



INFO-TEK

The Computer Guys

a Kansas City Computer Consulting Firm

Technology Tips and News for Busy Professionals

In This Issue

[Email Hoarders Benefit Greatly From Email Archiving](#)

[Stop Your Neighbors From Stealing Your Wi-Fi Bandwidth](#)

[Disaster Recovery... Are You covered?](#)

[Rule of Thumb](#)

[Food For Thought](#)

Quick Links

[More About INFO-TEK](#)

[INFO-TEK Blog](#)

Greetings!

Volume 2, Number 1

We hope you enjoy and benefit from these technology tips and news for busy professionals.

INFO-TEK employs a full time staff of trained and certified computer experts who are quick to respond, easy to talk with and people you can trust.

We specialize in small business and home office clients and we have helped thousands of people in the greater Kansas City area with their computer service needs at very competitive and affordable rates.

→ [Email Hoarders Benefit Greatly From Email Archiving](#)

If you hoard email like I do, you must have thousands of emails sorted in a multitude of folders. Continuing to do this over time will cause you to collect more email than a .PST (Outlook Personal Folder – where your mail is stored) can handle; which they can hold approximately 2 GB of data before corruption starts to take place. To prevent this corruption, you need to “Archive” your mail on a regular basis. If you use any version of Outlook (not Outlook Express), you have the capability of archiving your mail on a periodic basis, which means you can schedule your archiving intervals. Creating an archive schedule takes very little time and it will save you a lot of heartache because corruption in a .PST usually results in the loss of email (some or all).

Now let’s talk about the serious email hoarders, like myself. We usually collect more email than a single archive folder can hold, which they also hold 2 GB of data. This is not a problem because there’s a

Mark Your Calendar

North Kansas City Snake Saturday Parade

March 13, 2010

Downtown
North Kansas City

Kansas City St. Patrick's Day Parade

March 17, 2010

Broadway from 33rd Street
(Linwood) to 43rd Street

simple solution to this ordeal and it's called 'Annual Archiving'. Instead of storing all your archived mail in one folder, you store them in folders based on the year of the mail. Unfortunately Outlook doesn't have this capability built into the application, but the process is simple to setup. Call INFO-TEK today to help you setup Email Archiving.

→ Stop Your Neighbors From Stealing Your Wi-Fi Bandwidth

Today's Wi-Fi devices are getting stronger each day; which means your wireless network is more than likely reaching the offices next door or the other houses on the block. So Flanders, Norton, the Mertzes, and other pesky neighbors might be pilfering your Internet access. Even if you don't mind sharing, remember that many ISPs now have caps on monthly bandwidth--and your Bit Torrent-happy squatters might push you over the limit. "Loose" Wi-Fi also represents a very real security risk: If the neighbors can access your network, they may be able to access your data as well.

You could just turn on your router's built-in WEP/WPA encryption, but that won't do you much good if your kids blab the family Wi-Fi password to everyone on the block. Instead, turn on MAC address filtering in your router's security settings. You'll have to spend a few minutes entering the MAC hardware addresses for all your devices (which you can find by typing 'ipconfig' in the Windows command console), but after that you'll need no additional security at all. Only known devices will be allowed to connect, so a password isn't required. If you need assistance with this, feel free to call and talk with an INFO-TEK security specialist anytime.

→ Disaster Recovery... Are You covered?

What would you do if you opened an email, clicked on a link and downloaded a virus that crippled your operating system? What would

you do if you turned on your computer and learned that your hard drive had died? What recovery steps would you take if you started your financial application (i.e.: QuickBooks, Quicken, etc.) and it told you that your file was corrupted? If someone infiltrated your firewall and was able to crash your server, what would you do to get it back online and how long would it take? It's very important to have answers to these questions and if don't, then that means you don't have a 'Disaster Recovery' plan in place. The last thing you want is to experience the permanent loss of crucial data or being in a situation where it takes your company a long time to recover from a calamity. In order to avoid these unfortunate circumstances, you need a good Disaster Recovery plan in place. Please call INFO-TEK today to talk with one of our Disaster Recovery specialists.

→ Rule of Thumb

Your 'backup' is only as good as the last time you ran a backup. Be sure to backup your crucial data as often as it changes or you'll be spending unnecessary time recreating that data.

→ Food For Thought

I lost a friend this week and she died very young and so very unexpectedly... It made me think how we take their lives for granted and that we don't have a real grasp on our mortality. If your number is called, are you ready? Are you living your life as if today is your last day? Are you close to your family? ...*hmmm*.

When you need help with your computers or computer network, I'm hopeful that you will consider calling INFO-TEK at: 816-914-8826.

Go to the "Specials" section of our [website](#) to receive a 20% Off Coupon for your next On-Site Service Call.

If you have found this Newsletter helpful, please pass it along.

Click [here](#) to subscribe to this blog. 

If you would like to unsubscribe to this Newsletter, reply with “Unsubscribe” in the subject line. If there’s a different address you would like to receive this at, reply with the new address.

Sincerely,

Brian Greenstreet
INFO-TEK