

# Weekly Tech Tips

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## Did You Know?



While we may have left flu season in our rear view mirrors, keeping a tidy work station is still an important habit to form. Tune in next week to learn about some simple cleaning tips which can help keep your desk feeling fresh and clean, allowing you to focus on the things which really matter, like work!

## 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!

## Downloading While At Work

In recent weeks, cyber-security has become a bigger topic than ever in the main stream media. With this in mind, we wanted to address the topic of downloading while at work.

Roberts Technology Solutions advises everyone to refer to their company policy when it comes to downloads at work. This is first and foremost the most important policy to follow.

If downloads are allowed on work computers for work related matters, it's important to remember any type of file could be infected with a virus or malware. In the past, the big contenders were .exe and .zip files. With the growing sophistication of hackers, anything poses a threat to your computer and the network it's connected to.

Always try to verify the sender of a file, or the site it came from. We stress once again to only open files in e-mails from someone you are expecting to hear from or

someone you regularly do business with. Using sites with "https" at the beginning mean you are in a secure location. While this doesn't mean you are 100% protected, it does mean the website isn't open for just anyone to view.

Overall, the general reminder is to be safe while on the web. If something seems fishy, it probably is. E-mail any questions on this to [helpdesk@robertstechs.com](mailto:helpdesk@robertstechs.com).

**TRIVIA Question:** Name ONE of the things a weekly restart can fix listed in a previous "Weekly Tech Tips". Send your answer to [info@robertstechs.com](mailto:info@robertstechs.com) by NOON on Friday, the 2nd, for a chance to win a \$5 gift card to "That One Cupcake Place"! Last week's winner of a gift card to Lu's Deli was Lyn from Johnson Gas!



## Quote of the Week

*"Today was good. Today was fun.  
Tomorrow is another one."*

- Dr. Seuss

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