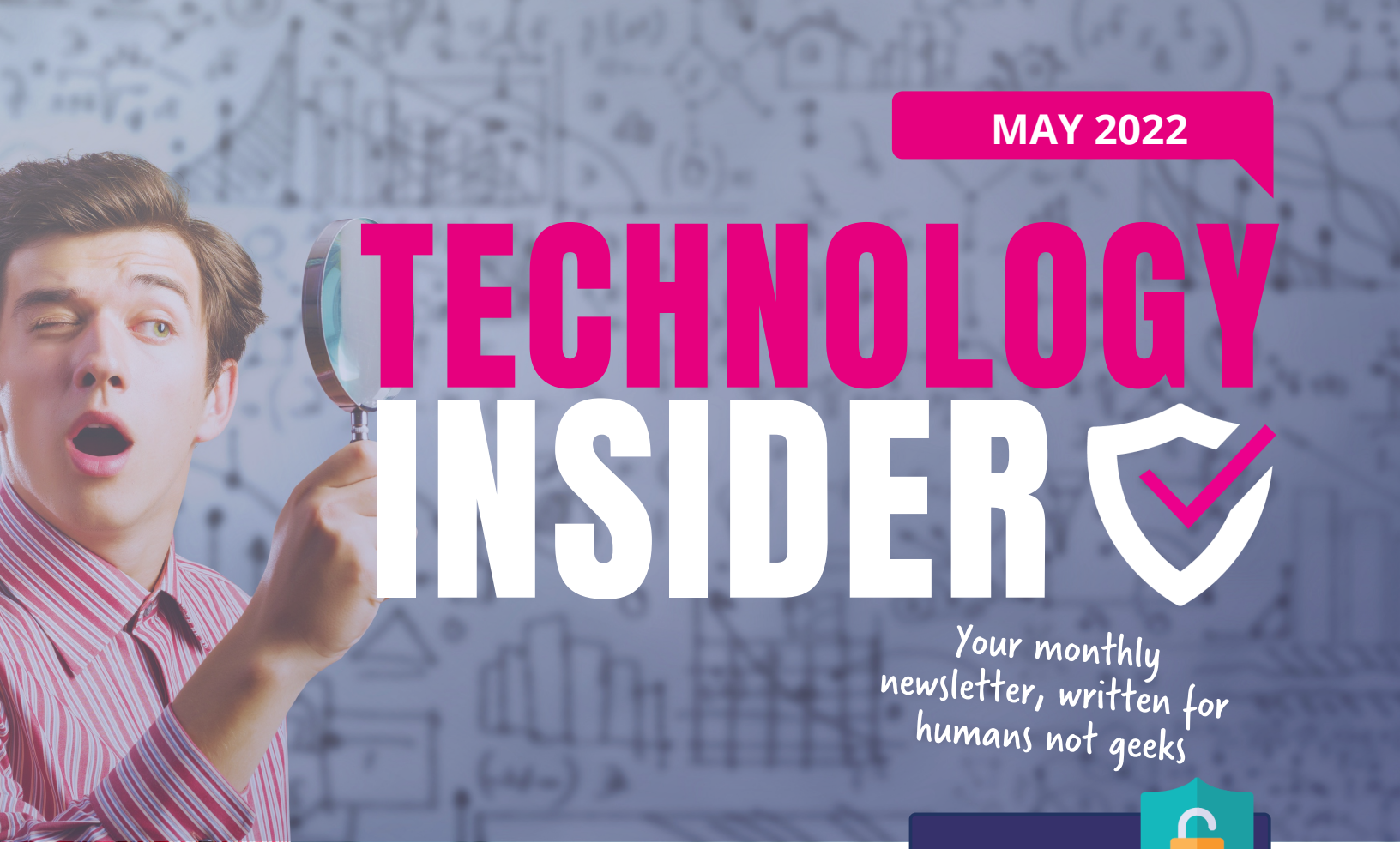

MAY 2022

# TECHNOLOGY INSIDER

*Your monthly newsletter, written for humans not geeks*

## WHAT WOULD YOU LOVE TO SEE NEXT?

**Is it just us, or have productivity tools improved really dramatically over the last couple of years?**

OK, so a little thing called Covid-19 may have had something to do with it. But as business owners and managers, we're really reaping the rewards that the hasty change to the way we work was brought about.

Compared to a few years ago, we save so much time by holding video meetings and collaborating using tools like Teams and SharePoint. We've even figured out how to book meetings without countless emails back and forth trying to find a time when everyone is available.

