



ammolite
technology

TOP 5 TIPS

For Your Business To
Manage **IT** On Your Own



IT can often be a confusing and daunting task to manage on your own!

With Information Technology (IT), there is a lot to consider, and most small to medium business owners don't have a computer science degree to deal with their own IT.

Here we look at the top five actionable and easy to implement tips to help you manage IT for your own small or medium business.



1

Review Your Software And Technology

Taking time to review your current software and technology can save your business from mismatched technologies, redundancies and, more importantly, save money.

Overlapping Technology

Over time, businesses of all sizes often bloat their technology and purchase software and applications which can have overlapping functionality.

The root cause of this problem is speed. Instead of studying the features and benefits of each product, new software is bought and installed to get things up and running quickly.

For example, many companies jumped on the [Zoom](#) video conferencing wagon but hold [Microsoft Office 365](#) or [Google Workspace licenses](#) - both have a video conferencing tool.

More Than One Technology Decision-maker

In addition, as businesses grow, controlling technology becomes more challenging. This is because new decision-makers usually come with their own preferred technology. You'll find that a mismatch of solutions happens, leading to inefficiencies and a higher technology budget. Spending a short amount of time understanding what systems you have is one of the most impactful actions you can take.

PRO TIP

Complete an internal review of all your software and systems. You can do this by putting together a table listing your toolsets, enter cost information, who uses the tool and its impact on the organisation. Once the information has been gathered, you will see potential overlaps and areas to investigate to remove redundant systems.

2

Install Antivirus Software On All Your Devices

If you run a Google search for “antivirus software,” 180,000,000 results would be returned! The amount of information around cybersecurity can be intimidating. One of the most beneficial things any business can do is identify if your computers or devices have basic antivirus protection enabled.

Why Is Having Antivirus Software Enabled Important?

Every time your computer is connected to the internet, your risk of being compromised increases. If you connect your mobile device or laptop to a WiFi network at a coffee shop, for example, the risk escalates even further.

Access to banking information, corporate data and personal information are all key targets. Many computers come pre-installed with antivirus applications or a short-term trial of a manufacturer’s product. Examples include:

McAfee

Norton

Windows Defender - embedded in Microsoft products

It is critical to ensure these cybersecurity tools are activated. Businesses install locks on their office doors, but many leave their technology wide open.



PRO TIP

First, confirm that your antivirus has been turned on. Second, it’s crucial that you install updates on your computers as soon as possible to keep your system secure. With Microsoft Windows 10, accessing Windows Security will give you a helpful dashboard to see if your computer is protected. Apple’s built-in security system does a decent job of keeping malware at bay, but you should consider installing antivirus software.

3

Enable Multi-Factor Authentication – Where Possible

What Is Multi-factor Authentication?

You have probably encountered Apple and Google or smaller providers asking to send you a code when you want to log into one of their services. These codes are considered multi-factor authentication (MFA), and they give an extra layer of protection to your sign-in process.

This ensures that the person trying to access data, content, or an application is the actual owner. In an era where hackers are continuing to get more sophisticated, MFA is a way to add additional security to your business.

Why Is MFA Necessary?

MFA is important to use at home and especially at work. We spend a large amount of our day interacting with various tools, data, portals, and systems. Your business's data is incredibly valuable, and its loss or misuse by external parties could be highly damaging to your organisation both financially and reputationally.

Now, let's move on to getting it enabled! MFA is easy to enable, where you can choose to be sent a text or email with a time-sensitive code. This will be a helpful second step to verify that you are the owner of the account. The first step would be filling in your password. This extra step is quick and painless and essential to ensure that you are the only one accessing your content.

PRO TIP

We suggest you review your most important accounts first and start enabling MFA where possible. Both Microsoft and Google offer MFA for businesses where staff are required to enrol themselves in this extra protection.

HERE ARE SOME QUICK LINKS TO INSTRUCTIONS TO ENABLE MFA  Microsoft + 

4

Create A Unique Password And Protect It

One of the most challenging things that small and medium business owners and staff run into with technology is remembering passwords across the multitude of websites, portals, systems, and devices they use.

A Shortcut Disaster

To shortcut this challenge, people try and have as few passwords as possible, often using the same password for company banking details as accessing your personal Netflix account. To make matters worse, you and your staff may keep passwords on notes, often close to their computers. These scenarios are recipes for disaster and can cause harm both professionally and personally.

Creating a unique password

If you were to choose an easy password such as "123456," it could be cracked in less than a second. Should you elect instead "password1," it too will be compromised in less than a second. Finally, something a little trickier like "qqww1122" would stand up for about 52 minutes if a hacker decided to target your account. ([source](#))

PRO TIP

Don't wait, leverage a password vault now. The ability to sync your vault across your devices (laptop, phone, tablet etc.) you will have all your passwords easily available.

Therefore, you need to look into creating a unique password that doesn't contain any of your personal information. There are plenty of easy but strong password creating tips such as:

- ⬡ Make it long - no shorter than 15 characters
- ⬡ Use a variety of characters - uppercase, lowercase, symbols & numbers
- ⬡ Don't use sequential numbers or keyboard letters, i.e. 12345 or qwerty
- ⬡ Use multiple word phrases with bizarre words, i.e. zebrayellowquagmiremarathon

Find An Effective Password Vault

It's clear that insecure passwords are high risk. Therefore, it is critical to find a tool to house all your important passwords securely.

To solve this, there are a plethora of effective password vaults such as:

Dashlane Keeper 1Password

These applications securely house passwords, key notes, and other important account information. An additional feature of these tools is that they can randomly generate complex passwords and store them for future use.

5

Merge Website Domains

Imagine your business is growing diligently, and you are adding to your team, making smart investments, and building your brand with care and hard work. As with many modern companies, your online presence is a key part of your business's identity. So what would happen if you lost your online presence overnight?

There have been several high-profile cases where a business forgot to renew its domain and had to purchase it back from an opportunistic party.

The steps to prevent this are easy and well worth investigation:

Understand who hosts your domain

There are several key players, including **GoDaddy and Ionos**, that allow individuals and businesses to purchase domains. These providers have features such as auto renewal to ensure that the owner will continue to have the domain(s) automatically renew each time the subscription period ends.

Ensure the auto renewal feature is turned on

Ensure this feature is turned on or put in place and an internal system will alert you when your domains are coming up for renewal.

As businesses grow and other projects come along, you may purchase additional domains. In some cases, a sale or special promotion might even entice you to sign up with another domain provider. This means that you end up with multiple domains and providers. This additional complexity can be a challenge for a business owner to navigate amongst all the other demands of running a business.

Migrate all domains to one provider

The process is straightforward and beneficial in order to streamline the administration of your domains. Consolidating all your domains also ensures ease of access and maintenance of your domains.

PRO TIP

List all the domains you have and where they are hosted. Next, understand and document when each of your domains will be expiring. This will help identify any immediate actions you may need to address to ensure there are no issues with renewal periods. Finally, choose one domain registration provider and begin to migrate all other domains to that chosen platform. Once all your domains have been safely transferred to one provider, you can efficiently check their status in one convenient location.

Making IT Easier For Businesses

Information Technology is there to help your business grow and make operating your company easier. There are many ways companies can manage their own technology and ensure their teams are productive and secure. As we've discussed, making some small changes can produce a good return on your time and investment.

Looking for more information on managing your business's confusing IT or need an IT Partner to help your business?

Please contact us at

info@ammolitetech.com or [\(587\) 318-1635](tel:(587)318-1635) for more help today!



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