



“As a business owner, you don’t have time to waste on technical and operational issues. That’s where we *shine!* Call us and put an end to your IT problems finally and forever!”

- Rick Johnston  
Information Mgmt. Systems

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“You’re out of key, and you’ve totally picked the wrong number for your vocal range. Face it, you’ll never make it as carol singers!”

# Technology Times

## “Insider Tips To Make Your Business Run Faster, Easier And More Profitably”

### Do You Know How To Spot SPAM? Here Are Some Things You Should Know

Spam can be a number of things. The original being canned spiced ham developed by Hormel in the 1930s. Due to food rationing in Britain during the Second World War, Spam became a popular menu item, so much so that it seemed to be everywhere, in every dish, whether you liked it or not. When the Internet was created and people started using email, we started getting emails that we didn’t want, these came to be known as spam.



There are about a million different kinds of spam messages, here’s nine of the most popular (in no particular order) and how to identify that they are spam:

- **Emergency messages** - These often come from family, or people on your contact list, usually asking you for money because they are stranded. While you may have relatives traveling, it’s a good idea to reach out to them using other means of communication when you get an email like this. Be wary, especially if they don’t want to give a phone number or exact location.
- **Requests to update your account** - These usually come in after a website has had a security breach. They almost always ask you to update contact information, and usually provide a link. Clicking this link will take you to a site that looks almost exactly the same as the real one, only this one usually has viruses or other malicious intent. If you ever get an email like this: Read the email and sender’s email address carefully – they usually have spelling mistakes – and don’t click any links. Instead, close and log out of your email, go to the website and log in.
- **Requests for your password** - Sometimes spammers don’t even bother to set up elaborate websites, they’ll just grab the company logo, make a fancy letterhead and send you an email, or message asking you for your password. This type of spam usually comes from scammers posing as representatives of a bank or credit card company. Never, ever reply with your password. Organizations do not ask for passwords over email.
- **Obvious misspellings** - Unless you work with people or companies with employees who aren’t native English speakers, obvious misspellings in messages e.g., ‘Here iS som3 FREE Stuffz’, usually indicate the message is spam. If you’re not sure, and know the sender, contact them. If you don’t know the sender, or the sender

# Shiny New Gadget Of The Month Google Alerts

<http://www.google.com/alerts>

Google Alerts

Search query:

Result type:

How often:

How many:

Deliver to:

[CREATE ALERT](#) [Manage your alerts](#)

If you're not familiar with Google Alerts (or if you're not using them) this article may be one of the best tips we give you all year! Google Alerts is a free service offered by Google that will e-mail you whenever new content is posted online on a particular subject. While some people use them to keep up to date on their favorite celebrities or sports stars, there is a far more practical reason to use this in business.

First off, everyone should have a Google Alert set up for their name for obvious reasons; if you are in business, this goes double, including your company's name, as well as the names of your key employees. After all, if someone posts a negative comment about your services or names one of your employees, you probably want to know about it so you can make it right. You might also consider setting up Google Alerts on:

- Your biggest competitors.
- Your key clients or prospects you're trying to win business from.
- Industry alerts or trends.
- An important news story in your industry.

has an email address like:

pradaoutletonlinestore4u.comGliemATgmail.com, it's spam.

- Pleas for help - This is a tough one, we all want to help people, but when we receive pleas to help the poor starving hipsters of Manhattan, you have to be skeptical. Charities don't email you unless you put your name on a mailing list, or gave them your email when you last donated.
- Contest winner - The main rule here is: If you didn't enter the contest, you're not a winner, no matter how sweet the prize. The same goes for those spam pop-ups on some of the more adult oriented websites. You're not the 1,000,000th viewer and clicking on the link, or shooting the three ducks won't get you a free iPad. You will get more spam however, or a virus if you're a really good shot.
- Chain emails - These have been circling the globe more or less since the beginning of the Internet and have now made their way onto Facebook and other social networks. The vast majority of them are harmless, but, they are annoying. Think about it, you get one telling you to forward to 10 people or a cute, fluffy kitten will be shaved. If you forward it to 10 people, you're now the spammer. If you get emails like these, they are spam, just delete them.
- Messages in attachments - Be extra cautious with this one. If you get an email from any contact that says something along the line of, "Please see my message in this attachment," or has nothing at all in the body, it's pretty much guaranteed to be spam. That attachment is likely some malicious software. No organizations or companies will send you messages in an attachment, so when you get one, just delete it.
- Awesome deals - Contacted out of the blue by someone offering you an all inclusive ski trip to Steamboat Springs Colorado for just a dollar? Or how about an LV Handbag for just USD\$10? These deals seem too good to be true, and what's the rule with things that seem too good to be true? They are. Just because it's in an email, or chat message doesn't mean it's real. If you get these, don't click on any links or even reply to the sender, just delete or ignore them.

There's one thing in common with nearly all forms of spam, messages usually contain links. If you're ever unsure about the link, hover your mouse over it for a few seconds, and your browser should tell you where the link will take you i.e., Chrome will display the address at the bottom of the window. If the link looks unfamiliar, or seems wrong, don't click it.

An important thing to be aware of is that Spam is unwanted, or unasked for. If you sign up for a daily newsletter, that's not spam, you agreed to allow the company to send you messages. Luckily, most of these have links you can press at the bottom of the message to unsubscribe. To learn more about spam, and how we can help you stop it, please contact us at 701-364-2718 or email [info@imsnetworking.com](mailto:info@imsnetworking.com).

