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Gmail Gets Better with Chrome Extensions



Google has contributed many useful applications and utilities to the average computer user,

but one of the biggest standalone contributions that Alphabet, Inc. has made is Gmail, its email program. While this communications tool is comprehensive on its own, it only becomes more useful when paired with the right extensions. Today, we'll review some of the...



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From the Desk of Helder Machado



Hello everyone! Finally, we have summer weather. Hopefully, you had an enjoyable 4th of July holiday, and are having a great summer.

If you're traveling this month, we want to remind you to be safe when utilizing technology during your trip. Make sure you use caution when connecting to the internet via a hotel or public Wi-Fi, and when using a credit card. Click here to review tips for using technology while traveling.

Many of us at the office have enjoyed watching the exciting World Cup games recently. Congratulations to France! They were exciting games. It is also baseball season, and the Red Sox are off to a good start. Go Sox!

Once again this year, we took part in the Habitat for Humanity Playhouse Build-A-Thon at the end of June. There were a total of 13 playhouses built, and dedicated to well deserving veteran families. The children were very excited, and the parents were grateful. The Machado team had a great time participating in the event. Click here to view some of the photos.

Machado Consulting will also be having fun with some wacky, offbeat holidays this summer. We will be celebrating Video Games Day and Tug-of-War-Day. Another fun one is, Ugliest/Tackiest Hawaiian Shirt Day; we will have a contest, and a Luau for lunch.

This year I've been invited to participate on the Veterans, Inc Gala Committee to help raise funds for the homeless and those veterans in need. Coming up this Fall will be the Veterans Inc Gala Ball. The ball takes place on November 3rd. If you are interested in donating or learning more about the Gala and how you can help make a difference, click here to review the information. Thank you for your support of our veterans!

Throughout the newsletter you will find current cyber-security news highlighted. Remember, whether you are at home or traveling, feel free to contact us regarding any security questions you have.

We hope the rest of your summer is enjoyable, and safe. All the best!

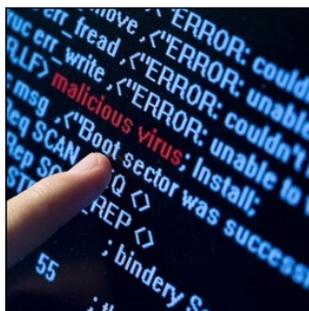


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FBI: Reboot Your Router to Avoid Malicious Attack



The Federal Bureau of Investigation said Friday anyone with a small office or home router should reboot it to stop the spread of malware. A potential attack had infected hundreds of thousands of devices across 54 countries with software called VPNFilter, which was traced back to Ukraine where it was first found in 2016, it said.

The FBI recommends any owner of small office and home office routers reboot the devices to temporarily disrupt the malware and aid the potential identification of infected devices. Owners are advised to consider disabling remote management settings on devices. Network devices should be upgraded to the latest available versions of firmware.

(Continued on page 3)

The G Suite Just Got Smarter



With the recent overhaul of Google's G Suite productivity software products comes a new

way to keep your business' data secure. We'll go over some of the major changes introduced in the updates, including the integration of artificial intelligence. Google's new services and integrations are openly competing with software like Microsoft, Slack, and Atlassian. We'll take a closer look at some of the changes made through Google's G Suite overhaul.

Gmail Upgrades

Google services have changed considerably over the years, but one that hasn't seen a significant change since 2011 is Gmail. The new designs provide several new functions including a snooze feature that can remove an email from an inbox for a specified length of time. Another feature is Smart Replies which can provide users with A.I.-generated replies to an email with just a click of the mouse.

In addition to these new features, more focus is being placed on some others that haven't been as focused on in the past. Google has built several new plugins for its Gmail Add-ons from 2017. If you're looking at your new Gmail, you can find these options by clicking on the vertical strip of icons in the upper right-hand section of the Gmail interface. There are now plenty of third-party apps that integrate with Gmail, like Trello and Boomerang, as well as several Google products such as Google Keep, Google Calendar, and Google Tasks.

Inside G Suite

If you're using the latest version of the G Suite, chances are you've noticed some changes to the interface itself. There are more integrations with third-party software than ever before, all to help your business improve collaboration and cooperation between departments or individual users. There is new functionality between Hangouts Meet and video conferencing solutions like Microsoft Skype, as well as interoperability between several other applications. These include smart features for Google Calendar and Microsoft Exchange Resource Booking, as well as

Google Sheets integration with ERP and CRM solutions.

