



The GAB'er

The Newsletter of the Greater Albany Apple Byters

Volume 29, Number 3 - November 2012

Forstall, Browett Leaving Apple in Management Shakeup

Citing the desire for “changes that will encourage even more collaboration between the Company’s world-class hardware, software and services teams,” Apple announced that Senior Vice President of iOS Software Scott Forstall is leaving the company in 2013.

Also packing up, apparently immediately, is Senior Vice President of Retail John Browett, with CEO Tim Cook taking over his duties until a new head of retail operations can be hired.

Meanwhile, other Apple senior vice presidents are taking on additional responsibilities. Industrial designer Jonathan Ive will start working with software teams to “provide leadership and direction for Human Interface (HI) across the company.” Eddy Cue of Internet Software and Services assumes responsibility for Siri and Maps, in addition to overseeing the iTunes Store, the App Store, the iBookstore, and iCloud. Craig Federighi, who formerly headed up Mac Software Engineering, will also lead iOS development. And Bob Mansfield, who abruptly retired in June 2012 only to return in an unspecified role a short time later, will lead a new Technologies group that combines all of Apple’s wireless groups.

Coordinator’s Corner

by John Buckley



this month.

Welcome to GAAB. We had a small turnout for the October meeting but gained a new member. Because of the small number we were able to pass out free access to full version of [Snapheal](#), the program we will doing a demo for

As usual, check our [website](#) for the most current GAAB information. You will find a map and aerial photograph showing how to get to the meeting location.

At the November meeting we will set the schedule for the remaining demonstrations and then take a look at what is now available from Apple including the new Mountain Lion Operating System (OS X 10.8). There have been two updates since its release, so members should feel safe in installing the new system. It is only available through the Mac App Store with a cost of \$19.99. Our main demo will be [Snapheal](#), a very simple an inexpensive photo editing program which I reviewed last month and is available on the Mac App Store for \$7.99.

To find out what’s happening, GAAB is the place to be. So be sure to be at our November meeting and every meeting
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Next GAAB Meeting
November 14, 2012
Snapheal
7:00 p.m.
St. Mary’s Hospital
Troy, NY

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Serving the Apple Computer User Community Since May 1984

The Greater Albany Apple Byters is an Apple Computer User Group. Meetings are held the second Wednesday of each month (except July and August) in Room 212 of Troy High School, located on Burdett Avenue, Troy, NY.

Annual membership fee is \$10.00. Membership privileges include this newsletter, access to a large public domain software and video/audio tape library, local vendor discounts, special interest groups, and other special offers.

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Apple Ambassador

by John Buckley

10 Ways to Help Your Users Switch from Windows to Mac

by Erik Eckel

The following by Erik Eckel at Tech Republic are things you can do for yourself if you are new to the Mac or as a Mac user, you can do to help new Mac users who are switching over from a Windows PC.



Takeaway: Switching from Windows to Mac can be frustrating and confusing for even the most tech-savvy users. These tips will help ease the transition.

Computer platforms sometimes mimic political affiliations or religious beliefs: Practitioners and advocates may become narrow minded, inflexible, and intolerant of competing perspectives. Nevertheless, many organizations — some aided by platform independence fueled by cloud-computing initiatives — determine to branch out, and for a variety of reasons, begin replacing Windows systems with Macs. The following 10 tips will help organizations in migrating Windows users to Macs, while simplifying the transition.

1: Explain OS X differences

The OS X operating system, and user interaction with the platform, is quite different from Microsoft Windows XP, Vista, and 7. While Microsoft is making strides to catch up to Mac with improvements included in Windows 8, most Windows users are familiar with the need to navigate to applications or preferences by clicking a Start button and following a concourse of menus. Not so in OS X, which makes application access as easy as performing a simple

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When you surf the Internet, everyone is watching.

Tracking companies, search engines and social networks try to learn your habits for advertising purposes. Your Internet service provider monitors every move to make sure you're not doing anything illegal.

