



K<sup>2</sup> Technologies Presents:

# TechTimes

Special Days  
October 2020

03: National Techies Day  
16: Bosses Day

05: World Teacher's Day  
24: National Balogna Day

12: Columbus Day  
31: Halloween



## Microsoft Teams: Getting Started with Microsoft Teams

**Tuesday, October 13, 2020, 11:00 a.m. Mountain Time**

A part of Microsoft 365 (previously Office 365), Teams is a vital tool for instant messaging, collaboration, virtual meetings, and much more. This interactive session explores navigating the Teams environment, how to set up a team, creating and working with channels, conducting virtual meetings, and adding applications. Join us to learn more about key features in Teams:

- Understanding the Teams interface
- Joining and creating teams
- Tips for working with channels in Teams
- Creating informal meetings and conversations with team members
- Scheduling and managing meetings
- Sharing files and adding applications

Register at <https://bit.ly/33dLZGW>

## Microsoft Excel: Stop Wasting Time in Excel! Tips & Shortcuts to Be More Efficient

**Tuesday, November 10, 2020, 11:00 a.m. Mountain Time**

Microsoft Excel is packed full of features designed to help you create, edit, and format a wide range of worksheet projects. With all of its power, many Excel shortcuts, tips, and techniques are not obvious or intuitive. Join this session to find out how to simplify actions in Excel, customize your workspace, and learn the steps and shortcuts to quickly and easily get your work done. Topics include:

- Navigating shortcuts
- Tricks for managing workbooks
- Exploring built-in automation features
- Building Excel skills with time-saving data entry and formatting tips
- Customizing your Excel environment

Register at <https://bit.ly/34mgFF1>

# Microsoft Outlook: Productivity Tips & Techniques

Tuesday, December 8, 2020, 11:00 a.m. Mountain Time

Do you ever feel like you're spending too much time managing your Outlook email, calendar, and tasks? How can you be more productive in Outlook to free up time to focus on other priorities? In this session, learn tips and strategies in Microsoft Outlook to organize and prioritize your work and save time and effort. You will learn the following:

- Using quick Microsoft Outlook keyboard shortcuts to save steps
- Leveraging rules and folders to organize and prioritize your work
- Adding power to your searches
- Managing appointments and meetings
- Creating tasks in Outlook
- Building tasks and appointments from email messages
- Customizing Outlook to increase your productivity

Register at <https://bit.ly/33dLZGW>

## October is National Cybersecurity Awareness Month Protect Yourself With These STOP. THINK. CONNECT.™ TIPS

**Keep security software current:** Having the latest security software, web browser and operating system is the best defense against viruses, malware and other online threats.

**When in doubt, throw it out:** Links in email, social media posts and online advertising are often how cybercriminals try to steal your personal information. Even if you know the source, if something looks suspicious, delete it.

**Protect all devices that connect to the internet:** Along with computers, smartphones, gaming systems and other web-enabled devices also need protection from viruses and malware.

**Plug & scan:** USBs and other external devices can be infected by viruses and malware. Use your security software to scan them.

# PROTECT AGAINST HUMAN ERROR

Your business has over a **70% chance of being infected by ransomware**. By using monthly training and testing for just one year, you can **decrease your chance of being infected to below 10%**.

Call K<sup>2</sup> Technologies at (307) 686-3025 or email [sales@k2technologies.net](mailto:sales@k2technologies.net) to find out about our phishing testing and training solution starting at \$75 per month.

