

Technology Tips for Solo & Small Firm Practice

- 30+ Quick Hits - Practical ideas you can use, starting today!
- Cybersecurity discussion - Tools and best practices
- Dave Pantzer, Shawn Levin, Lee Sampson



30+ Quick Hits - Practical

ideas you can use, starting

today!



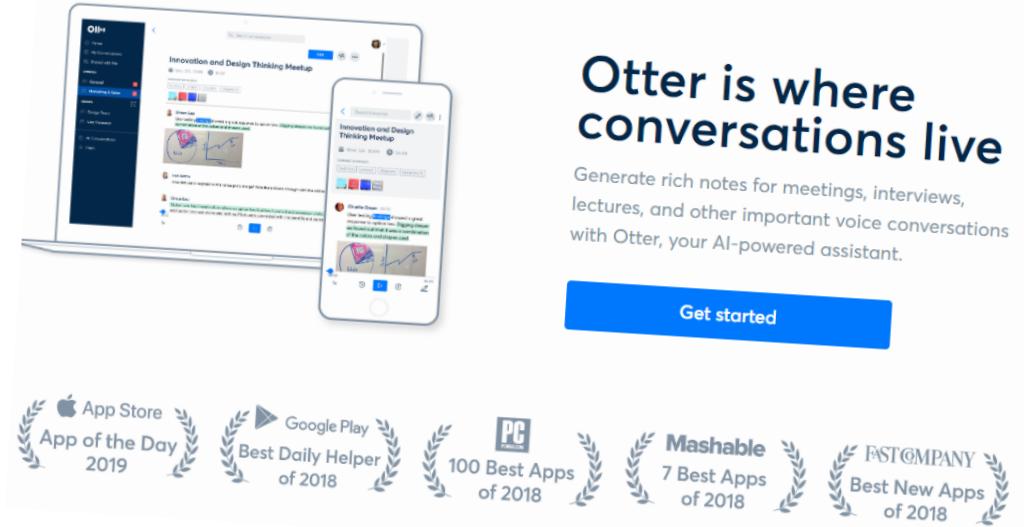
App/Office: Voice to text (free)

The goal: Turn spoken language into written language

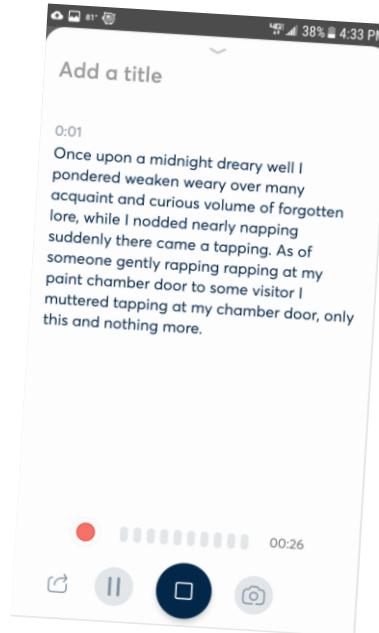
- wherever you are.

Various possibilities:

- Otter.ai



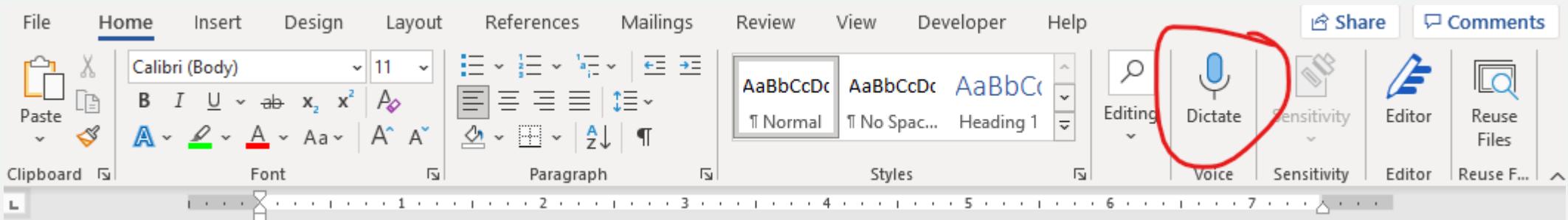
The image shows the Otter.ai website homepage. At the top, there's a banner with the text "Otter is where conversations live". Below it, a subtext reads: "Generate rich notes for meetings, interviews, lectures, and other important voice conversations with Otter, your AI-powered assistant." A blue "Get started" button is prominently displayed. In the center, there are two devices showing the Otter app interface: a laptop and a smartphone. Both screens show a transcription of a meeting titled "Innovation and Design Thinking Meetup". Below the devices, several awards are listed with laurel wreaths: "App Store App of the Day 2019", "Google Play Best Daily Helper of 2018", "PC Magazine 100 Best Apps of 2018", "Mashable 7 Best Apps of 2018", and "Fast Company Best New Apps of 2018".



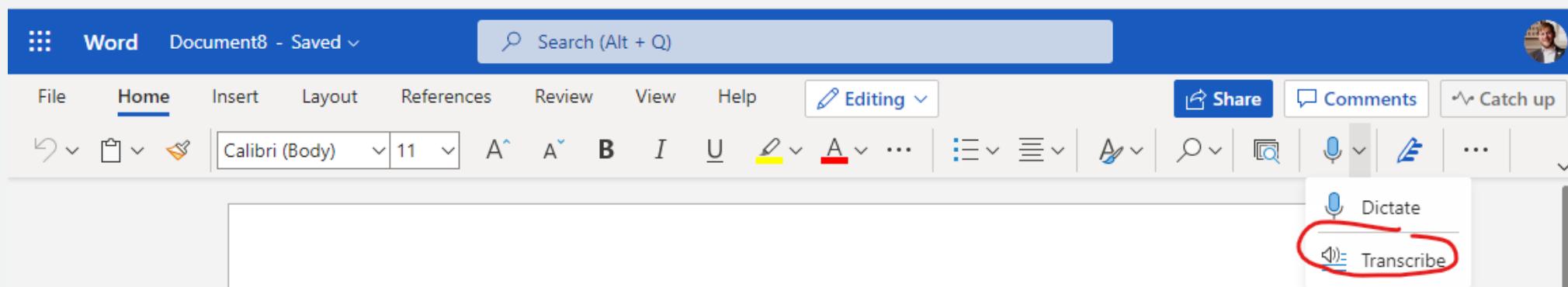
Dave

App/Office: Voice to text (free)

- Dictate to Word



- Word transcriptions (word.office.com)



Dave

Windows: Snip & Sketch

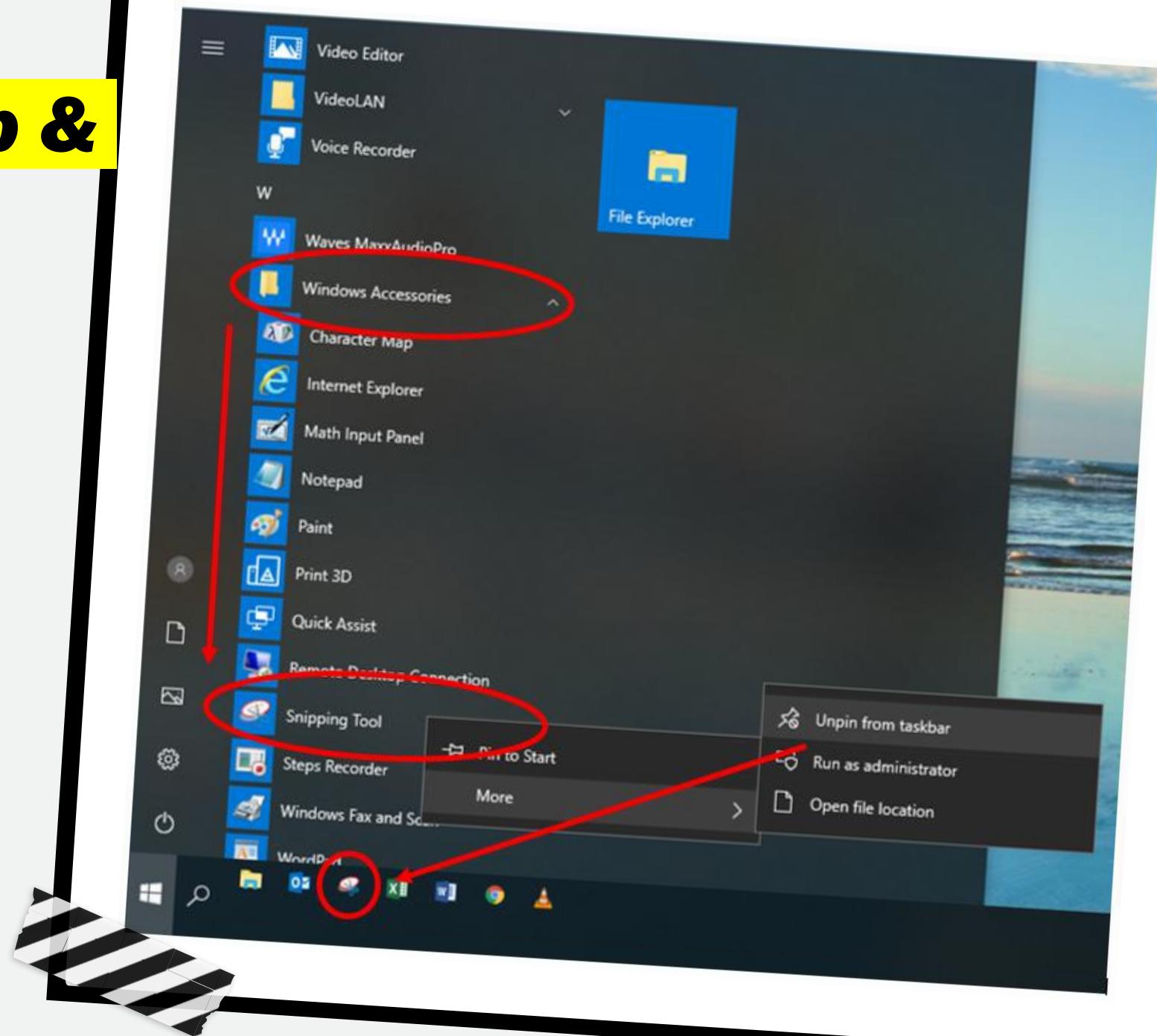
A Picture is worth 1,000 words

Windows:

1. Ctrl + Shift + Print Screen
2. Snipping tool
3. Snip & Sketch

Mac:

Command + Shift + 4



Dave

Office: Excel shortcuts

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241
8		

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	99
6	Blue	1324
7	Purple	3241
8		