A government analyst somewhere might think you're "interesting" because of a suspicious phrase you used in a tweet.

On the other side of the law, there are scammers and hackers waiting to pounce on any opportunity to steal your identity and your money.

Many people believe there's nothing they can do to prevent such snooping. A master spy like James Bond can browse the Internet without leaving a trace – sure – but not regular folks.

Well, it's not as hard as you may think to browse anonymously and preserve your privacy. All you need are a few tools and some coaching in covert ops.

That's where I come in. Just call me Komando...Kim Komando.

Spy trainee

Hackers use viruses to exploit your computer and steal personal information. Your first line of defense is to always keep a clean machine and make sure your security software is up to date. I have plenty of excellent free security software in my [Security Center](#).

When you surf, your browser keeps a record of where you go, what you search for, and what you download. It also stores cookies, which can improve the functionality of

websites and track you. Wipe out this information with a program like [CCleaner](#).

Or make sure it isn't recorded in the first place. The next time you want to kill an hour watching a [puppy cam](#) without leaving a digital footprint on your computer, toggle to private or incognito browsing mode. All major browsers have it listed in the program's main menu.

Private browsing prevents history and cookies from being saved on your computer, but it does nothing to mask your Internet identity.

For that, you need to advance to the next level.

Field agent

When you go online, your ISP gives your computer a unique Internet protocol address. Individual computers and Web servers need these addresses to exchange data.

An IP address doesn't identify you personally, but it reveals which ISP you use and your general geographic location. That's how Google brings up a list and a map of the nearest Safeway and Albertsons when all you searched for was "grocery stores."

Of course, your ISP records your IP address and the IP addresses of the sites you visit. It could know your entire Web history!

Thankfully, there are ways you can disguise your IP address.

A Web-based proxy server allows you to enter the address of a site you want to visit. The proxy service requests the website and displays it for you.

The site you visit can't see or track you. And your ISP doesn't know where you've gone either!

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Education SIG

Wireless Experts: Time to Move Beyond the Device

by Mers Stansbury, eSchool News

By 2016, 85 percent of all broadband service will be mobile instead of fixed broadband. Last year, there were more smart phones (472 million) than PCs (353 million). These were just some of the eye-opening statistics that kicked off the Wireless Reach Initiative in Washington, D.C., last week.

The Wireless Reach Initiative—produced by the Wireless Education Technology Conference and Qualcomm Inc.—is in its third year. The conference featured an international roster of some 40 speakers and hundreds of attendees.

“According to Wireless Intelligence, mobile subscriptions are set to surpass the world population in 2014,” said Peggy Johnson, executive vice president of global market development for Qualcomm, “and with increased anytime, anywhere access, mobile is empowering new types of learning, teaching, and assessment.”

Johnson said most parents are on board with their children’s use of mobile learning in the classroom, with 70 percent of parents saying they’d want their kids to learn with mobile devices. (However, more than half of these parents said they support mobile learning as long as students are at least 13 years old, according to Wireless Intelligence, the industry data source that released these figures.)

Yet, even as the world becomes more connected, many schools still don’t have adequate policies or infrastructure in place to support mobile devices—a problem that was addressed during the day’s first conversation on “Policies that Enable Mobile Learning.”

“We have local AUPs [acceptable use policies] with students registering their devices themselves if they want to use them,” said Maribeth Luftglass, chief information officer for the Fairfax County Public Schools’ Department of Information Technology. “Teachers decide what they’ll allow in their classrooms and what they won’t. We also made sure parents were OK with this policy.”

Luftglass said she’d like to see more policy decisions made at the local level, because this offers more flexibility and efficacy. For example, she described a common problem with using digital content:

“Most digital texts are Flash-based, but Flash isn’t supported on the iPad. Now, our kids found a workaround through Purrin^[5], but the software slips through our firewalls, meaning the schools have to say ‘no’ for security compliance reasons. By having more local control, we can work around problems like these.”

