

MCS
Melinda's Computer Services



My Focus

Whether you are looking for managed IT services' network support' migrations' security implementation' or more' I can offer exceptional service and custom solutions for all of your business needs.

Contact me at melinda@mcs-melindascomputerservices.com to find out how I can exceed your expectations.

I Want to Hear from You!

This is *your* newsletter after all, so please let us know how I can make it even more relevant and useful for you.

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Top 10 PC Management Tips

1. Use a firewall
2. Run periodic Backups
3. Run Antivirus software
4. Run Windows Updates
5. Use a reputable Spyware/Adware utility
6. Empty Recycle Bin Weekly
7. Run Check disk Monthly
8. Run Defragment Weekly

NEWSLETTER

Welcome to MCS Melinda's Computer Services News: IT Expertise at Your Fingertips

Welcome to the new issue of MCS Melinda's Computer Services News—the newsletter that keeps you abreast of all the latest trends in the fast paced world of information technology.

Read on for tips and tricks on getting the most out of technology' as well as advice on how what you need to keep your computer safe. I always like to hear from my readers' so please send your comments

melinda@mcs-melindascomputerservices.com

Handheld Device Etiquette

- During meetings' turn off your ringtone and message notification.
- If you're using vibrate' don't leave it on the boardroom table!
- If you absolutely have to check your voice/email in the company of others' don't speak or type loudly.
- Leave your device out of sight and give others your full attention when not in use.
- Do not' under any circumstances' use your handheld while driving.
- If absolutely necessary' use a hands free headset or earpiece.

9. Run Disk Clean Up Weekly
10. Use a Registry Cleanup Software

By using this simple guideline you will be proactively maintaining the health of your PC. If you need assistance in either configuring any of these software programs and or help in choosing the right software, give me a call and I will assist you in your IT decisions



Announcing my new Email Campaign Service

In this tough economy, advertising is a very expensive cost to small businesses. Let me help you out with that by offering my email campaign service. Test it out. Send professional campaigns such as this to all your customers. Send it as a newsletter, a coupon or a press release. I have templates for all types of email campaigns. Receive reports that will help you evaluate the success of your campaign. Contact me today for more details...

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Cybercrime

What is it and how can you prevent it?

Cybercrime can be anything from vulnerabilities in your computer or network, Spyware, Adware, Spam, Malware or Phishing. What are these?

Vulnerabilites - These are flaws in your computer software that are weaknesses in the overall security of your computer or network

Spyware - These are small programs that are downloaded from a Web site, email messages, instant messages and direct file sharing. Some are down without your knowledge and some are downloaded when you agree to a EULA (End User license Agreement) when you download software programs.

Adware - is any software package which automatically plays, displays, or downloads advertisements to a computer after the software is installed on it or while the application is being used.

Spam - Is an electronic version of junk mail. You know that unsolicited advertisement. This is the process of sending unwanted messages via mass mailing.

Malware - This is malicious code that includes viruses, worms and trojans.

Phishing - This is essentially an online con where the "phishers" are tech savy Con-Artists and Identity Thieves. They use spam, malicious websites, email messages and instant messages to trick unsuspecting users into divulging their personal information.

(Threat level world wide is at Level 1 - Normal)



Now that you know what Cybercrime is, what can you do to prevent it.

- * Keep Software and security patches up to date
- * Configure security settings for OS, Internet Browser and security software
- * Develop personal security policies for online behavior
- * Install a proactive security solution
- * Carefully read all EULA when downloading software

For assistance with any of these items, please feel free to contact me.

Cleanup and Optimize

Refer one paying customer and receive one Computer Cleanup and Optimization for FREE. This is a \$70.00 value

MCS Melinda's Computer Services

<http://www.mcs-melindascomputerservices.com>

Expiration date:
11/30/09



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