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241
8		

F2

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241
8		

	A	B
1		
2	Red	1234.75
3	Orange	2341.99
4	Yellow	3412.21
5	Green	4123
6	Blue	1324
7	Purple	3241
8		

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-office-e765366f-24fc-4054-870d-39b214f223fd>



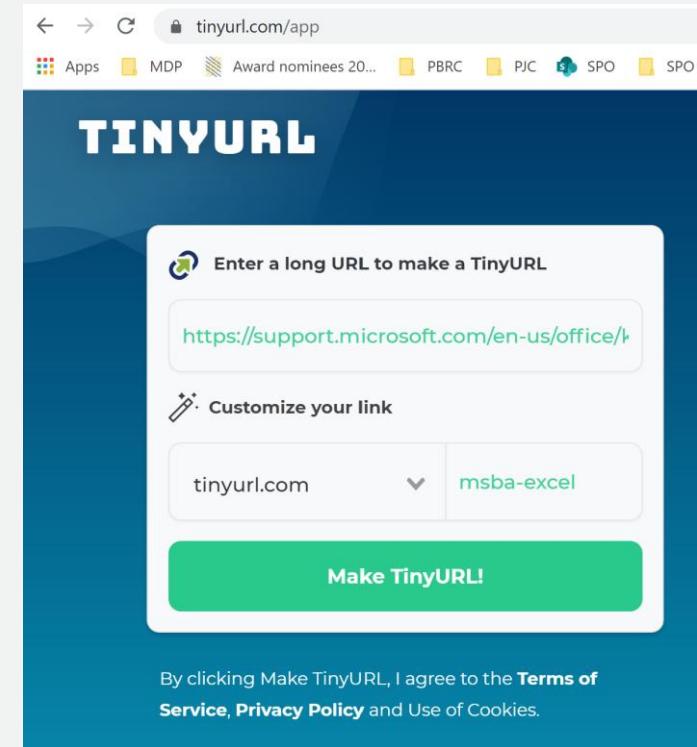
Web: TinyURL.com

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f>

<https://tinyurl.com/msba-excel>

or

<https://bit.ly/2YZXTF8>



Android: Microsoft SwiftKey keyboard

- Install from Play store; enable, select, ?sign in (no)
- “Microsoft SwiftKey gives you more accurate autocorrect and predictions by learning your writing style - including the words, phrases and emoji that matter to you.”
- Configurable layouts and modes
- Resize!
- Hold spacebar to gesture the cursor.



Microsoft SwiftKey Keyboard

SwiftKey Productivity

E Everyone

★★★★★ 3,773,258

This app is available for your device

Installed



Dave

Web: Unsplash.com



License

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- All photos can be **downloaded** and used for **free**
- Commercial** and **non-commercial** purposes
- No permission needed** (though attribution is appreciated!)

What is not permitted 🤢

- Photos cannot be **sold** without significant modification.
- Compiling photos from Unsplash to replicate a similar or competing service.



Dave

Web: Site: search and other tips



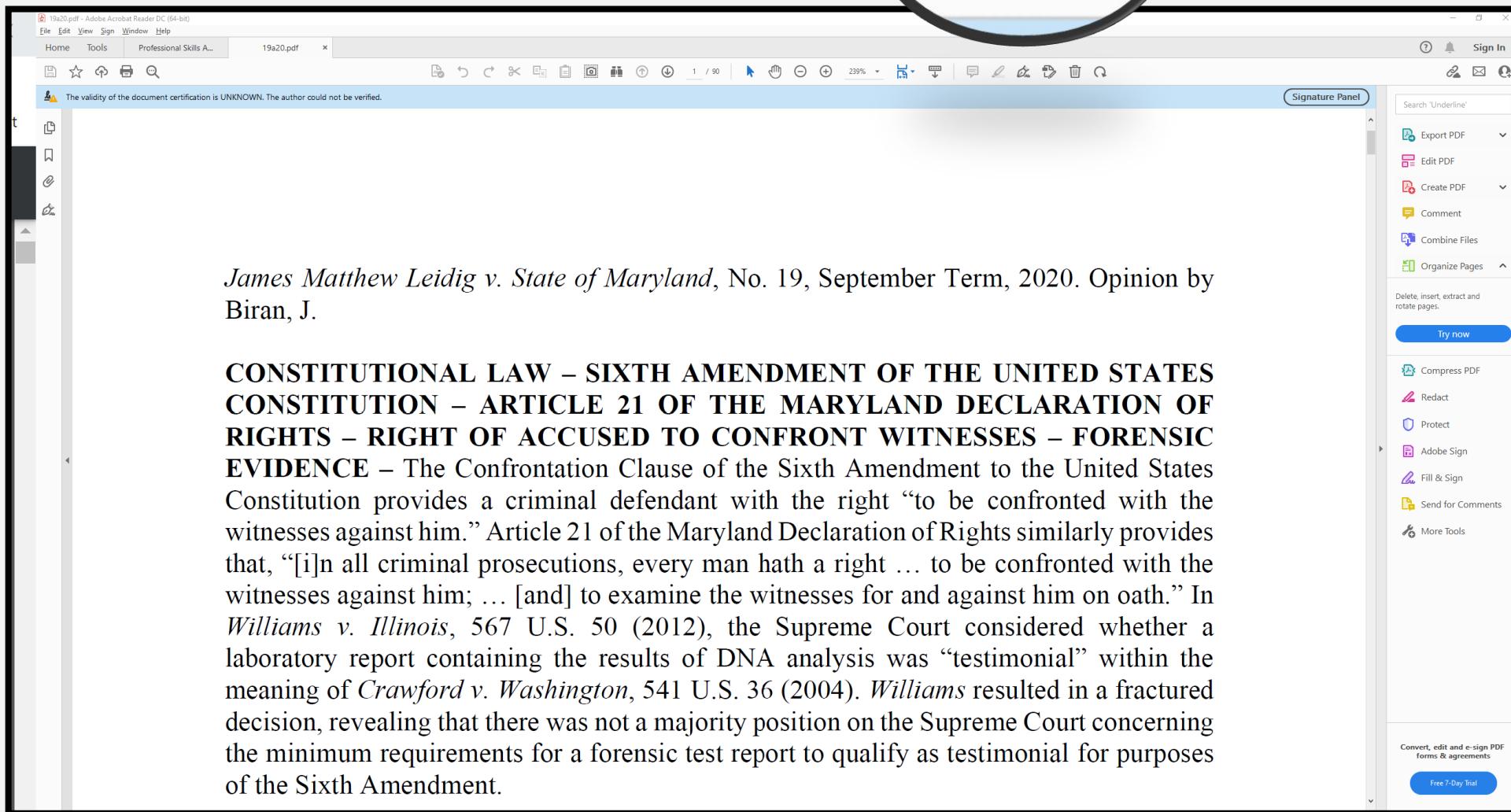
<https://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html>