John Miller, assistant director of the Office of Instructional Technology for the West Virginia Department of Education, said the biggest issue when dealing with mobile learning implementation is with student behavior and personalized learning goals.



[1]

The eRate remains one of the keys to enabling mobile learning in the classroom, said one panelist.



“We put our focus on behavior as critical, and revised student behavior when dealing with mobile technology at the same time we revised our AUP,” said Miller. “We brought in all the districts as we revised, and, sure, there were still a couple that thought we should ban mobile tech, but the majority thought that the devices could expand learning.”

Miller explained that these types of meetings can help guide policy making at the local level, which is the state’s main function.

“From this AUP revision and other meetings, our state now has multiple one-to-one projects—some BYOD and some district-owned—and we made sure to focus on allowing all devices on the network, but also remaining CIPA compliant for student safety,” he said.

It’s important to allow districts to set their own policies, said Miller, with state policy used as a model.

Jon Bernstein, founder and president of the Bernstein Strategy Group, a lobbying and strategic services firm, said the eRate remains one of the keys to enabling mobile learning in the classroom.

“eRate provides the infrastructure, or the plumbing, for all mobile learning ... but it’s running out of cash fast. We really need more money under the cap, which hasn’t changed in 14 years—or before the substantial boom of the wireless industry. We need a call to action,” he said.

Bernstein also said the only way schools would meet the goal of having online assessments by 2014 would be to close all of the multiple digital divides (hardware, bandwidth, professional development, and so on)—and not just keep buying devices and hope for the best.

From a federal perspective, Richard Culatta, deputy director of the Office of Educational Technology for the U.S. Department of Education, said the federal government’s role is to help bring mobile learning initiatives to scale.

“Feds can help this mobile drive by looking at what strategies work and devising a way to drive these down. For example, as part of the Race to the Top initiative, we needed digital tools to help measure the effectiveness of some reform efforts. We ... gathered together a number of companies to help develop these tools, and now everyone—not just those [states and schools that are] part of RTTT—can have access to these tools,” he said.

What’s here now

Moving on from broad policy recommendations, a panel discussion on “Planning for the Future of Mobile Learning” highlighted some resources that can help with mobile learning.

Daniel Torres Mancera, director general of CSEV ^[6] (the Center for Higher Virtual Education), discussed the center’s mission to promote virtual learning. CSEV is in the process of developing massive open online courses, or MOOCs, with the Massachusetts Institute of Technology. The center also has created a platform for app developers, as well as an Open Educational Resources platform.

Bob Hirshon, program director for the Education Directorate of the American Association for the Advancement of Science (AAAS), discussed AAAS’ and kajeet ^[7]’s Active Explorer, funded by Wireless Reach.

Active Explorer is a web-based learning platform that uses smart phones and mobile broadband connectivity, provided by kajeet, to engage children in collecting, interpreting, and sharing science-related data, increase interest in science, and give students 21st-century skills in the process. Teachers and students in grades four and seven at four Washington, D.C.-area schools are integrating Active Explorer into their classrooms and after-school programs as part of an extensive evaluation of whether technology can affect learning and motivation.

“Students participating in these explorations ... are building knowledge independently, rather than acquiring it solely from a book or exercise,” said Hirshon. “Just as important, they then access the data they collected, interpret [these



data], and choose from a palette of creative tools to share their discoveries with others. This multi-tiered active learning encompasses a wide range of critical 21st-century skills.”

To put that concept to the test, an evaluation of the Active Explorer program is under way, with eight teachers and 120 students at four Washington, D.C., schools using Android -powered HTC Evo 4G smart phones that use kajeet’s Sentinel platform to manage internet access and allow students to share data and collaborate on projects.

