WIRED for the FUTURE

presents

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TECHNOLOGY INSIDER

Your monthly newsletter, written for humans not geeks

THREE TRILLION MINUTES ON ZOOM

(IS THAT 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 some 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.

How 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:** Put the agenda on screen using screen share. This stops meetings from dragging on
3. **Stand up, especially if you're the organizer:** 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?

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.

Technology update

Here's a fun topic of discussion for you and your team – what do you think technology will look like in 10 years' time?

Think back to 2011... our smartphones weren't as smart as today. We certainly didn't live in the cloud like we do now. There wasn't an app for everything you could possibly think of.

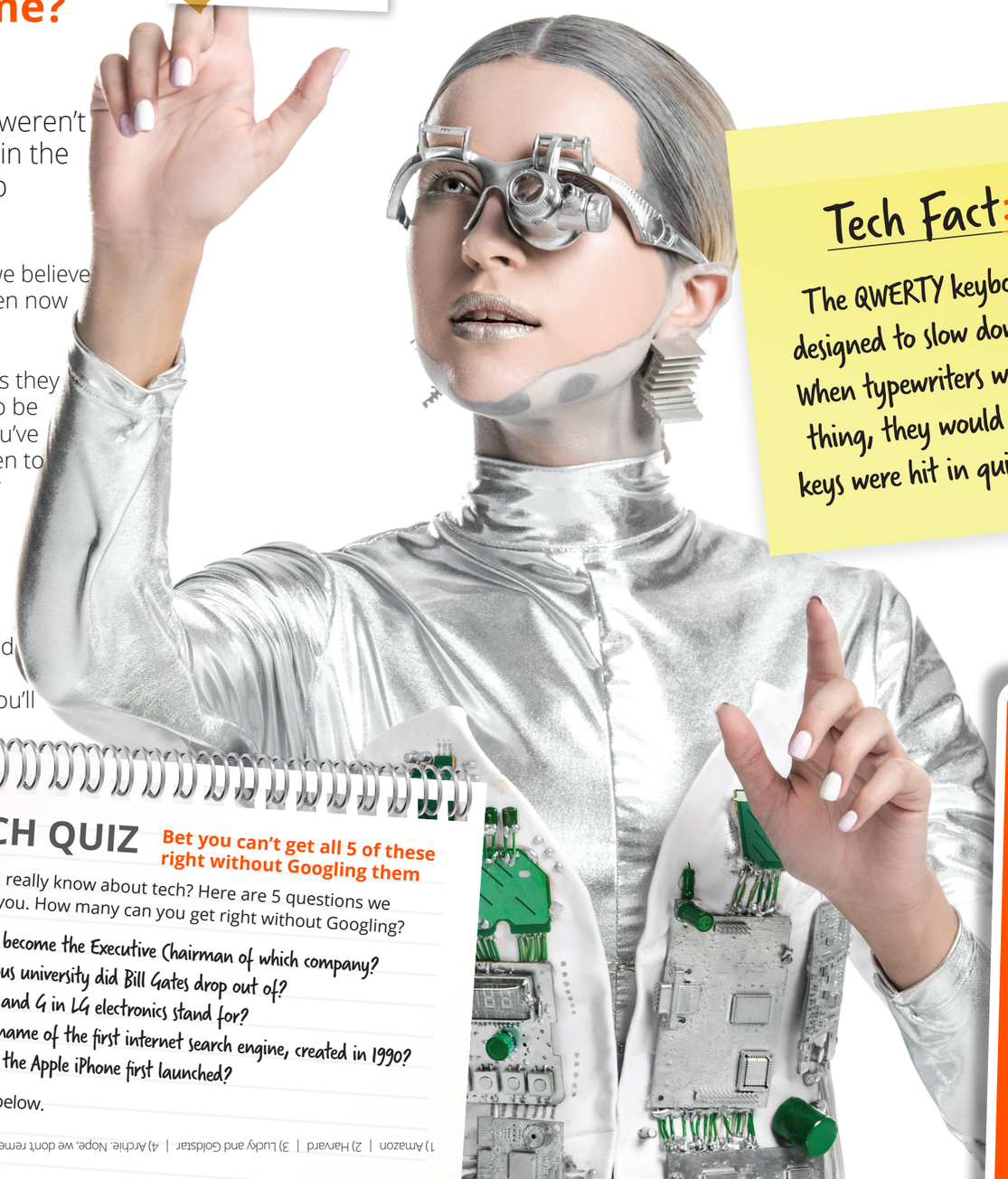
We've come a very long way in just a decade, and we believe the speed of progress is going to increase between now and 2031.