<https://tinyurl.com/msba-google>



Dave

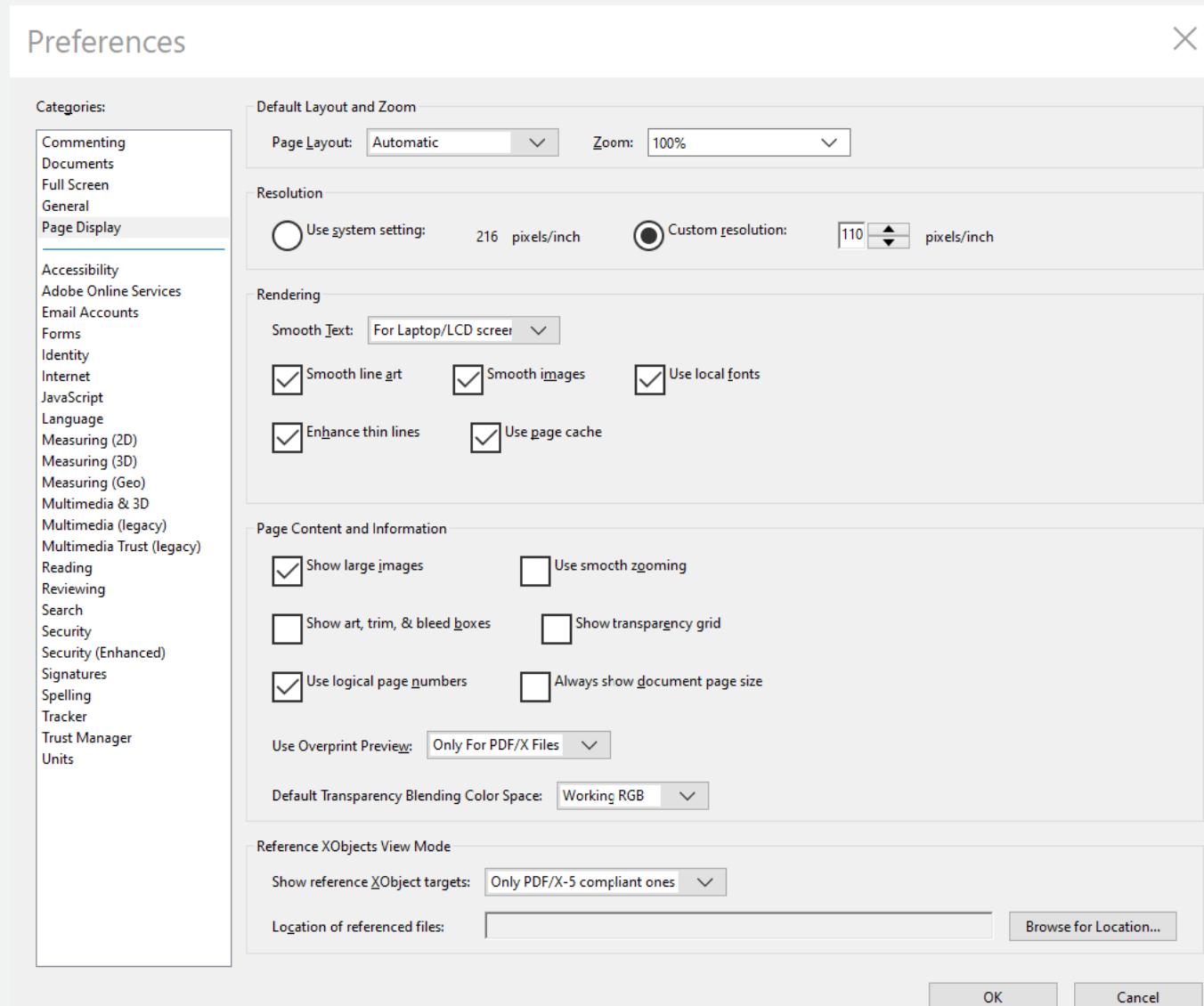
Adobe: Zoom settings



Dave

Adobe: Zoom settings

Edit >
Preferences >
Page Display >
Zoom



Dave

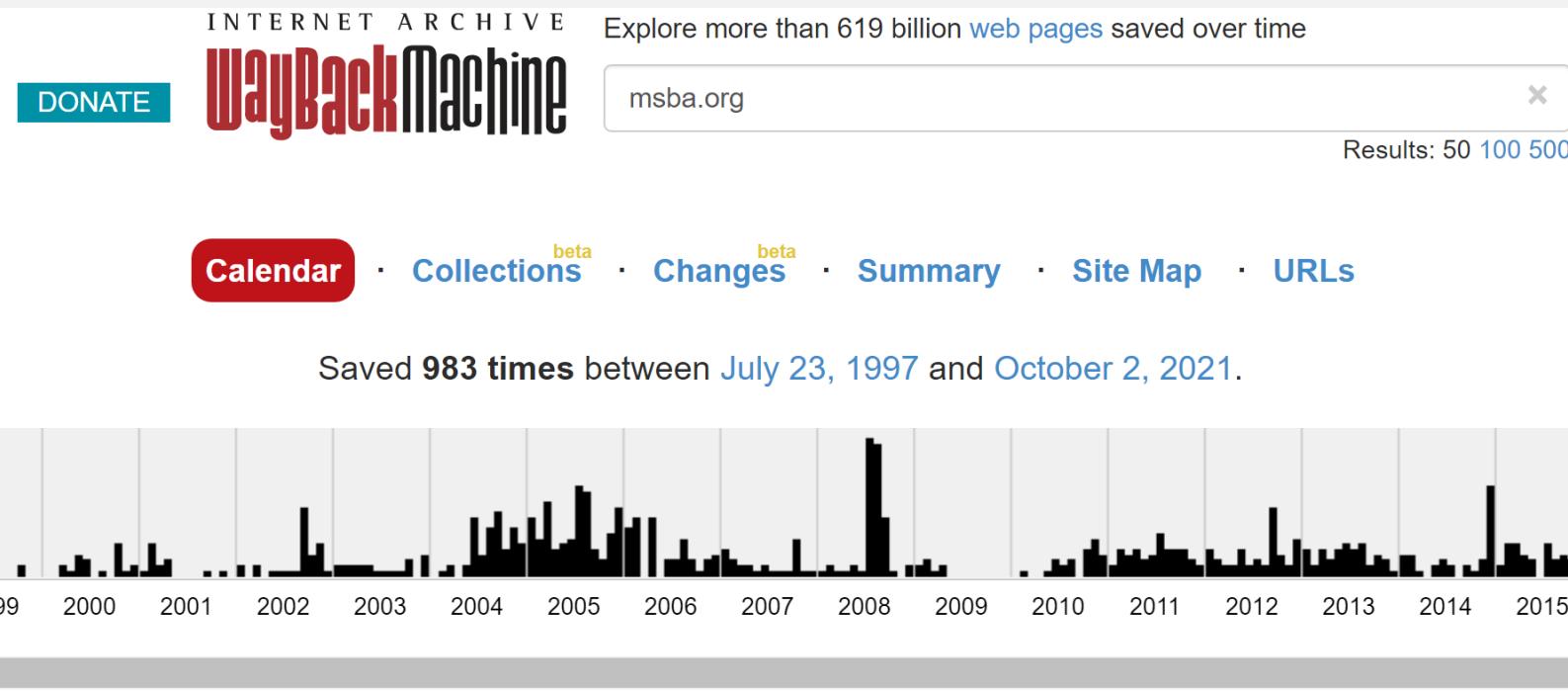
Web: web.archive.org

A screenshot of a web browser displaying the Wayback Machine homepage at web.archive.org. The page features a prominent yellow header with the text "Web: web.archive.org". Below the header is a search bar with the placeholder "Enter a URL or words related to a site's home page". A red circle highlights this search bar. The main content area shows a grid of thumbnail images representing archived web pages from various websites, with one thumbnail for "foodnetwork.com" visible. To the left, there's a sidebar titled "Tools" listing various browser extensions and an "API". At the bottom, there are sections for "Subscription Service" and "Save Page Now". The browser's address bar shows the URL "web.archive.org".



Dave

Web: web.archive.org



Dave

Web: web.archive.org



The Maryland State Bar Association, Inc.



Mission Statement

The Maryland State Bar Association is a professional, non-profit, voluntary membership association comprised of nearly 18,000 attorneys across the state of Maryland, which monitors judicial and legislative issues in the state, offers legal education opportunities and promotes leadership within the legal profession. MSBA develops and sponsors public service programs to ensure the delivery of quality legal services to all citizens and is committed to furthering the efficient administration of justice and equality for all under the law.

- OFFICERS AND STAFF
- CALENDAR OF EVENTS
- BENEFITS OF MEMBERSHIP
- SERVICES FOR MEMBERS
- LAW PRACTICE MANAGEMENT SERVICES
- VENDOR DISCOUNTS FOR MEMBERS
- INTERACTIVE MEMBERSHIP APPLICATION
- PUBLICATIONS
- SECTIONS
- RESOURCES FOR THE PUBLIC
- LEGAL LINKS

We would appreciate receiving your [comments](#).

The Maryland State Bar Association, Inc.
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Phone: (410) 685-7878 * (800) 492-1964 * Fax: (410) 837-0518
Email: msba@msba.org

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Dave

Web: web.archive.org

INTERNET ARCHIVE <http://msba.org/> Go DEC FEB MAR
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23 Jul 1997 - 2 Oct 2021

MARYLAND STATE BAR ASSOCIATION, INC.

MSBA

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Here's the latest...
MSBA CYBARNEWS

Volunteers Needed for MSBA Senior Law Day - May 9



Dave

INTERNET ARCHIVE
WayBack Machine

Web: web.archive.org

INTERNET ARCHIVE
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Maryland Bar Bulletin - August 2008 Articles

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- Overwhelming Lawyer Volunteer Response to Maryland Foreclosure Crisis
- Maryland's Legal Services Community Turns Out for 10th Annual Maryland Partners for Justice Conference

Registration Now On-Line for 10th Annual Solo and Small Firm Conference

Click Here To Register

Fastcase Training Webinars For MSBA Members

The Maryland State Bar Association and Fastcase are offering online webinars to help MSBA Members boost their online legal research skills on Fastcase.

2009 Bar Bulletin Editorial Calendar

The MSBA Bar Bulletin Editorial Department is seeking attorneys interested in submitting articles for its upcoming 2009 focus issues. Tell us of the latest happenings in your field. [more...]

Section Event of The Week

State & Local Government Law Section and Administrative Law Section

Joint Dinner Meeting

FRIDAY OCTOBER 16, 2008

Invest in the future of your practice by becoming an MSBA Section Member

The MSBA has 27 distinct Sections that will allow you to expand your professional knowledge and development

MSBA Mission Statement

Our mission is to effectively represent Maryland's lawyers, to provide member services and to promote

fastcase
Accelerated legal research.
Free to Members
Events Calendar
10th Annual Solo and Small Firm Conference
FRIDAY & SATURDAY NOVEMBER 7 & 8 2008

MSBA Mid-Year Meeting
Jamaica
FEBRUARY 21 - MARCH 1, 2009

MSBA Section News & Events
Lawyer Assistance Program:
12 Step Professional's Support Group Meeting
MEETS EVERY THURSDAY 6:30PM

Consumer Bankruptcy Section:
Chapter 13 Nuts & Bolts Seminar
FRIDAY OCTOBER 3 & OCTOBER 10, 2008

Animal Law
Kick off Dinner
OCTOBER 15, 2008

State & Local Government Law Section and Administrative Law Section
Joint Dinner Meeting
FRIDAY OCTOBER 16, 2008

Tax Networking
NOVEMBER 13, 2008, 6:00PM

Maryland Bar Journal

Dave

INTERNET ARCHIVE
WayBack Machine

Web: web.archive.org

The screenshot shows a Wayback Machine capture of the Maryland State Bar Association (MSBA) website. The top navigation bar includes links for HOME, CALENDAR, MEMBER DIRECTORY, FASTCASE, ETHICS HOTLINE, FAQS, CONTACT US, and LOGIN. Social media icons for Facebook, Twitter, YouTube, LinkedIn, and RSS feed are also present. A search bar at the top right contains the text "search msba.org". The main content area features a large green banner for "CLREP Presents: Trials & Tribulations" with a "NEW DATE!" announcement. Below the banner, there are four informational boxes: "An Evening of Storytelling", "Registration is open!", "New Edition!", and "Information for the Public". The bottom left corner has a watermark for "Dave" and the URL "wayback.archive.org...".

INTERNET ARCHIVE
WayBack Machine

http://www.msba.org/
983 captures
23 Jul 1997 - 2 Oct 2021

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01
2014 2015 2016

HOME CALENDAR MEMBER DIRECTORY FASTCASE ETHICS HOTLINE FAQS CONTACT US LOGIN

f t y l s About this capture

search msba.org Search

FOR MEMBERS MEMBER GROUPS CLE PUBLICATIONS BECOME A MEMBER LEGAL RESOURCES FOR THE PUBLIC ABOUT US

CLREP Presents:
NEW DATE!
Trials & Tribulations
The Good, The Bad & The Funny of Practicing Law

An Evening of Storytelling
Hear true stories from Maryland Attorneys! Wednesday, April 1 at

Registration is open!
Register online and join us down the ocean!

New Edition!
Comprehensive detailed analysis of legal issues & practical considerations in tort damages

Information for the Public
Easy-to-read guides designed to inform the public about common legal problems

Member Login Member Directory

User ID
Password
Login
Lost Password / Activate Account

fastcase®

Dave wayback.archive.org...

Security tool: **Encrypto**

- Macpaw.com/encrypto

The screenshot shows a web browser displaying the MacPaw website at <https://macpaw.com/encrypto>. The page features a large yellow circular icon with a black padlock symbol. The text "Encrypto" is prominently displayed, followed by "Protect files with AES-256 encryption". A descriptive paragraph explains the app's purpose: "Encrypto lets you encrypt files before sending them to friends or coworkers. Drop a file into Encrypto, set a password, and then send it with added security." Two download buttons are visible: "Download for Windows" and "Download on the Mac App Store".

<https://apps.apple.com/us/app/encrypto-secure-your-files/id935235287?mt=12>

<https://tinyurl.com/msba-encrypto>



Dave

Windows: Tab switching, shortcuts

The screenshot shows a Windows desktop environment with a taskbar at the bottom containing various application icons. A browser window is open, displaying the OneTab extension interface. The interface shows a summary of 19 tabs, a creation date of 10/15/2021, and links to restore, delete, or share all tabs. Below this, a list of 19 specific tabs is shown, each with a small icon and a link to the page. The tabs include links to PBRC Staff assignments, a presentation outline, bank accounts, inbox emails, YouTube videos, legal training resources, professional skills academies, and various Google search results.