The application guides educators (Leaders) through the creation of exploration assignments (Quests), which are shared with students (Explorers) through their smart phones. For example, a teacher could ask students to conduct a survey of an invasive plant and get the students started by providing an information page and photo. Using their smart phones, the students would hunt for the plants within a specific area; document their findings using the phone’s audio, visual, geographical information system (GIS), and GPS capabilities; and answer survey questions, such as whether the plant is growing in the shade or sun and if it’s flowering or not flowering. Students then aggregate their data to create a data set that allows them to interpret and discuss patterns and draw conclusions about the plant in their local environment.

Students and teachers can access the data on any web-enabled computer, whether at school, home, the library, or elsewhere. The student portion of the Active Explorer website includes a set of SmartWork tools that allow Explorers to use their data, photographs, video, and other collected information to make creative presentations, slideshows, videos, books, comics, posters, and other vehicles for sharing what they learned.

For more information about Active Explorer, contact Hirshon at bhirshon@aaas.org^[8] or Jill Tecler at kajeet, pr@kajeet.com^[9].

Finally, Tricia Sulpizio Estrada, founder and president of Brighter Future for Beautiful Minds, discussed her company’s creation, Wondiko^[10]—a visual organization tool for kids that also helps teach basic social skills.

The Wondiko Animated series teaches children social and life skills important for every day, and each story models correct behavior and teaches lessons for all ages. The Wondiko Visual Organizer allows kids to learn responsibility and independence by managing and organizing their daily activities, assignments, and schedules through a custom designed interface, marking the task as complete or leaving feedback.

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URL to article: <http://www.eschoolnews.com/2012/10/18/wireless-experts-time-to-move-beyond-the-device/mobileipadresized-2/>
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[1] Image: <http://www.eschoolnews.com/2012/10/18/wireless-experts-time-to-move-beyond-the-device/mobileipadresized-2/>

[2] Seven iPad alternatives for schools: <http://www.eschoolnews.com/2012/07/06/seven-ipad-alternatives-for-schools/>

[3] Project to evaluate use of tablets in schools: <http://www.eschoolnews.com/2012/06/28/project-to-evaluate-use-of-tablets-in-schools/>

[4] With mobile device management, schools can rest easier: <http://www.eschoolnews.com/2012/04/17/with-mobile-device-management-schools-can-rest-easier/>

[5] Puffin: <https://itunes.apple.com/us/app/puffin-web-browser/id406239138>

[6] CSEV: http://www.csev.org/en_GB/home

[7] kajeet: <http://www.kajeet.com/4u/index.html>

[8] bhirshon@aaas.org : <mailto:bhirshon@aaas.org>

[9] pr@kajeet.com: <mailto:%20pr@kajeet.com%20>

[10] Wondiko: <http://www.wondiko.com/>



Apple Ambassador

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gesture. (More on that in a moment with the Launchpad section.)

Windows users are typically accustomed to purchasing software applications in a box or surfing a variety of manufacturer Web sites to load programs (hoping they reach the actual intended site and not a fraudulent or phishing source). But OS X's [App Store](#) integration simplifies the process when moving to Macs. Microsoft is only catching up with its Windows 8 release.

Users new to the Mac should also be given an overview, if brief, explaining how OS X is powered by UNIX, an OS widely held to be a more stable, more reliable, and more secure code base than is found in Windows. They will need to understand that common commands and common program extensions used in Windows are different. For example, Mac users will look for .dmg files instead of .exe extensions when installing software.

2: Describe the Dock

Windows users are familiar with the Taskbar, which typically appears at the bottom of the Windows screen and provides access to the Start button, commonly used applications, and other items, including the Windows System Tray. OS X's Dock provides a customizable menu from which common applications and folders can be accessed, as well as System Preferences, the Launchpad application console, the Trash bin, and the Finder file system window.

Former Windows users accustomed to moving the Windows Taskbar to the left or right sides of their screen should be shown how to select the alternative left- or right-side positioning from within the System Preferences' Dock console. Windows users who favor the Taskbar autohide can use the same setting for the Dock. Just show them how to open System Preferences, choose Dock, and select Automatically Hide And Show The Dock. They can adjust other Dock features using the same System Preferences window, including size, magnification of highlighted icons, and animated Windows minimization settings.

