

## In This Issue

- Mini-Laptops for BTS
- Email Organization
- Scams
- Remembering Passwords

## FITS Web

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[sales@FileBankIT.com](mailto:sales@FileBankIT.com) or  
(416) 640-2874 ...

## Question of the

## Back to School in Lightweight Fashion

As we approach the "back-to-school" date it's time to consider a new computer for your student or yourself.



Take a look at the "Less is More" approach of the new mini-laptops. About the size & weight of a small hard-cover book, these are perfect for students to carry around.

Luckily (for us parents footing the bill) the 'minis' tend to be easier on your budget as well. With feature-rich models from \$379 - \$550 that include 160 GB hard-drive, 1 GB RAM; wireless, webcam; multiple USB ports, 8.5+ hr. battery life... to keep your student

working throughout the day (or more than likely socializing on facebook, twitter, Skype...)

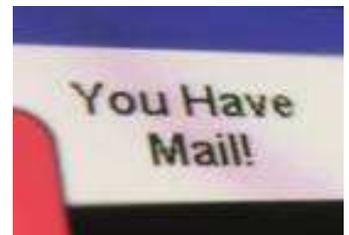
Contact [FITS\\_Sales@FileBankIT.com](mailto:FITS_Sales@FileBankIT.com) (416) 640-2874 to order yours.

## Email Organization - Taming the 'Monster'

I was in a friend's office the other day and when he went to look for a recent email, I was stunned to see he had over 5,000 emails in his Inbox... 5,000+ marked unread... no kidding.

For many of us, more and more business matters are conducted via email these days. Given this fact, you may need to adjust your routine to ensure email messages are dealt with in a timely fashion while ensuring you aren't adversely affecting your daily workflow.

Most default settings in email programs send up flags as soon as new email arrives. The problem with this is it often undermines your efficiency. You may find yourself with no time to concentrate on the tasks at hand as you are constantly being distracted. I turned this flag off and found it helps. (If you haven't watched Randy Pausch's lecture on Time Management, it is one of the more inspiring – See [Youtube.com](#))



I've included a few crash course points here, that you may want to try: Set up an efficient e-mail organization folder system (filter out the reference items from the action items – Reference items can 'wait it out' in a separate folder until you really do have time); Schedule uninterrupted time to deal with your 'Inbox' utilizing the "4-D's" **D**o It (especially if it is quick) – **D**elegate It (Can/Should someone else deal with the item) – **D**efer It (Do you need to do this today? – Is it better to schedule the email as a task?) – **D**eleate It. On that last point, I mean

## Month: In Computer Networking - What does LAN stand for?

Send your response to  
[info@FileBankIT.com](mailto:info@FileBankIT.com)  
before 15SE09 to be  
eligible to win a 4 GB  
USB Key.

The winner of last issue's  
prize was: Jeff Northcott –  
Enjoy the coffee. Thank-  
you for your responses  
and yes, you can win more  
than once. ☺

Q: - What does VPN stand  
for?

A: - Virtual Private  
Network

## Contact Us:

<http://www.filebankit.com/>

[Info@FileBankIT.com](mailto:Info@FileBankIT.com)



David Mielke  
– Sales and Service Mgr.  
(416) 640-2874

For more FileBank Services  
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delete the junk or trivial email. If the email is a business record or has future value you need to keep it. Contact FileBank for more information on dealing with your e-records (416) 798-1404.

Make dealing with your email a daily routine so you don't end up with a 'monster' of an Inbox to deal with.

For more information feel free to contact FITS. ([Sales@FileBankIT.com](mailto:Sales@FileBankIT.com) or 416 640-2874)

## Scams to Avoid - My 'Friend' from Afar

My friendly bank account manager, in a far off foreign country, is emailing me again asking me to assist him clearing up a deceased client's account, containing \$35M USD that no one has claimed so far... I have another offer of part-time job where I can get rich, while working only a few hours a week job... Looking for a spouse from some exotic far off place, if I can just pay the paperwork fees to get them out of the country...



Most of us know to dismiss/delete these 'enticing' messages however this is big business in many countries and if no one ever got duped there wouldn't be this flow of thousands of email or web 'trolls' looking for the next catch.

Be on your guard for phoney e-mails and websites from financial institutions, (some quite legitimate looking, however legitimate institutions will never ask for this information via email) utilities (there is a Bell Canada Phishing scam in circulation now) or other companies looking for personal information or offering 'too-good-to-be-true' deals that are exactly that. Everyday new versions are released so it is difficult to describe what the next scam will be packaged as... suffice to say 'buyer/subscriber beware'.

When in doubt contact FITS to keep you well-advised. (416) 640-2874

## Keeping Track of "So Many" Passwords

I was involved in a conversation discussing the seemingly endless number of different passwords you have to keep track of. The group knew the downside of using the same password for everything and wanted to avoid that route (a wise decision) however they were sure they would soon forget a key password.

I suggested they utilize a password management software (as I had recently adopted one) to securely save all password information. Programs like [KeePass](#) allow you to store various passwords in an organized fashion for all your various types of accounts. The obvious advantage is that you will only need to remember one password (the one that gains you access to the software's encrypted database).

These types of programs offer more than just secure storage of passwords. You can set up organizational files for different types of





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passwords to make finding the one you want easier plus they often have time saving applications to automatically (and securely) enter your login and passwords at the press of a button.

Now you can have an unlimited amount of highly secure passwords (the program will generate random passwords for you if you'd prefer) and not have to worry about remembering them all... However don't forget the 'master password' or you really are in big trouble as the program is designed not to be 'cracked'. :)

- I find it better than relying on my (sometimes failing) memory - ☺

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