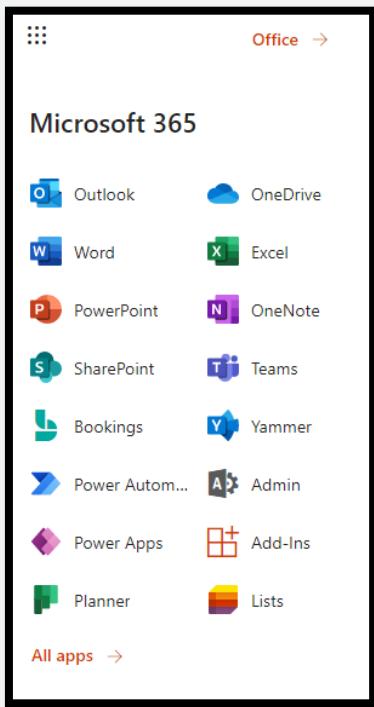
- CTRL + 1
- OneTab Chrome Extension

Tab Title	Description
PBRC Staff - Computer and Hardware Assignments - All Items	Link to PBRC Staff assignments
Presentation outline.docx	Link to a Microsoft Word document
Bank of America - Banking, Credit Cards, Loans and Merrill Investing	Link to Bank of America website
Accounts - chase.com	Link to Chase account management
Inbox (124) - daveantzer@gmail.com - Gmail	Link to Gmail inbox
(1) Dire Straits / Sting - Money For Nothing (Live Aid 1985) - YouTube	Link to YouTube video
Mdtaxsaleapp	Link to Mdtaxsaleapp
Legal Training, Resources For Your Field – MD Sections Maryland State Bar	Link to Maryland State Bar legal training
Legal Training, Resources For Your Field – MD Sections Maryland State Bar	Link to Maryland State Bar legal training
Professional Skills Academy Pro Bono Resource Center of Maryland	Link to Professional Skills Academy
Starting the PBRC Professional Skills Academy.docx	Link to Microsoft Word document
Big Data: 33 Brilliant And Free Data Sources Anyone Can Use	Link to article about big data sources
1.01 Fire Response Time (dashboard) - CKAN	Link to CKAN dashboard
TinyURL.com - shorten that long URL into a tiny URL	Link to TinyURL service
Keyboard shortcuts in Excel	Link to article about Excel keyboard shortcuts
Microsoft SwiftKey Keyboard - Apps on Google Play	Link to Google Play store
20 Google Search Tips to Use Google More Efficiently	Link to article about Google search tips
Encrypto: Secure Your Files on the Mac App Store	Link to Mac App Store
capterra - Google Search	Link to Capterra search results



Dave

Microsoft 365: MS PowerAutomate

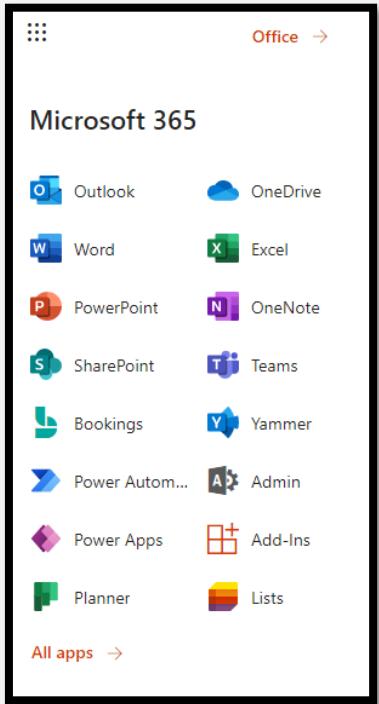


A screenshot of the Microsoft Power Automate landing page. At the top, there's a search bar with the placeholder "Search for helpful resources" and a blue "Search" button. Below it, a main heading says "Microsoft Power Automate helps Office 365 work smarter" with a subtext: "Need to free up some time? Let Power Automate take on repetitive tasks that slow you down—just by connecting the apps you already use." There's also a link "Watch a quick video". A search bar below the heading says "Search for a template by app, task, or industry" with a magnifying glass icon. Two specific templates are showcased: "Save Office 365 email attachments to OneDrive for Business" (blue card) and "Get a push notification when you receive an email from your boss" (red card). Both cards have a "Try it" button and a "Used" count (764435 times and 431363 times respectively). Below these, there's a section titled "Start from a template" with a "Top picks" tab selected. It shows four cards: "Follow up on a message" (Instant, 8827 uses), "Save a message to OneNote" (Instant, 8627 uses), "Schedule a meeting with a message sender" (Instant, 7786 uses), and "Notify a team when a file is added to SharePoint" (Automated, 4315 uses). To the right of these cards is a "Search all templates" button. At the bottom, there's a "Popular services" section with icons for SharePoint, OneDrive, OneNote, Twitter, Dropbox, SharePoint, Microsoft Stream, Microsoft Power BI, Microsoft Power Apps, Microsoft Power Automate, and Microsoft Power Virtual Agents, followed by a link "See all 472 services >".



Dave

More Possibilities



The screenshot shows the Microsoft Power Automate interface. On the left is a navigation sidebar with options like Home, Action items, My flows (which is selected), Create, Templates, Connectors, Data, Monitor, Cloud flow activity, Desktop flow runs, Desktop flow queues, AI Builder, Process advisor (preview), Solutions, and Learn. The main area displays a flow titled "When a file is deleted -> Send me a mobile notification". The flow consists of two steps:

- When a file is deleted**:
 - Site Address: PBRC Staff - https://probonomd.sharepoint.com/sites/pbrcstaff
 - Library Name: Documents
 - Folder: Select a folder, or leave blank for the whole library
- Send me a mobile notification**:
 - Text:

```
Filename with ... was deleted by Deleted by at Time deleted This is a  
folder? Is folder
```
 - Link: Include a link in the notification
 - Link label: The display name for the link

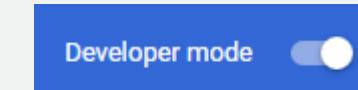
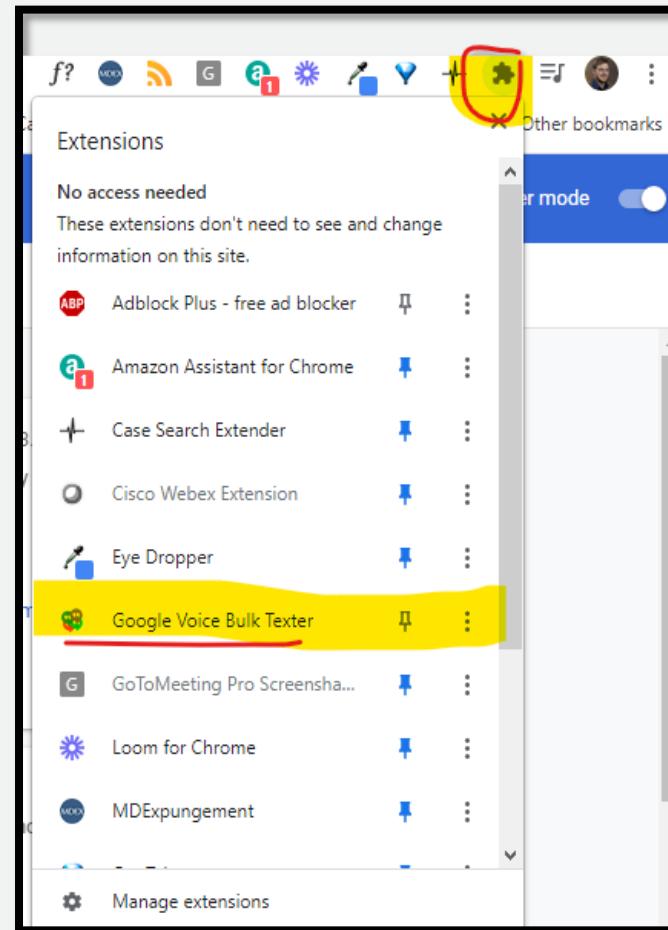
At the bottom right of the main area are "Save", "Flow checker", and "Test" buttons.



Dave

Google Voice Bulk Texter

- Extract <https://github.com/brislmuth/google-voice-bulk-texter/archive/master.zip>
- Chrome://extensions
- Click load unpacked; Select the “src” folder within the extracted ZIP; click select folder.
- Log in to Google Voice, then use the puzzle piece icon to run bulk texter.
- Full details and instructions: <https://github.com/brislmuth/google-voice-bulk-texter>



Developer mode

Google Voice Bulk Texter

Message

Hi {name}! This is my message!

If you add "{name}" to your message it will be replaced by the corresponding name.

Numbers, names

410-852-3283, Dave Pantzer

Example:
(123) 456-7890, John Smith
(111) 111 1111
(987) 654 3210, Jane

Delay between sends

Delay 5 seconds
Longer delays may make sending more reliable.

I have read the Google Voice Acceptable Use Policy and accept full responsibility for my use of this extension.

