



“As a business owner, I know you don’t have time to waste on technical and operational issues. That’s where we *shine!* Call us and put an end to your IT problems finally and forever!”  
- John Hill, TechSage Solutions

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“The article you sent me on how technology causes stress crashed my computer.”

# TECH TALK

*“Insider Tips To Make Your Business Run Faster, Easier, And More Profitably”*



## Could You Be Breaking The Law By Not Archiving E-mails?

It’s 4:30 on Friday afternoon when you get the message that a key vendor will not be able to deliver what they promised on time, which will in turn cause YOU to miss a critical deadline for your most important client. Frustrated, you call the vendor, who instantly denies ever being told about the deadline. You know deadlines were discussed but can’t find it in your original written agreement. You then turn to your e-mail only to be forced to dig through hundreds of messages to try and find the e-mail where you conveyed the importance of this project being delivered on time, but you can’t find it because it was deleted.

Sound familiar? Or perhaps you’ve been in a similar situation where you’ve had to “dumpster dive” for old e-mail communications? Think about it – almost all of your business communications and negotiations are performed via e-mail, making them important documents to keep for reference. And since you send and receive hundreds if not thousands of e-mail messages annually, it just makes sense to have a simple and easy way to find old communication threads. But this isn’t just a convenience issue, it’s a legal one.

### What Every Business Is Required By Law To Do

Some industries have strict federal guidelines on storing e-mail communications (financial institutions for example). But what most people don't realize is that ALL businesses must comply with the Federal Regulations on Civil Procedures, or FRCP. In this instance, ignorance is far from bliss – it could put you and your organization in serious legal trouble.

The amendments, which went into effect on December 1, 2006, mandate that companies be prepared for “electronic discovery.” Simply put, that means you must know where your data is and how to retrieve it. Failure to do so can lead to fines or loss of a lawsuit.

### But I Have A Backup...That Means I’m Okay, Right?

Wrong! E-mail *archiving* is not the same as conventional e-mail backups. Backups only enable you...

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## Shiny New Gadget Of The Month

[www.WorkFlowy.com](http://www.WorkFlowy.com)

### WorkFlowy

Who doesn't want to be more organized? You're less likely to forget important projects, dates and tasks, which in turn will reduce your stress and wasted energy.

But if you think getting (and staying) organized is tough, maybe you just haven't found the right tool. If so, you should check out WorkFlowy.

WorkFlowy makes capturing and organizing your ideas, projects and "to-do" list simple. It's based around the idea of outlines. Just pick a topic to organize and start typing. The outlining is handled almost automatically through its intuitive interface.

You can create outlines within outlines and break up a large project into smaller actionable tasks. It's great for multi-step processes or even planning your week. Best of all, it's all online so you can access it from anywhere. All you need to do is create a free account and install Google's Chrome browser. Since it's free, you've got nothing to lose for giving it a try!

...to restore your e-mail servers to a previous point in time in the event of a disaster. An e-mail archive (unlike a backup) is indexed and searchable, which means you can find e-mail communications based upon various criteria, such as date, subject, sender or receiver address, attached files, or any combination of the above.

Aside from the legal issues, e-mail archiving just makes sense. Murphy's law dictates that you'll need an e-mail the minute you permanently delete it; that's why it's smart to archive your inbox. Plus, it will make searching your inbox infinitely faster (not to mention easier) AND prevent your inbox from getting so overblown that it stops working due to file size limitations.

If you want to set up an e-mail archiving solution for your company, give us a call at: 210-582-5814 or e-mail us at [support@techsagesolutions.com](mailto:support@techsagesolutions.com)

## When Can You Retire?

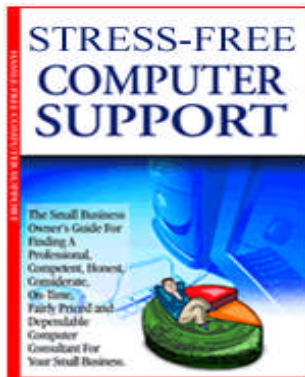
Here are some interesting facts about Social Security and saving for retirement that we thought you would find interesting as you file your taxes this year.

- "By 2037, all the social security reserves will have been drained and the income flowing into the program will be only enough to pay 75% of the schedule benefits. If that sounds tolerable, consider that two-thirds of seniors rely on Social Security as their main source of income. The average annual benefit is \$14,000."  
– Washington Post
- "Nearly eight in ten small business owners prior to the recession in 2007 thought they would have enough money to live comfortably when they retire. By 2010, fewer than two in three felt this way." – Dennis Jacobo, [gallup.com](http://gallup.com)
- "The average life expectancy was only 63 years when Social Security was first created, and there were 40 workers supporting each retiree. We now have about 3.1 workers for each retiree. And by the time I reach my mid-60s, there will be about two workers supporting me – and I don't think they're going to want to do that." – Ken Dychtwald, [New York Times](http://New York Times)
- "56% of retirees had outstanding debt when they left the workforce, and 96% refused to delay retirement because of the outstanding debt. In addition, 59% had saved less than \$50,000 towards retirement." – Survey, nonprofit CESI Debt Solutions

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## The Top 5 Network Security Mistakes

1. **Weak Passwords.** You know you need to have a stronger password, yet “password” is still the #1 password used by computer users. For maximum security, your password should contain numbers and letters, both upper and lowercase combined.
2. **Lack of Education.** Most viruses and spyware are invited by the user; therefore, if you want to make sure your employees don't download viruses, take the time to educate them on what new viruses are circulating and about common scams.
3. **Lack of Maintenance.** No software is perfect, which means security loop holes will be exploited by hackers the minute they are discovered. That's why it's critical to keep your security patches up to date.
4. **Plug and Surf.** Computers are NOT designed “ready to go” out of the box. Before a phone line, ethernet cable or wireless card is anywhere near a new computer, certain security needs to be installed and/or configured. Ideally, this should include virus protection, multiple spyware scanners and a program that runs in the background to prevent malicious software from ever being installed.
5. **Do It Yourself.** Setting up a network, applying proper security measures and downloading and installing software can be tricky. Large companies have IT departments. Small business owners should also ask for advice or even hire help. It's worth the extra cost.

## Microsoft claims Internet Explorer 9 is longest-lasting for laptop battery

### Opera, Chrome and Safari fare worst in Microsoft-led study

Internet Explorer 9 (IE9) is the most power-efficient browser on the planet, Microsoft claimed this week.

IE9, which launched 14 March, bested rivals from Apple, Google, Mozilla and Opera when Microsoft ran the five biggest browsers through six power consumption scenarios, the company said.

In a lengthy blog post thick with graphs, a trio of Microsoft managers laid out the results of those tests, which showed that on a Windows 7 laptop with a 56 Watt/hour battery, IE9 could be used for three hours and 45 minutes before exhausting the power supply. (The '56 Watt/hour' designation means that the battery can provide 56 Watts of power for one hour before it's drained.)

*By Gregg Keizer | Computerworld US | Published: 10:05, 31 March 11*

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