And the even greater thing is, there seem to be updates and new apps being released pretty much every week.

### We're being spoilt 😃

With this in mind, in our office we've been talking about the next apps we'd like to see on our computers and devices. While it might be a while till we get an app that can freeze time, there have been some great ideas.

So, we wanted to ask you: What application would you LOVE to see to make your business better, or even help you out in your free time?

Would you like something that automatically prioritizes your day's work? Or how about a gadget that makes you a coffee when you really need it?

**We'd love to hear your ideas...**

### DID YOU KNOW?

**In a recent report, 63% of businesses said they'd had a security breach as a direct result of a member of their team side-stepping security measures.**

Doh.

To help your team make smart cyber security decisions, they need training to understand why security measures are in place.

How often does your business talk openly about cyber security? How often do you do formal training for them?

# WHO WILL THIS MONTH'S QUIZ CROWN?

## You do have a crown for the quiz winner, right?!

1. Which state can be typed using just the middle row of a QWERTY keyboard?
2. What company introduced the computer disk in 1956?
3. In which decade was the @ sign chosen to be used in email address?
4. What's the name of the space where you enter data in Excel spreadsheet?
5. What is a beta test?

**The answers are below**

1. Alaska
2. IBM
3. 1970s (1972 to be precise)
4. A cell
5. A trial test of computer software before its commercial launch

## INSPIRATIONAL QUOTE OF THE MONTH

*"The key to success for everything in business, science and technology is never to follow the others."*

*Masaru Ibuka*
*co-founder of Sony*

## #1

The first ever camera, a camera obscura, took a massive 8 hours to snap a photo. Imagine holding your pose that long...luckily it was the view from the inventor's window 190 years ago. The first ever photo of a human was 1839. That only took 10 minutes of exposure.

## #2

In 2012 a robotic fish was placed in a tank of real golden shiners. The robot simulated the fish motions so well, it was eventually accepted and became their leader

## #3

In 1982 the computer was name TIME magazine's Man of the Year

# TECH FACTS

# NEW TO MICROSOFT 365

## We approve the Approvals app

If your people spend a lot of time emailing each other to get approval or sign off of documents, projects, or ideas, this one is for you.

The Approvals app in Teams allows you to manage the things you need to sign off, and those you need others to sign off, all in one super-organized place.

**You can also see the status of each request and who it was sent to, at a glance.**

# Are you still running your business from your office?

**Surprisingly, I'm NOT talking about hybrid or remote workers.**

**Instead, the question in the headline refers to your servers, your systems, and your network. Are they all in-house? Or have you – like countless other businesses – moved everything over to the cloud yet?**

Migrating your business systems to the cloud can be a big and scary process. Then why are we seeing so many companies doing it?

## That's simple - there are SO many benefits

First, it saves you money. That's because you only pay for the data you need rather than having a little bit more 'just in case'. And it means that your systems won't hold you back as your business grows.

But then there's the security aspect too. When you migrate to cloud services you benefit from a higher level of protection against data breach and theft. Plus, cyber security aside, if you had a disaster in the office such as a burglary or a fire, you'd know your data is safe.

Of course, it's a tricky process and there's a lot of planning involved. But if you're working with an expert to make the transition, you can rest assured that things will go to plan.

We recently wrote a guide to cloud migration. It goes into more detail on the pros and cons of moving your business to the cloud. Would you like a copy? Just drop us an email and we'll send it over to you.

# Business gadget of the month

**Still spending lots of time on video calls and meetings? You need a great headset. How about the $129 Logitech Zone Wired Headset.**

It's useless for calls on the go. But at your desk this is the perfect headset for clear audio. The noise-cancelling microphone even picks up low volume speech. It is Teams-certified which means you can launch Teams from the headset with a single button push.

## Q&A

### QUESTION

**How does speech recognition work?**

ANSWER

Software breaks down your speech into individual sounds, then analyses them using algorithms to find the most probable word that fits. It will also look at sentence structure that humans typically use.

### QUESTION

**How can I make my passwords more secure?**

ANSWER

Use a password manager. It will generate and store long strong random passwords for all your accounts. We can recommend the best one for your business.

### QUESTION

**Is a paperless office really better for security?**

ANSWER

While paper documents are impossible to steal remotely, once they are lost there's no chance of recovery. Go paperless and invest in a good backup... just make sure your IT partner is regularly checking its working properly.

CanopyTech Resources Ltd.

**This is how you can get in touch with us:**

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