Send Messages

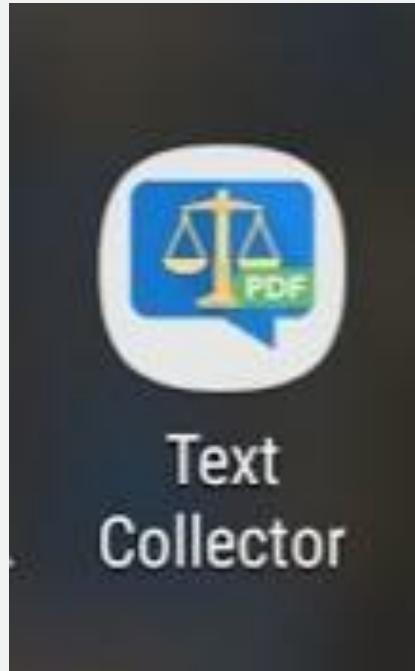
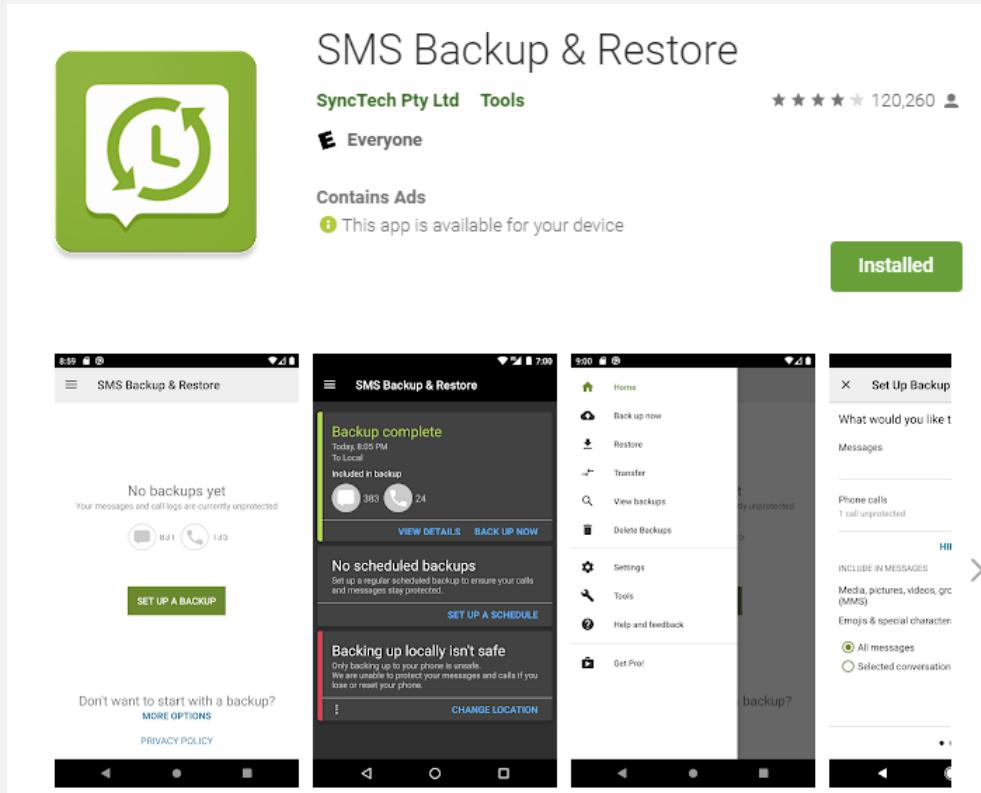
Get Help v1.3.2

Dave
Dave

Mobile: Text message to PDF

<https://www.youtube.com/watch?v=VI0QH8dF4EM>

<https://tinyurl.com/msba-android>



<https://pdf.wondershare.com/mobile-app/how-to-save-text-message-to-pdf-on-iphone.html>

<https://tinyurl.com/msba-iphone-1>

iPhone:
<https://deciphertools.com/decipher-textmessage.html>

<https://tinyurl.com/msba-iphone-2>



Dave

Sync your files without any third party involvement

- <https://syncthing.net/>



Syncthing

Project Downloads Security Foundation

Docs Forum Code Donations

The Syncthing Foundation stands against racism! [Read about what we're doing.](#)

Syncthing is a **continuous file synchronization** program. It synchronizes files between two or more computers in real time, safely protected from prying eyes. Your data is your data alone and you deserve to choose where it is stored, whether it is shared with some third party, and how it's transmitted over the internet.

Get Started

Grab one of the [downloads](#) and start syncing!
Check out the [getting started guide](#) for some tips along the way.

Private & Secure

- **Private.** None of your data is ever stored anywhere else other than on your computers. There is no central server that might be compromised, legally or illegally.
- **Encrypted.** All communication is secured using TLS. The encryption used includes perfect forward secrecy to prevent any eavesdropper from ever gaining access to your data.

Open

- **Open Protocol.** The protocol is a [documented specification](#) — no hidden magic.
- **Open Source.** All source code is [available on GitHub](#) — what you see is what you get, there is no hidden funny business.
- **Open Development.** Any bugs found are [immediately visible](#) for anyone to browse — no hidden flaws.



Dave

Planner

The screenshot shows the Microsoft Planner interface. At the top, there's a navigation bar with 'Planner' in the title, a 'New plan' button, and links for 'Planner hub' and 'My tasks'. Below the navigation is a 'Board' tab selected, followed by 'Charts' and 'Schedule'. There are three columns: 'Communication' (with a pink 'PS' icon), 'Website' (with a blue 'WB' icon), and 'Tech Support or Purchase' (with a green 'TS' icon). Each column has a 'Add task' button. On the left, a sidebar shows 'Website' selected, with options to 'Add task', 'Enter a task name', 'Set due date', 'Assign', and a large green 'Add Task' button. At the bottom, it says 'Show completed 41'.

Tasks.office.com

This screenshot shows a task creation dialog box. The title is 'test'. It includes fields for 'Assign' (empty), 'Add label' (empty), 'Bucket' (set to 'Website'), 'Progress' (set to 'Not started'), and 'Priority' (set to 'Medium'). There are sections for 'Start date' (set to 'Start anytime') and 'Due date' (set to 'Due anytime'). A 'Notes' section with a placeholder 'Type a description or add notes here' is present. A 'Checklist' section with a placeholder 'Add an item' is shown. An 'Attachments' section with a 'Add attachment' button is available. A 'Comments' section with a placeholder 'Type your message here' is included. At the bottom, a message from 'Dave Pantzer' is displayed: 'New Task "test" created' on 'April 19, 2021 1:37 PM'. A 'Send' button is at the very bottom right.



Dave

Libre Office

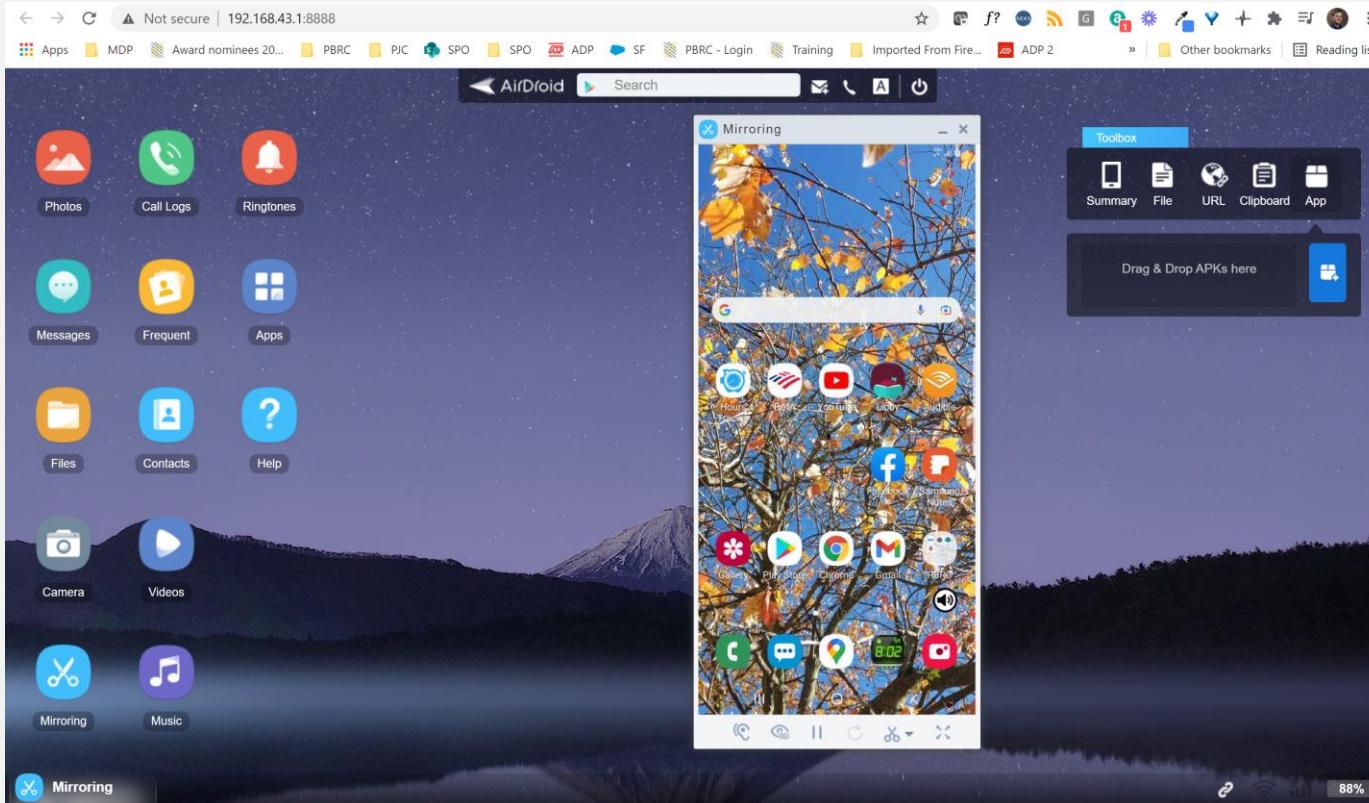
Free, open source office suite

The screenshot shows the official LibreOffice website. At the top is a green header bar with the LibreOffice logo and "The Document Foundation". Below it is a white main content area. On the left, there's a sidebar with a list of links: "What is LibreOffice?", "LibreOffice Technology", "New Features", "Writer – word processor", "Calc – spreadsheet", "Impress – presentations", "Draw – diagrams", "Base – database", "Math – formula editor", "Charts", "What is OpenDocument?", "LibreOffice vs OpenOffice", "Templates & Extensions", "Who uses LibreOffice?", and "Screenshots". The main content area features a large image of the LibreOffice interface with multiple windows open (Writer, Calc, Impress, Draw) and the text "Do more – easily, quick". Below this is a paragraph about LibreOffice's features and history. At the bottom right, there's a "Discover" section with a list of links: "What is LibreOffice?", "LibreOffice Technology", "New Features", "Writer – word processor", "Calc – spreadsheet", "Impress – presentations", "Draw – diagrams", "Base – database", "Math – formula editor", "Charts", "What is OpenDocument?", "LibreOffice vs OpenOffice", "Templates & Extensions", "Who uses LibreOffice?", and "Screenshots". The top right of the page has a search bar and links for "DOWNLOAD", "GET HELP", "IMPROVE IT", "EVENTS", "ABOUT US", and "DONATE".



