

## Realize Insight



Keeping you up to date with tips and insights into what's happening in today's business technology environment.

### Tech Tip 1 Record your Zoom meeting on your PC

With people being forced to stay home due to COVID, many users are finding creative ways to stay connected. Zoom has become the go-to-platform for many businesses to conduct virtual meetings. Here is a quick way to record your meetings in just a few simple clicks.

Click on "Settings"- "Recording" and then toggle the option on. Once that is done, you can click the Record icon on the bottom toolbar during a meeting and record your meeting and save to your computer.

This is helpful for anyone not able to attend the meeting live. Or, if the meeting was unusually long.

### Tech Tip 2 How to electronically sign a PDF

Open your PDF in Adobe Acrobat or Reader. Look for the Sign icon, which looks like the nib of a pen. Look in the toolbar at the top of the application. Alternatively, you can select Tools > Fill & Sign to open the signature panel.

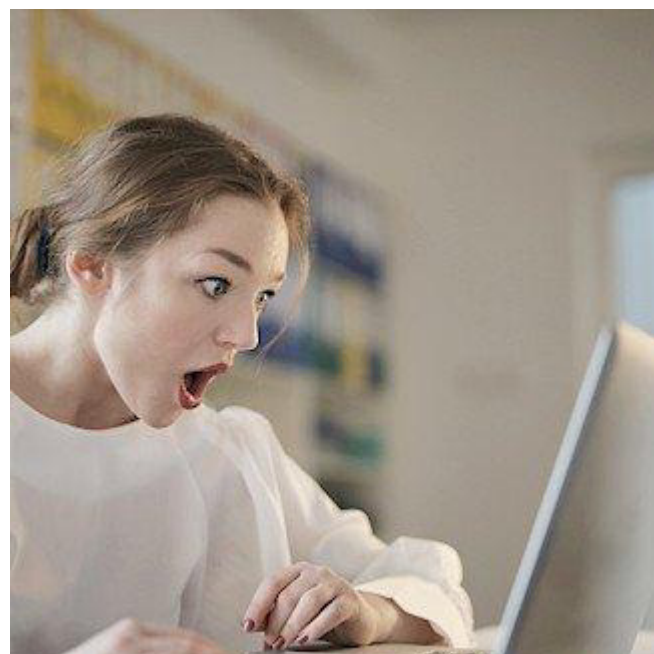
Select "Me" since you will be the one signing. Fields you can fill out should turn blue. Find the space where you want to write your signature, click it, and click on the Sign icon again. You may sketch your signature with your mouse or trackpad, type your initials or upload a photo of the signature.

To save your signature, check the box that says Save signature and click Apply to sign the document.

## Cybersecurity: Phishing Scams and How to Avoid Them

Here are a few ways you can be protected against Phishing Scam attempts...

1) Never click on suspicious links or open emails from a sender you do not know. 2) Inspect all emails and links even those sent by friends; they also can be hacked and scammed. 3) Threats do not always come in the form of email; they can come in calls and flyers. 4) All these attempts are aimed at gathering personal information to be used for malicious purposes.



### Special Offer 1

#### Free Cybersecurity Consultation

Cybersecurity is one of the biggest concerns facing businesses today.

One major breach can put a company out of business. How safe is your network? We will provide a two-hour basic cybersecurity consultation at no charge. (**\$300 value**)

[Sign Up](#)

### Special Offer 2

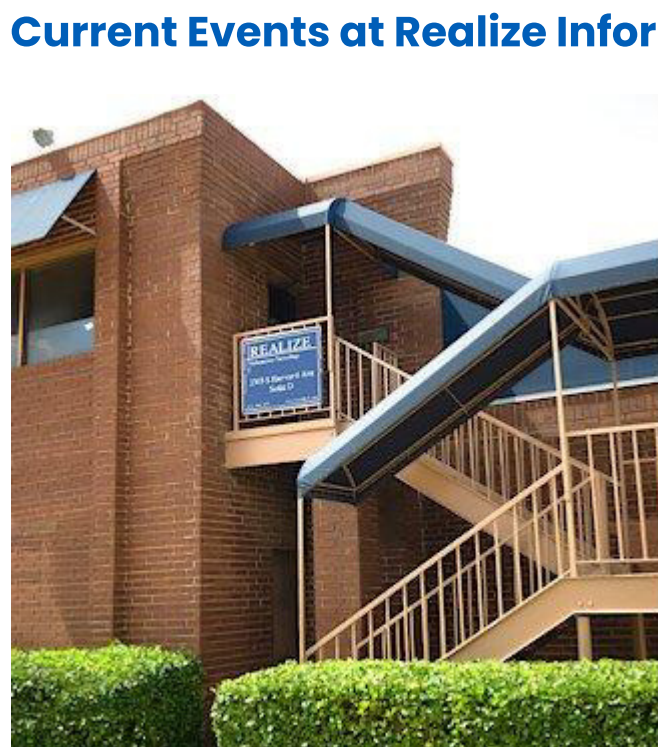
#### Free Website Analysis

Is your website working for you? How easily can your customers find you? Is your website sending the correct message to your customers? We will analyze your website and (Google) search engine optimization and provide a report. (**\$150 value**)



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## Current Events at Realize Information Technology



The world of Information Technology is changing at a rapidly accelerating rate. Realize has been making dramatic changes to maintain a leadership role in this industry. We continually evaluate every process to ensure it exceeds the industry best-practice standards. We purchased a "state of the art", fully integrated, internal ticketing, time tracking and billing software package last year. This system has enabled us to provide better service and support. The new system has numerous additional quality-

control checks. It has also provided our techs with a great deal of information that assists them in providing the best possible service, while improving communication with our clients.

This year we are very excited about implementing the "Realize IT Health Monitor" system. We will reveal more information in future newsletters about the benefits as we roll them out.

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3303 S. Harvard Ave. Ste. D

Tulsa OK 74135

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