Google Calendar also now has smart scheduling capabilities that make it even easier to stay organized. Thanks to machine learning, Google products can now take advantage of real language processing to display only the most relevant information. As the interface learns from the user, it will be able to better serve them.

Another great feature is the use of Team Drives. You can create more collaborative environments for your organization's departments, allowing them to take advantage of Docs, Sheets, and more in all new ways. Google explains this as giving "more granular control" over your organization's content.

Does your business want to get the most out of its productivity suites? Machado Consulting can help. To learn more, reach out to us at (508) 453-4700.



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Cyberbullying is a Serious Issue Everywhere



As technology has evolved, so have our capabilities of using it. While this has led to great improvements

in how we can live our lives, it has also made it much easier for us to torment and harass one another. This is a huge problem, and growing, so it is important to know how to take a stand against it - both at home, and in the workplace.

The Cybersmile Foundation was formed on June 17th, 2012, to help spread awareness of this problem and promote online inclusivity over toxic harassment and abuse. Unfortunately, their efforts

are very much needed, as cyberbullying is still a pervasive problem.

What is a Cyberbully?

A cyberbully is pretty much what it sounds like: they are someone who torments others, causing them pain and angst, over a digital medium. Common media for a cyberbully to leverage include social media, online forums, and even texting and instant messaging. Since this form of harassment doesn't require the bully and their target to be in the same place, there is a much greater timeframe of opportunity for this kind of bullying to take place. While many cyberbullies work alone, it isn't uncommon for groups of people to engage in such activities cooperatively. Not only can this kind of bullying be very public, it can more insidiously be

kept private, and many cyberbullies act anonymously to protect their own identities. Even worse, a total stranger may be the one to target someone as a victim of their attacks.

What possibly makes cyberbullying so insidious, is the fact that the target may not even be aware that it is going on. If, for instance, nasty things are being said on a social media platform or profile that the target cannot access, the only way they will find out is if someone says something - which doesn't always happen.

Workplace Cyberbullying, while it...



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FBI: Reboot Your Router to Avoid Malicious Attack

(Continued from page 1)

Below we've listed the devices known to have been impacted thus far:

Linksys E1200
Linksys E2500
Linksys WRVS4400N
Mikrotik RouterOS for Cloud Core Routers: Versions 1016, 1036, and 1072
Netgear DGN2200
Netgear R6400

Netgear R7000
Netgear R8000
Netgear WNR1000
Netgear WNR2000
QNAP TS251
QNAP TS439 Pro
Other QNAP NAS devices running QTS software
TP-Link R600VPN

If you have one of these devices, it's

strongly advised to reboot. Please don't hesitate to reach out to us by email or phone if you have any additional questions or concerns related to any security issue.



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How to Fire Stress from Your Business



Stress is a reality of everyday life, especially in the workplace. Of course, different people find

different things to be stressful, as well. Here, we'll review some of the biggest sources of stress to be found in an office environment, and what some of the effects of this stress can be.

Where Our Stress Comes From

While it may not feel like it during the experience, stress is actually the body's way of trying to protect you. The nervous energy and hyper-awareness that come with stress were meant to help our ancestors survive dangerous situations, which in turn allowed them to develop more advanced cultures that allowed these situations to largely be mitigated. However, as culture developed, these reactions didn't, and now come into play in the workplace environment.

This can be both helpful and problematic. While stress can effectively boost focus and productivity, the brain doesn't differentiate between stress that comes from a physical source, and that which comes from mental and emotional stimuli. Therefore, a particularly pressing deadline can cause the same effects that a mugging would on you, both physiologically and psychologically.