3: Discover Safari

As soon as users are introduced to the Mac, shown how to log on, and become familiar with the new interface and Dock, the first activity most will want

to perform is connecting to the Internet. Assuming a network administrator has already implemented Internet connectivity, you can show them how to open [Safari](#), Apple's stand-in for Internet Explorer. Most Web browser-accessed, cloud-based applications are compatible with Safari.

Just as Internet Explorer supports tab-based browsing, so too does Safari. But with the addition of Apple's [iCloud](#) service, Mac users can synchronize bookmarks, reading lists, open tabs, and more across numerous systems (including with Internet Explorer on Windows computers).

4: Practice Mail, Calendar, and Contacts Use

Once users are surfing the Internet, the next typical request is to send and receive email. Using Safari, Mac users can access Microsoft Exchange-powered Outlook Web Access sites and use Web-based interfaces for POP3 and IMAP email accounts. But many users will prefer to enable integration with OS X's built-in [Mail](#) program. Reached by default from the Dock, Mail is set up similar to other email clients. (New accounts are added by selecting Preferences and clicking the + icon found on the Accounts pane.) It provides support for Exchange, POP3, and IMAP mailboxes. Apple also offers a [Mail Setup Assistant](#) to simplify the process.

OS X's native [Contacts](#) and [Calendar](#) programs are easily linked to Mac servers and Microsoft Exchange servers, too. Users' existing accounts are configured within the Mail, Contacts, and Calendars console within System Preferences. Once a user's account is linked to a corporate or third-party hosted server, contacts, appointments, email, and even tasks and to do lists items will begin synchronizing on the Mac just as they did on Windows.

5: Connect to SMB shares

Your Mac users will probably need to access network shares, folders, and files hosted on other systems. While Apple makes it easy for Macs to share files with other Macs (Apple's posted a [quick 101 review here](#)), often the target shares and files are hosted on a Windows workstation or server. Fortunately, authorized users can access such files quickly and easily.

The Windows connection process, also [documented by Apple](#) on its Web site, requires Mac users to open Finder (found on the Dock), click Go, select Go To Server, enter the host address (such as smb://FS01 or smb://192.168.1.2) into the Server Address field, and click Connect. They'll be asked to enter an authorized username and password



to connect to the target share. Upon providing proper credentials, they will be connected to the network share. The network share is then mounted as a directory that's easily accessed from within the Mac's Finder window.

6: Review Launchpad

Smartphones have taught users that accessing a program or application should be as easy as touching the application from within a primary display. Most users now know just to tap an application to select, access, and open the program. Apple brings such functionality to the computer desktop via **Launchpad**. Using a simple gesture (three fingers down and thumb up) on an Apple Trackpad or clicking Launchpad opens the OS X app. Each application appears as a single icon on the full screen display. Users just need to click an icon to launch the application. While the feature is now old hat for Mac users, Windows users (other than those who've already adopted Windows) will be unfamiliar with the practice on a laptop or desktop computer.

7: Explore the App Store

Software selection, installation, and maintenance processes are changing. Historically, store-bought software or volume-licensing agreements were implemented within Windows environments, requiring corporate IT departments to develop, purchase, allocate, install, activate, distribute and configure, and then maintain and update software. Apple's App Store innovation, first popularized on iPhones and iPads, rapidly spread to the OS X interface and is now changing the way business organizations select, deploy, and maintain software applications.

Users should be aware of the organization's official method for purchasing and deploying applications, such as Pages, Keynote, Numbers, photo- and video-editing programs, social media utilities, and other tools. Whereas some firms use a corporate iTunes account, others may have deployed a private app store. By making sure your users are taught the proper method for accessing applications, all software deployment and maintenance tasks will remain standardized.