Dave

Project your phone with AirDroid



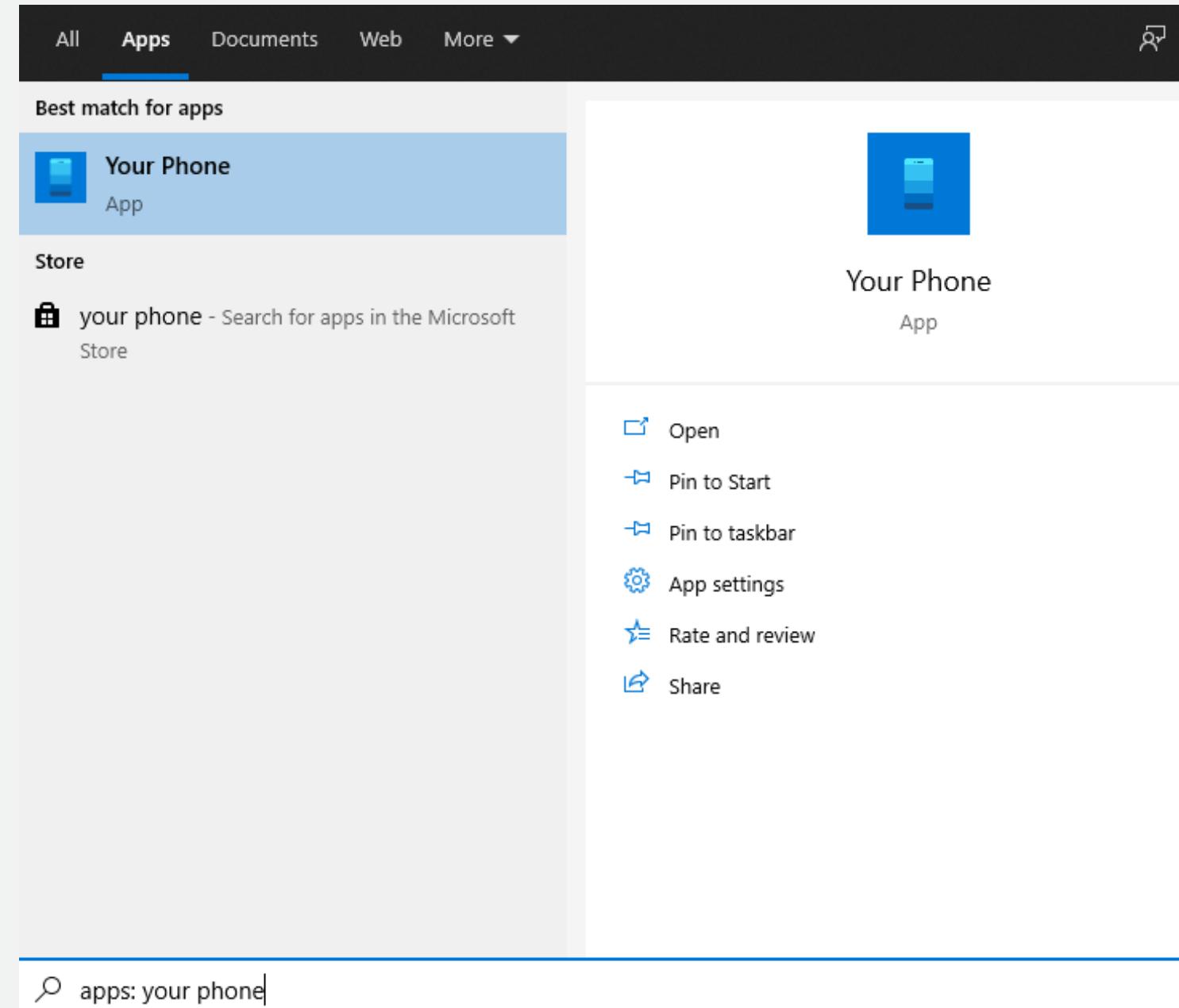
- Turn on your Hotspot
- Connect the PC to your Hotspot
- Run AirDroid
- Select AirDroid Web
- Browse to <http://192.168.43.1:8888>
- Use the “Mirroring” tool



Dave

Your Phone app

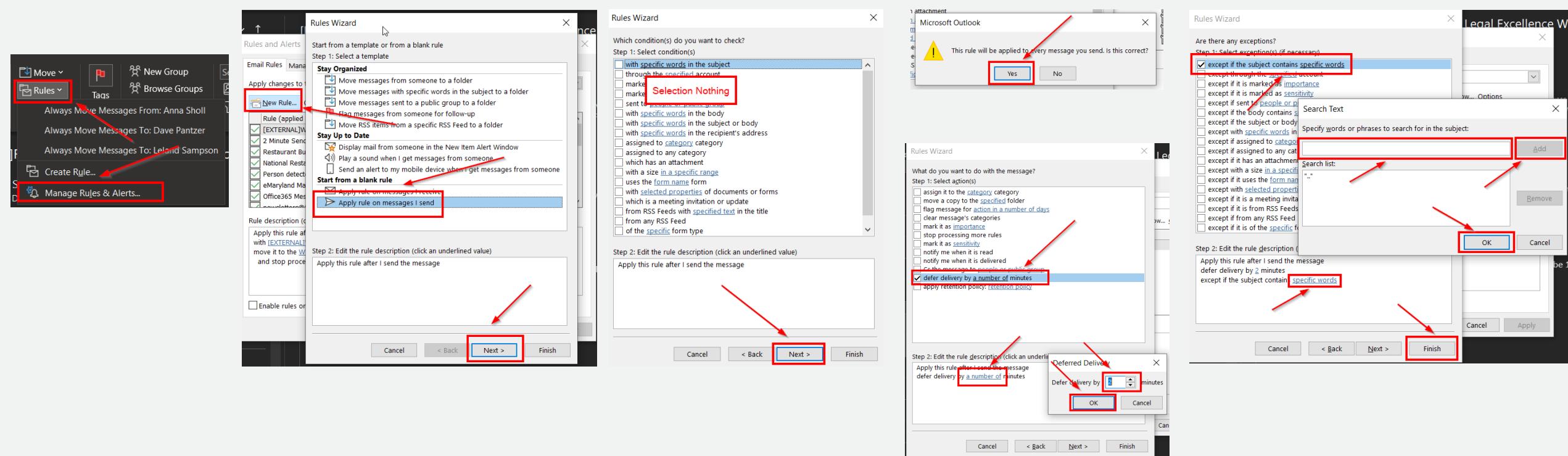
- Link your Android phone and PC
- View and send text messages from your PC
- Receive your phone's notifications on your PC
- Make and receive calls from your PC

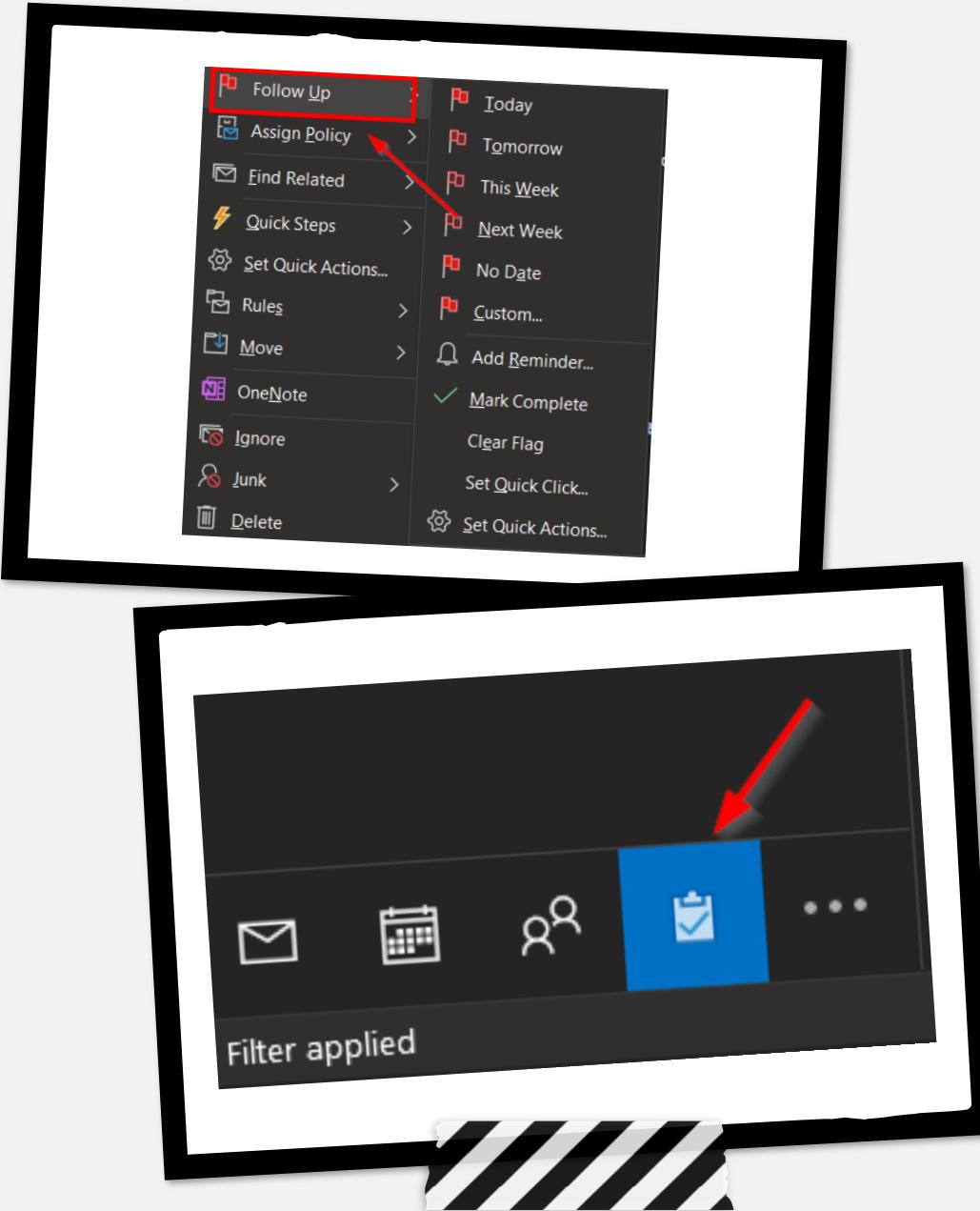


Lee

Outlook Message Send Delay w/exception

How many times have you said I should have _____ that message right after clicking send?





Outlook: Don't leave unread, Flag into your ToDos

- Desktop:
 - + Pressing "insert" will flag or complete a message. All flagged messages will appear on your ToDo List.
 - + If you want more options, right-click on a message and click "Follow Up"
- Phones:
 - + Mobile Outlook Swipe Right on a message



"WIN-TAB" Task View (*Windows* *Timeline*)

Let's you see what you did and when. Useful when trying to find previous days sites or documents.

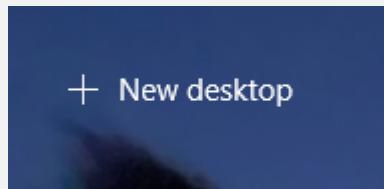


"New Desktop" from "Task View"

- Want to contain projects or workflows into separate areas without having tab and application chaos?
- May not survive reboot.

