



QUESTION

How do I see how much space apps are taking up on my computer?

ANSWER

In Windows 10 and 11 go to Settings -> System -> Storage. If you are needing more space, tap on Cleanup Recommendations to see what software you are not using and could remove.

QUESTION

Does turning it off and on again really work?

ANSWER

Often, yes. Restarting any device allows it to refresh every process, which can often solve small annoying problems.

QUESTION

Can I print straight from my Android device?

ANSWER

Yes, if your printer has Bluetooth or Wi-Fi. On your phone switch on Default Print Service in the settings. Open the file you want to print. Tap the menu (the three dots), print, and select your printer.

YOUR NEXT STEPS...

Ask yourself these questions:

1. Am I 100% happy with our IT provider's responses to our calls?
2. Am I 100% certain that our current IT provider has us fully protected from any disaster?
3. Am I 100% confident that my IT provider is proactively helping us achieve our business goals?



If you're not 100% sure, let's schedule a 15-minute call. No sales pitch, we promise! We just want to get to know you and ensure that your IT investment is getting you the results that you deserve.

Email us at info@durham-it.ca or book a call at <https://www.durham-it.ca/book-a-call/>.



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Durham IT's

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Tech Tips

For The Boss



*Your monthly
newsletter, written for
humans not geeks*



Did You Know?



Safari is busy protecting you...

If you use Safari, maybe you've noticed that it boasts about blocking "x" number of trackers from profiling you. But what does that really mean?

It actually has nothing to do with malware or being hacked. Instead, it means that the browser has stopped the websites you visit from tracking your movements across the web, your IP address, and even your location.

It does this by blocking third-party cookies from being stored on your device.

You might notice that the number is usually quite high. That means that there is still a ways to go to get true privacy online.



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Help Your Team Get More Done With GAMIFICATION

Even the most exciting workplace is packed with dull tasks that have to be done for smooth operations. Unfortunately, human brains don't embrace boring tasks with passion.

The answer is to make the tasks a little more fun. Have you heard of gamification? It's a way of making something more motivating by turning it into a game.

For example, you could offer a reward for new staff completing a series of onboarding tasks. How about a personalized mug with their usual drink order printed on the side?



When you need to train staff, don't just make them sit through training videos, add something interactive. Maybe, they could complete an interactive quiz along the way?

The ultimate gamification is awarding points and using leaderboards. This helps your team feel like their work is being recognized, and can also strengthen their feelings of belonging. A little competition can also be very motivating.

Just be careful not to constantly reward only the same top achievers. Have spot prizes to publicly reward any member of your team for positive behaviour.



CALL: 905-231-1303 | EMAIL: info@durham-it.ca

IS CYBER SECURITY TRAINING REALLY NECESSARY?

This is a question we often hear and the answer is always a big YES!

Software can only protect you to a certain level. It is humans who are the first line of defense against the main cyber security attacks.

If you can teach someone to spot a bad link in an email and not click it, then you don't need to worry about mitigating the effects of a cyber-attack.

Regular training doesn't just help your staff help you, it can also build a culture of security awareness within the business.

Staff find it hard to act against a culture. They will think "if no one else bothers to check links before clicking them, why should I?". Luckily, that way of thinking also works the other way around.

Regular training will help you identify areas where your security isn't as robust as it could be and make appropriate changes.

If you don't already invest in cyber security training, it is something that you should consider this year. Give us a call or send us an email if we can help!



Business Gadget of the Month

Now that many of us are working remotely, safe and secure transport for our devices is a must.

The Nordace Siena smart backpack is perfect. Not only does it look good, but it has a padded laptop compartment, a USB charging port, and a secret pocket for valuables.

It even has a fleece-lined sunglasses pocket.