Attention GAAB'er Members

Please pay your 2012-2013 dues to Cecila MacDonald.

8: Change settings using System Preferences

Just as in Windows environments, Mac administrators can use policies to restrict the changes users can make to system settings and configuration. When helping your users make their own changes, OS X's System Preferences should prove less confusing than its Windows counterpart, Control Panel.

Apple enables meticulous customization of the OS X interface, yet it simplifies the process. Preference menus are clearly labeled. Radio button options are intuitive. Check box selections make sense. Common tasks, such as adjusting display settings or fine-tuning mouse or Trackpad configuration, are straightforward.

A quick tutorial of System Preferences should include brief reviews of the Desktop & Screen Saver, Dock, Notifications, and Displays apps — four elements most users will want to customize to match personal preferences.

9: Install printers

Although most offices are printing fewer pages, users must print occasional email messages, documents, spreadsheets, presentations, Web pages, and other material. Whereas Windows' printer installation can test even the most seasoned technician's patience, Apple's Bonjour service performs admirably, locating available printers and installing the proper drivers. Even so, new users to the OS X platform may need help installing network printers and printing from within common applications (hint: Just press the Command and P keys simultaneously), and changing printers.

10: Load Microsoft Office

When everything is said and done, many businesses use operating systems for little more than connecting to the Internet, handling email, and running office productivity applications. Microsoft commands an overwhelming market share of office tools, and for **good reason**.

Fortunately, **Microsoft Office for the Mac** is available to Windows users making the transition to OS X. Installing Microsoft Office applications — namely Excel, Outlook, PowerPoint, and Word — on OS X provides former Windows users with the familiarity (and compatibility) of these ubiquitous productivity applications. Users will find the OS X interface for these tools slightly different from the Windows versions. But the functionality, file formats, and views will be familiar, so new Mac users should soon be working up to speed.



Internet SIG

Continued from page 3.

Web-based proxies work entirely through your browser. There's no need to download software or reconfigure settings.

There's little, if any, security in the connection, however. Don't use a proxy to send sensitive data. And be aware: Some apps that work within browsers, such as Flash and Java, can also betray your IP address while you're using a proxy.

If you want to take the next step, you can download a proxy system like [Tor](#). This routes all your Internet traffic through volunteer servers around the world. No one can track you!

If you're authorized to use your home computer to access your company or school network, you're using a virtual private network. Many VPN providers offer subscriptions to individuals.

A VPN will cost you, but you gain a high level of encryption, more reliability and greater integration with your gadgets. In addition to anonymous and secure web browsing, your email and chats are also safe, even if you're using public Wi-Fi.

Why do I share this? To help you enhance your privacy and security. What you do online really is no one's business unless you want to make it their business. But please don't get the idea that a VPN or proxy server will let you get away with illegal activities. Law enforcement can subpoena the records of ISPs and VPN providers and trace suspicious activity to your home computer.

Bond, James Bond

Master spies always keep a secret cache of currency and fake passports in case they get into a jam and need to drop out of sight. They also need a way to anonymously use any computer that's handy.

That's possible with a bootable USB stick or DVD loaded with Tails ([The Amnesiac Incognito Live System](#)). The free, open-source package bypasses a computer's internal operating system and hard drive.

Tails was developed to allow journalists and human rights advocates stationed in oppressive regimes to work and communicate safely.

The live-boot Linux operating system works on Macs and PCs. A built-in, customized browser takes advantage of the previously mentioned Tor network.

Browser extensions block ads, Java and Flash. Other tools in the package encrypt your email and instant messages. There's even free productivity software, such as OpenOffice and more, if you need to get a top secret report done.

As 007 would say: Brilliant!