By: Editor. This entry was posted in General Articles C, Security—Tech Trends and Tips | Tagged 2012Nov21\_Security\_C, how to deal with spam, how to identify spam, QS\_3, Security ; <http://www.techadvisory.org/page/2/>

**FREE BUSINESS  
ADVISORY GUIDE:  
12 Little-Known Facts  
Every Business Owner  
Must Know About  
Data Backup, Security  
And Disaster  
Recovery**



If you are a business owner relying on tape drives, external hard drives or USB devices to back up your data, then it's critical for you to get and read this informative white paper. You'll learn what most IT consultants don't know or won't tell you about making sure your company's critical data is safe from loss, corruption, cyber criminals, natural disasters and employee sabotage, in addition to:

1. The only way to know for SURE your data can be recovered if lost, corrupted or deleted – yet fewer than 10% of businesses have this in place.
2. 7 critical characteristics you should absolutely demand from any office backup service; do NOT trust your data to any company that does not meet these criteria.
3. Where tape backups fail and give you a false sense of security.
4. The #1 cause of data loss that most businesses don't even think about until their data is erased.

To receive your FREE copy  
Email: [Info@imsnetworking.com](mailto:Info@imsnetworking.com)

## IMS and ShareFile are hosting industry-specific webinars for you!

Citrix ShareFile is an enterprise follow-me data solution that enables IT to deliver a **SECURE** and **ROBUST** data sharing and syncing services that meets and collaborates needs of all users. Share, store, sync, and secure, Follow-me data service.

### Empowering Users:

- Store and sync files across all of your devices—mobile devices, tablets, laptops and desktops
- Securely and easily share files with anyone within or outside the organization
- Integrate ShareFile into workflow tools, such as Microsoft Outlook
- Offline access to files and data
- Send large files with support for up to 100 GB in size

### Enabling IT:

- Manage and control the file and data sharing service
- Audit and report on system and file sharing activity
- “Remote Wipe” files and data on lost or stolen user devices

Citrix ShareFile takes a vertical approach to data solution. The Sharefile team is comprised of experts who focus on key industries. Vertical Directors will share how ShareFiles helps businesses within their area of expertise!

There are 5 different webinars that will take place. Each webinar will be on a different industry:

- ⇒ Insurance (December 4th)
- ⇒ Accounting (December 5th)
- ⇒ Legal (December 6th)
- ⇒ Financial (December 11th)
- ⇒ Architecture, Engineering, Construction (December 13th)

Interested in attending? Contact us today 701-364-2718 or [info@imsnetworking.com](mailto:info@imsnetworking.com). Also, if you are not able to attend the dates listed above, recordings will be available to view at a later date.

## Happy Ha-Ha-Holidays



Q: If athletes get athletes foot, what do astronauts get?

A: Missletoe!

Q: What do you get when you cross a snowman with a vampire?

A: Frostbite.

Q: Why was Santa's little helper depressed?

A: Because he had low elf-esteem.

Q: Where do polar bears vote?

A: The North Poll.

Q: What do you get when you cross an archer with a gift-wraper?

A: Ribbon hood.

Q: Why does Santa's sled get such good mileage?

A: Because it has long-distance runners on each side.

Q: What do you call a bunch of grandmasters of chess bragging about their games in a hotel lobby?

A: Chess nuts boasting in an open foyer!

Q: What do you call a cat on the beach at Christmas time?

A: Sandy Claus!

Q: How do sheep in Mexico say Merry Christmas?

A: Fleece Navidad!

Q: What did Santa shout to his toys on Christmas Eve?

A: Okay everyone, hit the sack!!

Q: What do snowmen eat for breakfast?

A: Frosted Snowflakes.

Q: What do you call people who are afraid of Santa Claus?

A: Claustrophobic.

## 3 Simple Tricks To Get More Done Every Day

In today's crazy-busy world, who doesn't want to cram more "done" into your day? We've got 3 really simple things you can do to get more work done for the hours you're putting in.



1. **Use dual monitors.** According to a University of Utah study, you can increase your efficiency by 25% just by adding a second monitor. Performance measures included task time, editing time, number of edits completed, number of errors made, as well as usability measures evaluating effectiveness, comfort, learning ease, time to productivity, quickness of recovery from mistakes, ease of task tracking, ability to maintain task focus, and ease of movement among sources. All of these factors combined show truly increased productivity.
2. **Block social media sites and/or other non-work related content online.** THIS one won't be popular for a lot of people, but if you want to get more done, then take the distractions out of your day. Of course if your job is "social media director" for your company, this doesn't apply; for all the other workers in your office who don't NEED to go on Facebook, Twitter and YouTube to do their job, this will remove the temptation to "snack" on social media sites throughout the day, which add up to hours wasted on entertainment surfing. Content filtering software can easily manage which sites you can and cannot go online to view, also keeping employees from gambling, searching for jobs, reading the news or visiting sex sites.
3. **Set up remote access.** It's incredibly easy to access files, e-mail and programs from home (or while on the road) these days using remote access applications. Not only does this allow people to keep working when forced to stay home with sick kids or to wait for the plumber to show up, but employees would also put in several more hours of work on their own initiative if they could easily jump on their home PC and put in a few hours.

Each of these is an EASY fix for us to implement. If you want more details on how to get these implemented into your business, just give us a call at 701-364-2718 or shoot me an e-mail to [info@imsnetworking.com](mailto:info@imsnetworking.com)