

Realize Insight



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

Tech Tip 1 How to find connecting emails quickly

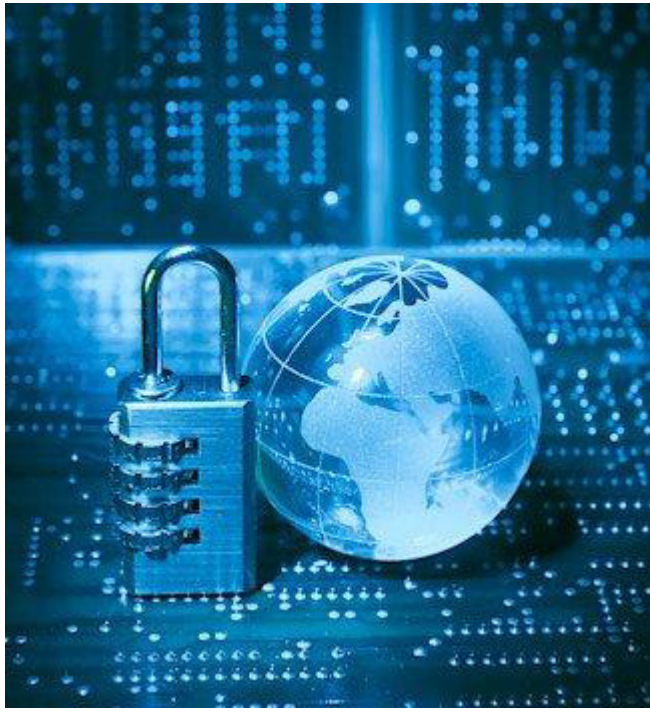
When you need to locate emails that have had several threads of communication, here is a quick way to find them. Right-click on the most recent email, (without opening it) and select **Find Related** (it has an envelope icon). Then, just to the right of that, select **Messages in This Conversation**. The **Advanced Find** dialog box will appear, summarizing all related emails.

Tech Tip 2 Need a reminder to reply to an Outlook message?

At times, emails can be overwhelming and trying to keep up can be challenging. Here is a way you can set a reminder to make sure nothing falls through the cracks. Right-click the message (left-hand column) you want to set the reminder for, select **Follow Up**, and then click **Add Reminder**. In the **Custom** dialog box, select a **Due date**, make sure the **Reminder** box is checked, then click **OK**.

Cybersecurity Tip: Train your employees on cyberattacks frequently

Is your staff aware of the latest types of cyberattacks and basic rules of information security? If not, your company is practically powerless and extremely vulnerable to data breaches. Cybercrime and data losses are rising enormously, and they are expected to cost companies \$8 trillion in the next five years. To minimize careless cybersecurity mistakes and encourage employee vigilance, you should talk with your employees on cybersecurity regularly. Employees should know what impact a breach could have on a company. They should also be aware of the danger posed by social engineering, phishing, malware, and ransomware attacks, etc. Bear in mind that if meetings are held annually, all the information of security training will be forgotten almost immediately.



Special Offer

Free Microsoft 365 Email Threat Scan

We will use an advanced threat detection tool to scan your Microsoft 365 email system for fraudulent emails and provide a report listing the details on each fraudulent email found. This will provide insight into the number of threats that are just sitting in user's mailboxes.

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Special Offer

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**)



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Current Events at Realize Information Technology



Experts are reporting the number of cybersecurity attacks has increased five times just this year. Many of the successful attacks are gaining entry by social engineering via email. There are many variations of these malicious emails but they are all based on tricking the user in to opening a link or attachment or taking some other action that would give the hacker the opening that they can exploit. The hackers are getting better and better at making their email messages

appear legitimate. We are teaming up with Barracuda Networks to offer an advanced email protection package that includes artificial Intelligence to defend against viruses, malware, and phishing attacks. This system will be installed on top of the standard Microsoft email security that comes with Microsoft 365 to give truly next generation advanced email protection. This system works at the server level to protect all devices that access a user's email. If you are interested, please take advantage of our Special Offer 1 in this newsletter.

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