Program Coordinator

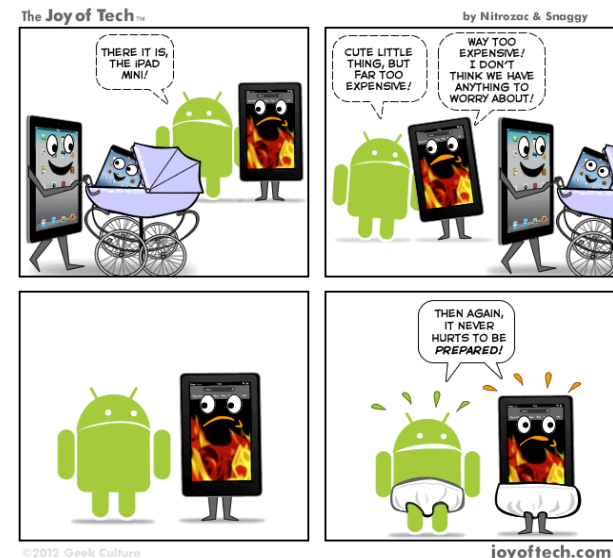
Continued from page 1.

to find out the best information about the Mac and other Apple products.

The November meeting will be held at St. Mary's Hospital in the Leonard Board Room on Wednesday, November 14, 2012. The meeting will begin at 7 p.m. [St. Mary's Hospital is located at 1300 Massachusetts Avenue in Troy NY.](#)

However, the best route to take from the Northway is the following:

1. Merge onto NY-7 East from the Northway.
2. Follow Route 7 to Troy where it becomes Hoosick Street.
3. Turn left on Oakwood Avenue (10 Street/NY-40) which is the first light after the bridge and bare right.
4. Turn right on Sausse Avenue.
5. Turn left onto Lindenwood Court.
6. When you come to the first entrance to the hospital parking lot, turn left and park.



Seven Important Email Security Tips You Should Know About

by Joel Lee, MakeUseOf.com

Internet security is a topic that we all know to be important, but it often sits way back in the recesses of our minds, fooling ourselves into believing that “it won’t happen to me”. Whether it’s the destructive force of the newest virus or just the hacking attempts of a newbie scriptkiddy, we’re always only one click away from dealing with a security mess that we’d rather not confront. Nowhere is this truer than in our emails.



Mat Honan wrote a fascinating article over at [Wired](http://Wired.com) about Internet security and about how he became a victim of various online security flaws. In it, he wrote, “[The] security lapses are my fault, and I deeply, deeply regret them”.

He hits home on a very serious truth: in most of the cases where we face hiccups in security, we can trace the issue back to our own ignorance and negligence.

Safe online practices are important to keeping your online identity unadulterated and free from viruses, hackers, and all sorts of Internet-based shenanigans. And the best place to start? Your inbox.

Here are some simple yet important security tips you should know in order to keep your email account as secure as possible.

1. Use Separate Email Accounts

If you’re like most people, your email account is probably the centralized hub of your personal activity. All of your Facebook notifications, website registrations, newsletters, messages, etc. get sent to your email box, right? That means you’re putting all of your eggs in one basket - if that basket happens to fall, you’ll lose all your eggs with it.

In other words, if you bring all of your activity into a single email account, what happens when someone breaks into it? I’d say it’s plausible that they would gain access to everything else. This is why you should use multiple email accounts.

Having separate email accounts will not only help boost your security, but also your productivity. Imagine if you could consolidate all of your work emails into a single work account; all of your friends and family communicate with your personal account; you have a recreational account for various websites; and a throwaway account for potential spam links. This way, if someone hacks your work account, all of your personal emails are still safe.

2. Create A Unique Password

Going along with the multiple account idea, you should also have an entirely unique password for each of your email accounts. Even if you decide to keep one “master” email account, make sure that its password is 100% unique.



Using one password for all of your accounts is a rookie-level mistake. Suppose someone did hack into your personal email and they see all of your incoming Facebook notifications, eBay reminders, and more. Any half-wit hacker will test those accounts with the same password as your email account-and in your case, they would succeed.