Press
"WIN-TAB"

OR

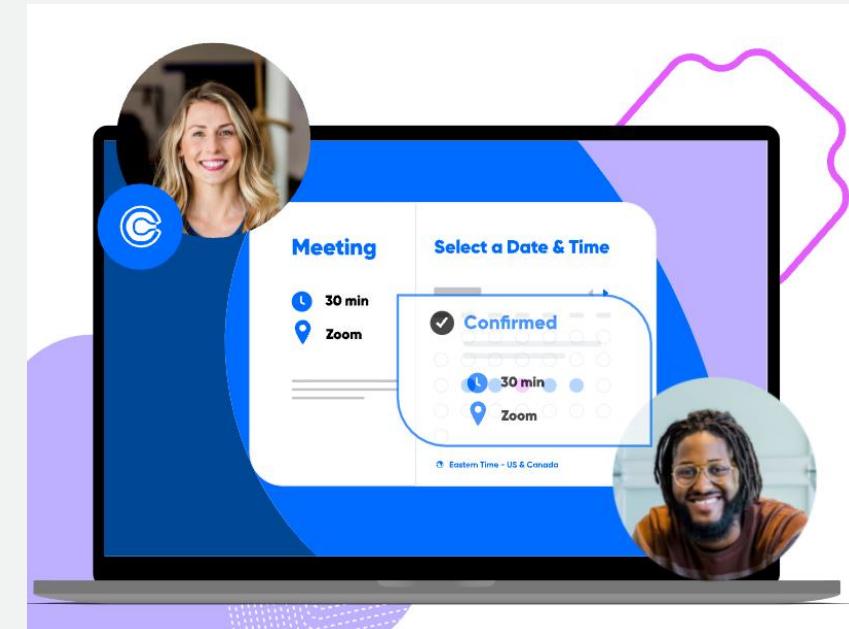


Click on
Name to
Rename



Public Calendar – Calendly.com

- If you don't have Microsoft Suite – Calendly.com let's people book time with you. Remember to keep your calendar updated and your "office hours"



Improve your Connectivity...go Wired

- Not everything has to be wireless – get a wire when you can for more stable and consistently faster, more secure connections.



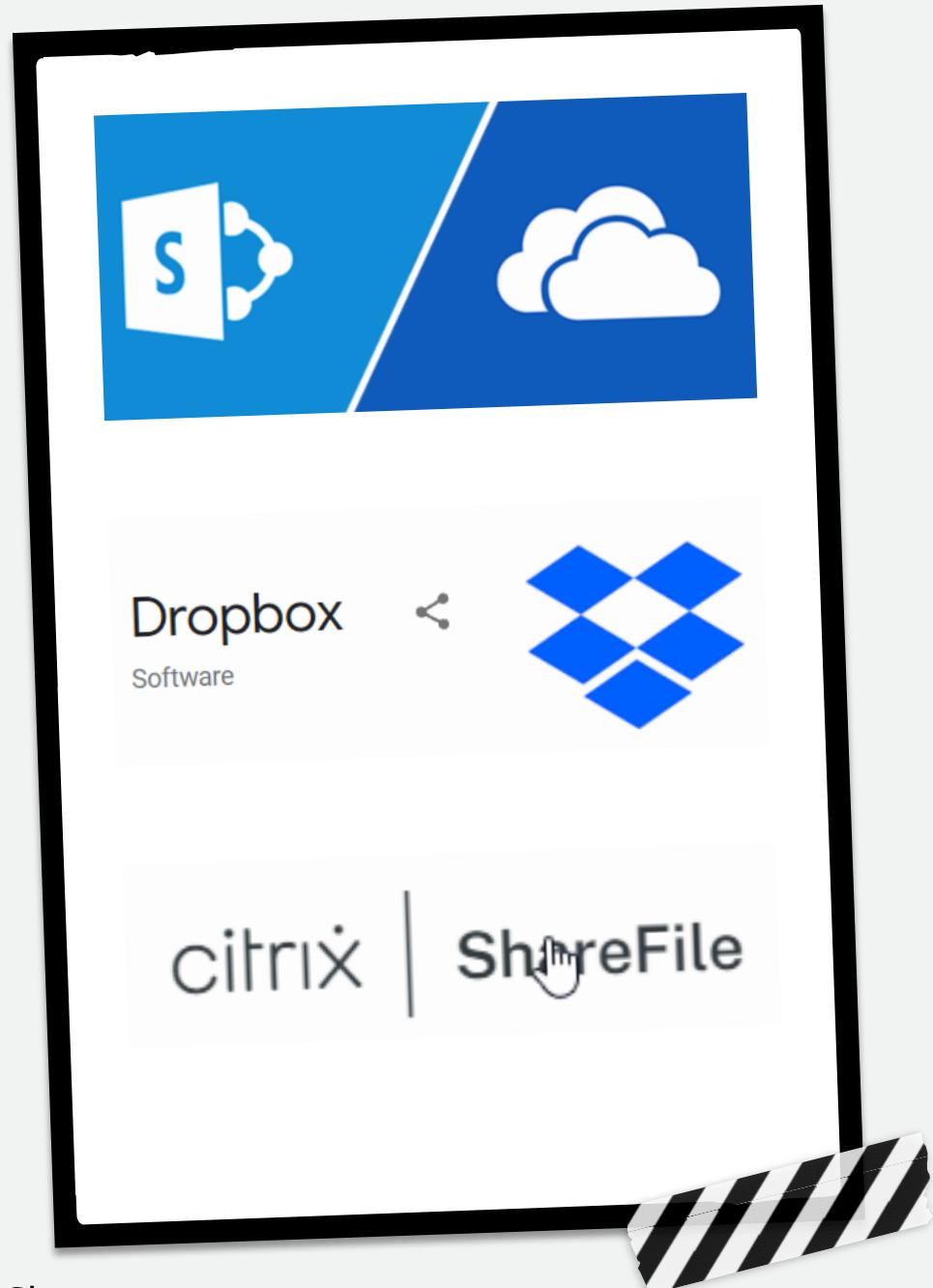
Signature Tool – Information Gathering

- If you are using DropBox look at **HelloSign**
- If you are using ShareFile look at **RightSignature**
- If you want something else - **Jotform**
- All let you create templates you can reuse and share. Jotform has most power for sharing.



RightSignature





Secure Compliant File Sharing

- DropBox, ShareFile, and OneDrive/SharePoint

Speed: 0 (↓0) Errors: 0 (↑0)

All keys: E N I T R

Current key: E Not calibrated

reler_iner_r
ere_lie_let
teelient

~ ! @ # \$
1 2 3 4

Tab Q W E

Caps Lock A S D

Shift Z X C

Ctrl Alt

Learn to Type Faster

This web application will help you to learn touch typing which means typing through muscle memory without using your eyesight to find the keys. It can improve your typing speed and accuracy dramatically. The opposite is hunt and peck typing, a method of typing in which you look at the keyboard instead of the screen, and use only the index fingers.

This is a short tutorial that will explain how this application works.

Click to add text

You can use the left and right arrow keys to navigate through these slides.

Num Lock / × -
7 Home 8 ↑ 9 Pg Up +

Alt Ctrl ← ↓ → 0 Ins . Del

SETTINGS...

Sign-In

Practice

Profile

Help

High Scores

Multiplayer

Inputs

Tools

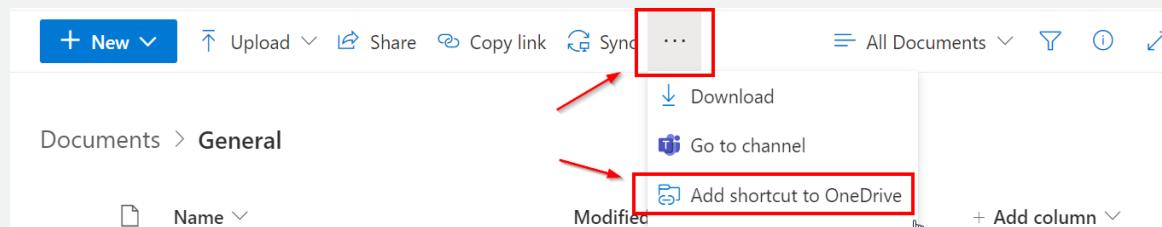
Typing Training -

keybr.com

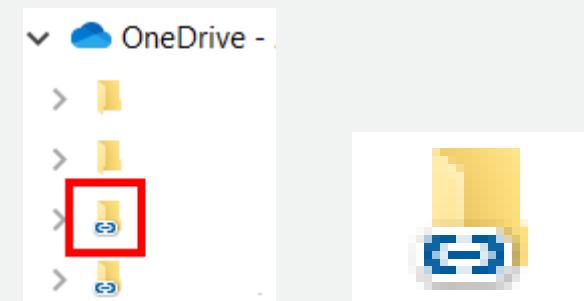
Turns learning to type into a game.

Shortcut to SharePoint in OneDrive

- In SharePoint click the "..." then "Add shortcut to OneDrive"
- You can rename Shortcuts in Windows Explorer once they appear.
- Faster use of new folders. More efficient than Sync.
- If libraries are locked down, must enable the sync...as of 10/21.



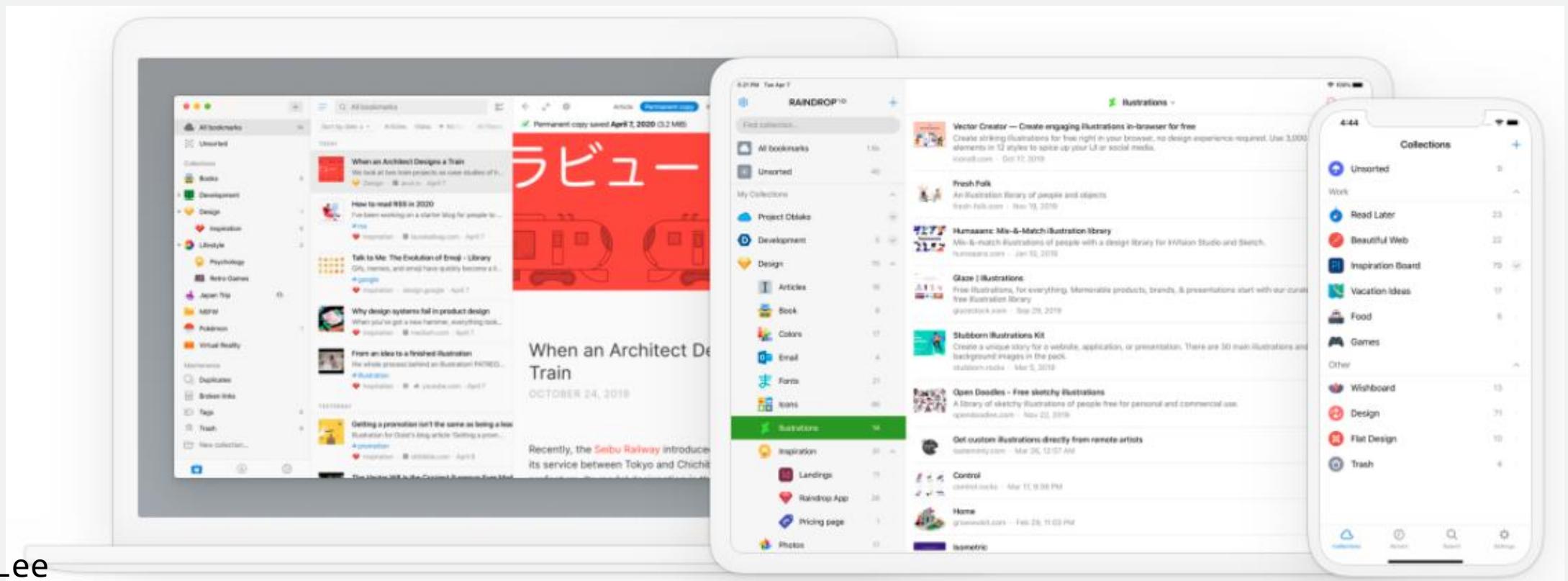
In SharePoint



In Windows Explorer
& OneDrive

Bookmarks – Raindrop.io

- Cross-browser, cross-platform bookmark manager



Monitor Webpages – Distill.io

- + Monitor web pages for changes
- + Free and paid plans



Password Manager - Bitwarden

- Secure password management
- Use a unique, high quality password for each site
- Access your credentials across devices
- Audited by 3rd parties
- Free and paid plans
- Bitwarden.com