We'll become even more reliant on our phones, as they do more and more things for us without having to be asked. For example – when your phone knows you've got an appointment to drive to, it can tell you when to get going based on current traffic. It'll unlock your car as you approach it, and the destination will already be loaded into the GPS.

What about your day to day computer? It'll be so much faster than today – able to do virtually any routine job in an instant. Maybe it'll have some kind of AI (Artificial Intelligence) built in. Quite possibly it will start to make predictions about what task you'll be doing next, and prepare itself automatically for that task to speed things up. For example, it might learn that you always look at social media after checking your email.

Of course, this is all just speculation. We're looking forward to finding out.
What do you think is going to happen to tech in the next decade?

WIRED for the FUTURE
we make IT happen



INSPIRATIONAL QUOTE OF THE MONTH

"The Web as I envisaged it, we have not seen it yet. The future is still so much bigger than the past."

Tim Berners-Lee, creator of the World Wide Web

Tech Fact #1

The QWERTY keyboard was designed to slow down typists. When typewriters were the big thing, they would jam if the keys were hit in quick succession

Tech Fact #2

You can still visit the world's first website, which was created in 1991. It's dedicated to informing us about the World Wide Web. See it at info.cern.ch

Tech Fact #3

3D printing technology is nothing new – it's been around since the 80s! It's only recently that they've come to our attention thanks to the cost of printers plummeting

FUN TECH QUIZ

Bet you can't get all 5 of these right without Googling them

How much do you really know about tech? Here are 5 questions we brainstormed for you. How many can you get right without Googling?

1) Jeff Bezos is to become the Executive Chairman of which company?
2) Which prestigious university did Bill Gates drop out of?
3) What do the L and G in LG electronics stand for?
4) What was the name of the first internet search engine, created in 1990?
5) What year was the Apple iPhone first launched?

The answers are below.

1) Amazon | 2) Harvard | 3) Lucky and Goldstar | 4) Archie. Nope, we don't remember that one, either | 5) 2007

MICROSOFT 365 TIP

Do you find yourself repeating tasks in Outlook, such as forwarding specific emails to a group of people?

You can automate all these tasks with Quick Steps:

- In Mail, select Home
- In the Quick Steps group, select Create New Quick Step
- Give it a name and select and icon
- Under Actions, choose an action that you want the Quick Step to do. Select Add Action for any additional actions
- Want to create a keyboard shortcut? Select one in the Shortcut key box

GUESS HOW MUCH A DATA BREACH COULD COST YOU?

$500,000.

Yep, you read that correctly. The average estimated cost of a data breach to a business is $500,000.

Could you afford to lose that kind of money? Few businesses could. Even if they could, recovering from a cyber-attack is probably not their ideal way to spend hundreds of thousands.

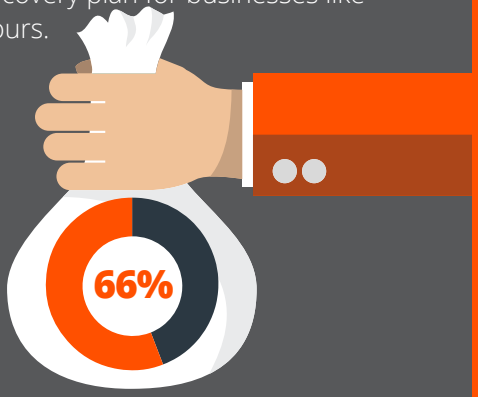
So, how do you avoid this kind of expense? You need to get planning. Literally. You need a plan to prevent a cyber-attack; and respond to it if you're hit.

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

66% 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 talk on a video call

Three 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

www.wiredforthefuture.com/contact

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This is how you can get in touch with us:

CALL: 416.572.3805 | **EMAIL** info@wiredforthefuture.com
WEBSITE: wiredforthefuture.com

Q A

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 in .tmp. Good luck!

QUESTION

My computer isn't recognizing 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 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 unrecognized password isn't just your mistake