This is common advice, I know, but so many people still neglect it. Admittedly, for the longest time, I too used the same password for literally every account that I had. When one of my friends figured out my password (without messing with anything, thankfully), I knew it was time to wise up.

3. Beware Of Phishing Scams

When dealing with a particular company or product that requires account information, have you ever seen the following message: “Never give away your personal information. We will never ask you for your password.” When someone sends you an email asking you for your personal information, you know right away that it’s a trick.

But there’s another level to this scam and it’s called “phishing.” Basically, malicious users will imitate and impersonate high-profile websites (e.g., eBay, Amazon, Facebook, etc.) and say that they’re experiencing trouble with your account; all you have to do to fix it is to send them your username and password to verify your authenticity. Sometimes they’ll even link you to a false website that looks exactly like the real thing.

Be wary. In fact, whenever your personal information is ever brought up in a non-face-to-face capacity, your scam detector should go off loud and clear.



4. Never Click Links In Emails

Phishing brings me to my next point. Whenever you see a link in an email, 99% of the time you should not click on it. The only exceptions are when you're expecting a particular email, such as a forum registration link or game account activation email. Things like that.



If you receive a spam email that tries to sell you a particular service or product, never click on any of the links inside. You never know where they'll lead you.

Sometimes they might be safe; other times they'll bring you straight to the doors of hell and swarm you with malware and viruses.

If you get an email from your bank or any other service (e.g., bill payments), always visit the website manually. No copy and paste. No direct clicking. You'll thank yourself later.

5. Do Not Open Unsolicited Attachments

Attachments are a tricky thing when it comes to email. If you're expecting something from a buddy or an uncle, then sure, go ahead and open the attachment. Have a laugh at the funny photo they sent you. It's all good when you know the person sending the attachment.



But if the email is unsolicited, never open any attachments. Even if the file looks innocent, you could be in for a world of hurt. Filenames can be spoofed. JPEGs could be EXEs in disguise and those EXEs will

run as soon as they're downloaded. And then you'll have a virus on your hands.

6. Scan For Viruses & Malware

If you open an email and it seems suspicious in any way, go ahead and run a malware and virus scanner. Not every spam email will infect you with a virus and it may seem like overkill to run a malware scanner every time you open a fishy email, but it's better to be safe than sorry. The one time that you decide to let it go could be the time your computer loads a keylogger.

7. Avoid Public Wi-Fi

And lastly, avoid checking your email when you're on public Internet. Yes, I know that when you're waiting for an airplane to reach your gate, it can be tempting to whip out your smartphone or laptop and check for new messages. Unfortunately, public Wi-Fi can be extremely insecure.

There are programs out there called "network sniffers" that run passively in the background of some hacker's device. The sniffer monitors all of the wireless data flowing through a particular network - and that data can be analyzed for important information. Like your username and password.

It's strange that as the years go by, security grows tighter in some ways and we remain just as vulnerable as we've always been in other ways. Email security comes down to common sense and careful decisions. Don't let laziness and convenience overshadow your desire for protection and peace.

PLEASE READ THE ATTACHED E-MAIL ABOUT THE E-MAIL I SENT YESTERDAY REFERING TO THE PREVIOUS E-MAIL ABOUT FLOODING THE SYSTEM WITH UNNECESSARY E-MAILS. PLEASE FORWARD THIS E-MAIL TO YOUR ENTIRE STAFF.



GAAB Internet Addresses

<u>Names</u>	<u>E-Mail Addresses</u>
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Mark Bogossian.....	mark@castlecomp.com
Steve Bradley.....	ssbradley@adelphia.net
John Buckley.....	jbuckley@nycap.rr.com
Sheldon Carnes.....	sheldoncarnes@hotmail.com
Tina Cook.....	twonotrump@nycap.rr.com
Anthony Eldering.....	tonye11@verizon.net
Trudy Ellis.....	TE52@earthlink.net
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