Why This is a Big Problem in Today's

Workplaces

It is no secret that the workplace can very easily be a stressful place, for a variety of reasons. There's a veritable laundry list of sources, known as stressors, that a work environment can easily provide. They are:

- **Physical Stressors** - These create stress on the body, and usually take the form of regular exposure to some uncomfortable aspect of the work environment, whether it's noise, the presence of some unpleasant substance, or unideal ergonomics.
- **Social Stressors** - Those conflicts and poor relationships that cause distress and tension in the office, whether it is applied by an abusive supervisor or coworker, through harassment in the workplace, or even by clients and customers.
- **Career Stressors** - Many people find their careers stressful, perhaps due to a feeling that they don't have many opportunities, that their job security is lacking, or even that they are overqualified for what they are doing. There are other kinds of stressors that are closely related to this.
- **Task Stressors** - Whether you're under pressure to complete your responsibilities, they're highly complex or mind-numbingly monotonous, you're constantly being pulled away, or you just have a lot to do, your workplace tasks can easily be a source of stress.
- **Role Stressors** - Your role in the organization can also provide

stress, especially if it isn't apparent what that role explicitly is. Furthermore, if your work role interferes with your role at home, this can contribute to stress as well.

- **Schedule Stressors** - If you have inconsistent hours, work for long stretches of time, and often work long overtime hours, you likely suffer from schedule-related stress to some degree.
- **Organizational Change Stressors** - Change is uncomfortable, so when mergers, corporate downsizing, or new technology is brought to the table, it is easy for it to become a source of stress in the workplace. These can also contribute to the other kinds of workplace stress.
- **Traumatic Stressors** - These stressors are perhaps the most obvious and are most frequently seen in particular industries that are prone to traumatic situations. However, these can also take the shape of workplace disasters, like fires, floods, and other similar events.

Each and every member of your organization could be susceptible to at least one of these sources of stress, and as a result, each member could potentially have their health, well-being, productivity, and potential put at risk. Fortunately, by adopting and cultivating some policies and cultural shifts in your company, you can do your part to keep the work environment relaxed and...



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Why You Need to Be Careful when Discarding Technology



Nothing lasts forever - especially your business' technology.

However, you shouldn't just get rid of your old technology willy-nilly. This is mostly for two reasons: one, many of the components in our technology are really bad for the environment; two, carelessly disposing of technology is a great way to put your data at risk. In order to protect your data, you need to make sure that your old equipment is properly disposed of.

The Two-Pronged Risk of Improper Disposal

Like we said, there are two major issues to cutting corners when ridding your business of its old tech. First, there's the potential environmental impact that could be incurred.

In order to work the way, we want them to, many devices (especially mobile ones) rely on parts and components that can potentially cause some significant damage to the environment. In addition to the materials that simply aren't biodegradable, most devices contain hazardous materials like lead, mercury, and cadmium - not to mention their lithium batteries. These materials

have a tendency to gradually seep into their surrounding environment, effectively poisoning the land and the water around them. This ultimately loops back around to human beings and has been shown to cause toxic buildup in our systems, leading to serious health issues like cancer.

In addition to these risks, there is also the risk that any data left on an improperly disposed-of device could be stolen and leveraged by a dumpster-diving cybercriminal. Depending on what information the device held, this could very easily contribute to some serious issues on the part of the business. Whether it is your own business' sensitive data or that of your clients, it needs to be properly removed before the device in question leaves your oversight.

Ideas for Tech Disposal and Repurposing
There are a few options you have for getting rid of your older technology, each with its own benefits.

Find a reputable recycler. Find a recycler who you trust to properly dispose of your technology after completely destroying any data. There are many vendors who can help you to accomplish this. Donate your old technology. If

there isn't anything wrong with your old tech, and you just need to upgrade to support improved solutions, you could consider donating your old devices to a local school or other similar outlet. Of course, you should make sure that all data has been appropriately removed before handing them over. Double-check that you can't still use it. There is a chance that an upgrade or two would enable you to continue utilizing a particular piece of hardware. If not, perhaps there is somewhere else in your organization that it can still be leveraged. Is there anyone else using an older machine in your organization that wouldn't mind getting a hand-me-down? If a device can still support another staff member's use, you might as well pass it to them and reduce the amount of waste you produce.

If you need assistance changing over to new devices and being rid of the old, reach out to Machado Consulting. We can ensure that you have the solutions you need for success, without putting your security in jeopardy. Reach out to us at (508) 453-4700 to learn more.



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Leave the Worry to Us

There are many different IT companies out there that you could choose to handle your technology needs, but there's only one that won't see you as just an account.

At **Machado Consulting** we prefer to think of our clients as partners, working together with the owners and employees to make that company the best it can be. As business owners, you have a lot on your plates.

Leave the worrying about being up to date on the latest business technology and leveraging that technology up to us.



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