

# Weekly Tech Tips

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## Did You Know?

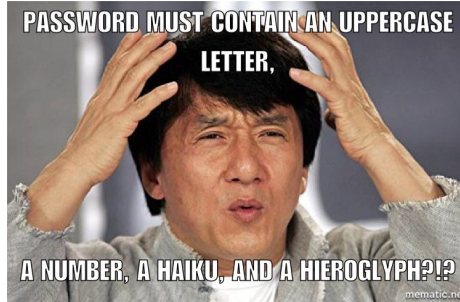


Choosing to "reply" to someone's e-mail isn't always as easy as it seems. There are times when "Reply" will suffice, and others when a "Reply All" is necessary. There are also times when you may want to copy someone on an e-mail without having their name visible. When this is needed, the "BCC" field should be utilized.

## Let Us Reward You!

Do you know of a business struggling with their IT needs? If so, we've got the solution! Go to [www.robertstechs.com](http://www.robertstechs.com) and refer them under our "About Us" section! They'll receive a free Network Assessment with no strings attached, and if they become a client, you'll be rewarded as well!

## Password Security



The feeling when required to change your password, yet again, can be frustrating. However, maintaining password security is of the utmost importance. A study by Ofcom, a UK Communications watchdog, shows 55% of users 16 and older (from the 1,800 surveyed) use their social media passwords for almost ALL of their online accounts. According to Redcentric, three in five people use the same password across multiple accounts, bumping the percentage to 60%! If one of these accounts is hacked, all of the

accounts are compromised. Change your password every 90 days or less - depending on your company's policy. Don't reuse old passwords. When choosing characters to use, try to include special characters (#, @, %, !), as well as combining them with uppercase letters, lowercase letters, and numbers. This makes it harder for hackers to decipher. Never use birthdays or any user names for passwords. Always check to make sure there is a secure connection before entering your information online (look at the beginning of the URL for https rather than http). Remember your passwords instead of storing them somewhere. If you need help, write down *hints* to jog your memory, not the password itself. Storing passwords under your keyboard or on the computer is not safe.

## Keyboard Shortcuts

### Microsoft Outlook Keyboard Shortcuts

- To send a message, press Alt + S
- To switch to tasks view, press Ctrl + 4
- To switch to the next open message, press Ctrl + Period
- To switch to the previous open message, press Ctrl + Comma

## RTS Contact Info

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