INFORMATION SHEET 03

IT TIPS AND TRICKS

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What's new in IT?

2 factor authorisation

I am often asked, "what's new in IT?" and many times there is not that one big thing to talk about. This is one of those times but I've been compiling all the little things I discover everyday. Enjoy!

Do you know what the term "2 factor authentication" means (abbreviated to 2FA)? Simplifying it, it is the need for more than just a username & password combination. Usually in the form of a text or 6 digit code via an app.

If you aren't used to these, my advice, spend some time and get familiar. They are coming hard and fast and for good reason (added security)!

Microsoft 365 are pushing 2FA as default across all accounts now!

ProTip: If you use a password manager eg 1password - you can use it to generate 2FA codes instead of the suggested apps. Giving much faster, reliable logins.

Printer tip

If you use an inkjet printer - do you leave it on all the time? Not only can you save energy costs turning it off when not in use, the print heads degrade faster when constantly hot. Therefore reducing the lifespan of your printer!

I turn my printer and other peripherals on/off with a smart 6 way plug

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Google Chrome profiles

Do you have multiple logins for the same kinds of accounts? For example - multiple Microsoft 365 accounts/emails

Have you experienced the frustration of your web browser logging you into the wrong account even though you have logged out?

This is a GAME CHANGER!

Short answer - use Profiles in Google Chrome, here's the how to:

https://support.google.com/chrome/answer/2364824?hl=en&co=GENIE.Platform=Desktop

Tips for typing on an iPhone

I learned a few tricks here:

https://www.youtube.com/watch?v=flga6t6vVcc

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Calendar scheduling tips and tricks

Loved this - as someone who lives by their calendar (electronic or paper), there was some good stuff here:

https://www.youtube.com/watch?v=PLHpZ1WJ9DA

Security Hacking Scamming Sharing the ♥

This has been a very hot topic recently.

So let's keep it as simple as possible, if something comes in and it doesn't "smell right" or you are not 100% about the source:

- Don't react, pause, this is the single most important reaction. Many of these scams are preying on your being scared/intimidated/worried about it being genuine. They want a fight or flight reaction as we don't think well in these scenarios.
- As a trusted advisor else (particularly around paying invoices!). Always better to ask
- If in doubt, speak to the person involved

About the author

Christian Hambly is our trusted IT adviser at Play England. He runs FreelanceGeek Ltd and is available on a Pay-As-You-Go basis for IT support, consultancy and projects at christian@freelancegeek.co.uk. Drop by for a virtual coffee and chat anytime here: https://FGL.ink/coffee