



Top Strategies for Catching Up on Technology

The business world suffered a setback in 2021 due to the widespread global pandemic. Many companies shut their doors, bringing a halt to their IT projects. To ensure that your business can grow in 2022, streamline your strategies to track with industry trends.

In your efforts to keep up with business trends, ask yourself the following questions:

- Did you delay IT projects in 2021?
- Are you exposed to cyber threats?
- Is your firewall up-to-date and protecting your network?
- Are your servers warranties current and PCs and hardware up-to-date?
- Are you using the cloud to boost your security and productivity?

Here is what you can do to get back on track:

Complete Your Pending IT Projects

Today, businesses rely on technology to carry out all their operations. The priority of your IT projects depends on your current business needs and growth plans.

1. Cybersecurity

In 2021, Ransomware increased rapidly, and many company networks were exposed to cyber threats. Now is the time to ensure that your network is protected and reduce exposure to phishing attacks. Some vital security services include;

- **IT Assessment-** Start with an IT Risk assessment to develop a roadmap for the future.
- **Implement a Virtual Private Network (VPN)-** A VPN is a secure method of communication created by connecting private networks. These systems use encryption and other security features like Multi-Factor Authentication to ensure that only authorized users can access the network and that the data cannot be intercepted. Utilizing a VPN is an essential step in securing your network, keeping out hackers and data thieves, and connecting remote offices or users from home and the road.
- **Installing a Firewall-** Firewalls enforce access control between networks in the risky environment of the public Internet. The firewall functions as the entry point to the network, blocking or permitting traffic. Firewalls not only block attacks, but they can alert network administrators when an attack is detected and track the data back to the malicious sender.

Upcoming Events

Webinar:

State of IT 2022

January 25, 2022

Lunch & Learn:

Cyber Insurance with Marsh & McLennan Agency

February 10, 2022

For more information on our upcoming events, please visit www.tcsusa.com.

2. Multi-Factor Authentication

Multi-factor authentication (MFA) is a method of controlled access that enables a second mode of authenticating a user along with the username and password. With the increased risk of cyber crime, it is important to implement MFA into your business and applications to secure vital information stored on workstations, phones, and software.

Some examples of authentication are fingerprints, key cards, voice and facial recognition. Authentication does not protect you against attacks, but it does help avoid any unwanted access to any devices and sometimes the physical location of a business.

Your data is the backbone of your business; it is important to invest in the strength of your network to keep it updated and protected.

3. Cloud Computing

- Can improve your overall cybersecurity posture
- Increases scalability as your business grows and or evolves
- Reduces the burden and risk of maintaining in-house infrastructure

In 2022, it is essential that you focus on starting projects and improving security and your network after being halted for an entire last year. We can help your business keep up with the current trends.

Reserving Conference Rooms and Equipment the Easy Way in Office 365

Scheduling the use of rooms and equipment is a necessary function of any business. Managing reservations by hand is tedious, and Office 365 has a better way. Resource mailboxes represent places or things that can be reserved, so employees can request them by merely adding them to an Outlook meeting. Reservations can be automatic or go through a human reviewer. Either way, the mailboxes simplify the job. TCS can help you to set them up for your organization.

How do these mailboxes work?

There are two kinds of resource mailboxes. Room mailboxes let you manage fixed locations such as meeting rooms. Equipment mailboxes are for resources that are not tied to specific locations but need to be reserved. The way the two work is almost the same. The difference is the type of data describing them. A room can have a location, phone

number, and capacity. An equipment item is associated with a department and an organizational unit. It can have the ability if applicable; for instance, a car can carry a certain number of people.

They are like a personal inbox, but these mailboxes are not associated with a specific user. A resource mailbox can operate automatically, or it can have one or more delegates assigned to it.

There is no need for a separate reservation system that could fall out of sync with Outlook calendars. Managers and employees all check the same place to determine whether they can reserve a room, a projector, or a car for a given time period. Inadvertent double booking will not happen.