Lee

Alternative Search Engines

- Search the web without tracking
- Unfiltered search results
- Fewer ads



Brave Search



Startpage.com



DuckDuckGo



Lee

PrivacyTools.io

- Find privacy respecting tools and products
- Short list of non-big tech alternatives
 - + VPN providers, cloud storage, browser addons, MFA authenticators



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Browser Addon – uBlock Origin

- Block content from loading in your browser
 - + Ads, trackers, malware, analytics
 - + Speeds page load times
 - + Consider whitelisting your favorite ad supported sites



Data Breach Alerts

- Haveibeenpwned.com
- Find out if your account credentials or data has been exposed
- Get alerts

';-have i been pwned?

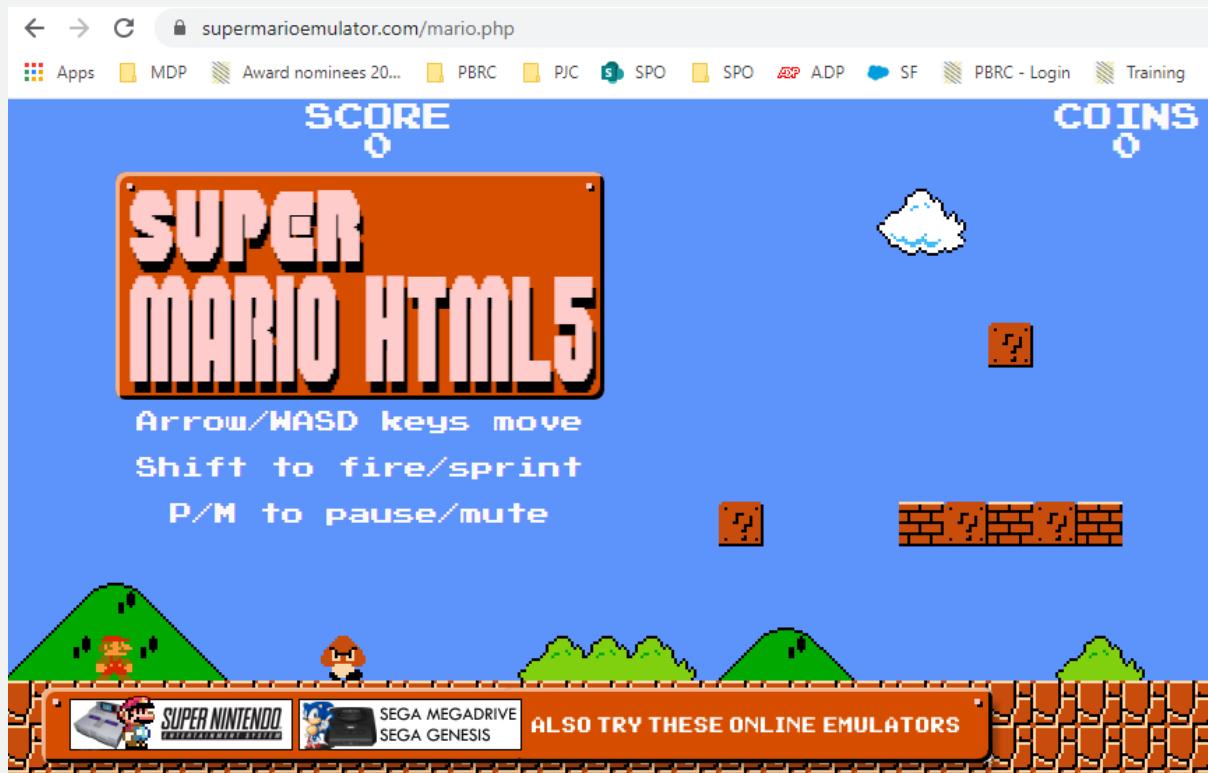


Microsoft Account password removal

- Remove your password from your **consumer** Microsoft account
- Replace the password with an MFA app (like Authy or MS Authenticator)
- Avoid common attacks like phishing, password spray, and credential stuffing
- <https://techcommunity.microsoft.com/t5/azure-active-directory-identity/introducing-password-removal-for-microsoft-accounts/ba-p/2747280>



It's Friday... time to unwind...



Dave

<https://tinyurl.com/msba-mario>

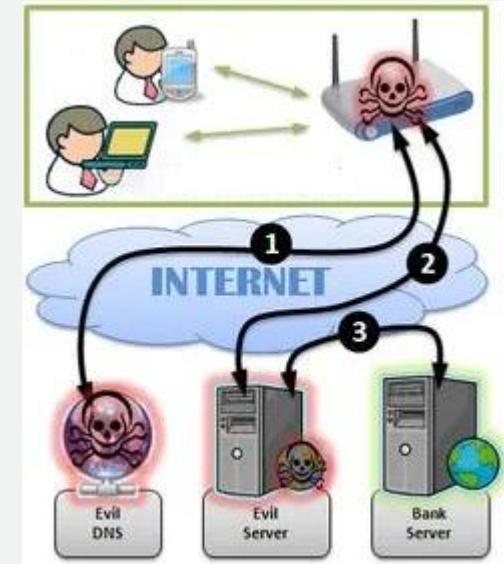
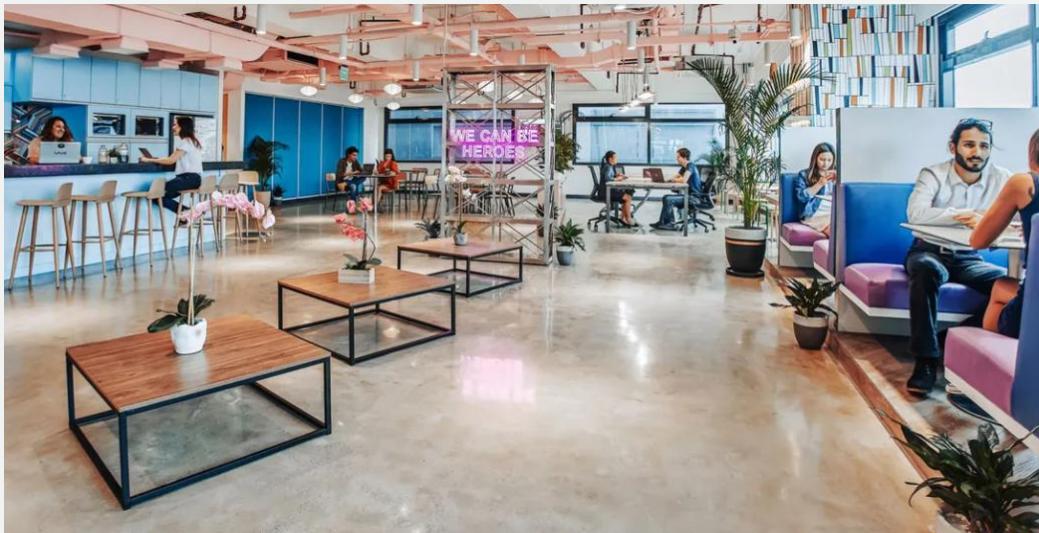


Cybersecurity

Discussion – Tools

and Best Practices

The Scenario...



The Bottom Line...



Use Multi-factor Authentication



Protect your data, in storage and in transit



Create Backups



Strategy can be as simple as



**Use Multi-Factor
Authentication on
all services**



**Encrypt data
on device**



**Encrypt data when
sharing or moving**



Backup data

Multi-Factor Authentication

**Protect
against creden-
tial theft**

**Protection
from phishing**

**Block 99.9% of
account hacks**

**Becoming
industry
standard**



Multi-Factor Authenticator – Not SMS

- Forms of authentication:
 - + Something you know – password
 - + Something you are – biometric
 - + Something you have – security token
- Use and MFA app like Authy or MS Authenticator instead of SMS based authentication
- Use on multiple devices and back up authentication links
- Also known as 2-Factor, 2FA, 2-Step Verification



Protect data on device

Practical tips:

- Create a separate administrator account on your computer
- Set yourself up as a user and don't use the administrator account
- Minimizes installation of accidental or unneeded software
- Lock device when stepping away
- Encrypt data on external hard drives and flash drives with BitLocker



Protect data on device -

Bitlocker

Bitlocker is built into Windows – whole disk encryption

Turn on Bitlocker

1. Start > Manage Bitlocker > Open
2. Turn on Bitlocker
3. Save to a file (on USB)
4. Save key to flash drive and save it securely to a known location
5. Next
6. Activate Bitlocker



Protect data in transit

This includes data being sent over the internet.

- Consider using encrypted emails containing protected information
- Always use secure networks and websites when transmitting protected information.
- Look for the lock icon by the website URL



Protect data in transit

Secure Connections

WiFi security, even at home

VPN whenever possible

Use known safe networks when possible

Isolate your work devices from household devices (use 2 routers if possible)



Backup, Backup, Backup

3-2-1 backup

3 copies of data

2 locations for data (office and home/cloud)

More than 1 different type of media

Ensure file/folder versioning is enabled anywhere files are saved

Check backups once a quarter

Setup failure notifications (at least emails)

Practice disaster recovery!



Updates and disposal

Set auto-updates and check occasionally

When getting rid of equipment properly dispose by format/overwrite (or use a hammer).

Backup before destroying



Thank you!

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