Reserving a Room or Equipment

A user schedules a meeting in the Outlook calendar. Each resource has a calendar of its own. If the request specifies a location with a resource mailbox, an email message automatically goes to the mailbox. The meeting organizer does not need to know that a mailbox exists for the room, only that the request will be processed.

Reserving equipment is similar. Each reservable item has its calendar, and users can book it for a time slot.

Managing Rooms and Equipment

The simplest way to set up a resource mailbox is to give it scheduling parameters and allow automatic booking. Resource names should follow a consistent convention. They should not merely name the resource but provide useful information. A room might have a name like "Meeting Room B, boardroom table, projector, and screen." A piece of equipment could be named "Sound System 1, 4 table microphones, 20-watt speaker."

When a user sets up a meeting or reserves a piece of equipment, Office 365 checks a few points:

- Is the reservation for the hours when it is available?
- Is the resource already reserved for that time?
- Does the number of invitees exceed the capacity?
- Does the request block exceed the maximum permitted time?
- Is the request for further in the future than reservations are allowed?

If no conditions prevent the reservation, it will go through immediately. If there is a problem, the person making the reservation will receive a message explaining the difficulty, and the organizer can try to reserve another time or place. If there are more complicated conditions on reservations,

a delegate can be put in charge of the mailbox. The organizer will get a notification when the administrator approves or rejects the request. There can be more than one administrator for a resource so that a backup is available when the primary manager is away.

Reserving resources through Office 365 simplifies the process and eliminates conflicts. If the process is already set up in your organization, contact your administrator or IT provider to find out the details of using it.

TCS Library What We Are Reading

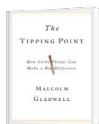
1 The ONE Thing: The Surprisingly Simple Truth About Extraordinary Truth

by: Gary Keller



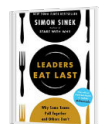
2 The Tipping Point: How Little Things Can Make a Big Difference

by: Malcolm Gladwell



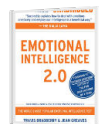
3 Leaders Eat Last: Why Some Teams Pull Together and Others Don't

by: Simon Sinek



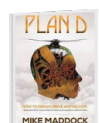
4 Emotional Intelligence 2.0

by: Travis Bradberry



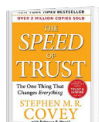
5 Plan D: Lessons from the World's Most Successful Disrupters

by: Mike Maddock



6 The Speed of Trust: The One Thing that Changes Everything

by: Stephen Covey



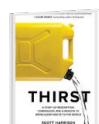
7 The Power of WOW: How to Electrify Your Work and Your Life by Putting Service First

by: Employees of Zappos



8 Thirst: A Story of Redemption, Compassion, and a Mission to Bring Clean Water to the World

by: Scott Harrison



TCS Continues the Tradition of Ringing the Bell for the Salvation Army



Our team had a great time ringing the bell for the Salvation Army of Greensboro in December. Every penny collected provides a pathway of hope to the many men, women, and children in our community. Our team members look forward to this tradition every Christmas season. For 130 years, The Salvation Army has been a beacon of hope to overcome adversity in local communities.

SECURITY INCIDENT RESPONSE POLICY GUIDE



- ✓ Stakeholder Roles & Responsibilities
- ✓ Understand Incident Sources, Types, and Security Levels
- ✓ Metrics for Measuring Effectiveness

[DOWNLOAD THE GUIDE](#)

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WEBINAR: State of IT 2022

Date: Wednesday, January 25th, 2022

Time: 11:00 AM

Presenter: Andy Purcell, Business Consultant, Total Computer Solutions

Registration: Visit tcsusa.com/events/ or call 336.804.8449

Over the past two years, organizations have had to pivot, strategize, adapt, and implement long-term changes. As a result, organizations have shifted from finding ways to survive through transformative change to thriving in it. As companies consider their roadmap in 2022, this webinar will highlight strategic areas of opportunity and practices for organizations to differentiate themselves from the competition.

Key Takeaways

- Top Factors Leading to IT Budget Growth in 2022
- IT Challenges and Opportunities
- Cybersecurity Strategies for 2022
- Strategies for Maintaining Productivity and Business Continuity

To register, please visit www.tcsusa.com/events/