



File Security and Shared Folders

Most companies have shared folders on their server, which allows access to information, documents etc. stored there for multiple users. Any important company data and documentation should be stored in these folders because the folders get backed up on a regular basis and because a server is generally more fault tolerant than a workstation. Since not all company data should be accessed by everyone in the company, security can be set on these folders. This would be prudent in a situation where an administrative folder is shared with specific permissions so that it is only accessible by a select few, and contains financial information and other sensitive company data. With folder and file security one can decide exactly which users can have access to what information. Partial access to the

information so they can read the data but not make any changes can also be given. This can be very helpful if one wants to, for example, post a list of holiday days or company policy in a public folder so that everyone can see this information but can not make changes.



The most common problem with shared folders is getting people to actually use them. Many times users don't save their files on the server but on their local computer, and usually in their My Documents. By saving files locally in My Documents instead of on a

server, there is a much greater chance of losing that data. Not using these server folders (typically seen as a drive on the workstation) can be a serious problem if that machine ever crashes. It may take some getting used to, but using the user folder drives is very important. Employees should have the mindset that if they were to walk in and see their computer either missing or on fire, there would be no major cause for concern in regards to losing data (since it should all be on the server). They should be confident that after replacing the computer they will have access to any documents, spreadsheets, and other information they would need.

If your company would like further information on setting up shared and secure folders on your server, please call us at 866-9MH-Tech.

Inside the Numbers

Who Goes Online — and Why

No matter how fast an online connection they have, different people still use the internet in different ways. For example, online men are more likely than online women to use the internet to get news, check out sports and execute financial transactions. In contrast, online women are more likely to get health information and religious news and to use email to maintain and deepen personal relationships. The longer the internet is around, the more people expect of it. Increasingly, it is seen as a utility rather than a novelty. In a survey at the end of 2002, it was found that large majorities of internet users and nonusers said they expected to find news, medical information, government information and commercial products and services online — to say nothing of friends, family and colleagues. It's no wonder that people report that their use of the internet improves their lives in multiple ways. More than half of all internet users said in earlier surveys that the internet has helped bring significant improvements in communicating with their friends and family; 41% say it has helped them shop, and nearly the same number say it has improved the way they do their jobs. Over a third say their internet use has improved the way they take care of their health and a like number say the internet has improved their dealings with government.

MEN ARE MORE LIKELY THAN WOMEN TO DO THESE ACTIVITIES ONLINE	ONLINE MEN	ONLINE WOMEN
Get news	77%	66%
Buy travel services or make reservation	60%	51%
Check sports scores and information	59%	27%
Get political news	57%	42%
Participate in online auction	28%	18%
Create content for the internet	25%	16%
Download music files	18%	11%
Buy/sell stocks, bonds, mutual funds	16%	9%

WOMEN ARE MORE LIKELY THAN MEN TO DO THESE ACTIVITIES ONLINE	ONLINE WOMEN	ONLINE MEN
Get health information	85%	75%
Get spiritual and religious information	73%	56%
Use support-group Web sites	63%	46%



Remote Access

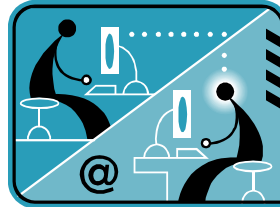
Remote access is one of the greatest and least used tools available today. If you aren't using it, you should be. There are many different ways to access your computer from outside the office, and because of the large variety of remote access programs that exist today, it is best to consult your IT professionals to find out which one is best for your company.

The most common remote access program is called Remote Desktop. This program comes free with Windows XP. The remote desktop client can be downloaded for operating systems Windows 95 or newer allowing the pc to initiate a remote desktop connection with a correctly configured host workstation. This allows a single person to be logged into a computer remotely. If a user is logged on when the remote desktop connection is initiated, two things will happen. First, the remote desktop client will warn the user, that there is someone else logged on, and ask if the connection attempt should continue. Second, if the remote user chooses to continue, the local user will be logged off. The advantages of using remote desktop are: it is easy to set up, it is free, it is reliable, and it includes inherent security. The disadvantages are: it requires a PC to be available to connect to, a static IP address is preferred, only one user at a time can connect to each PC, and setting up remote access to multiple PCs in the same network requires a more advanced setup.

Terminal Services is very similar from a client perspective, but different from an administrative perspective. Terminal services runs on Microsoft Windows 2000/2003 servers. The important distinction between remote desktop and terminal services is this: terminal services can manage multiple connections at the same time (licenses and resources allowing). One important thing to remember when using terminal services is to make sure to log out correctly. If you simply close the connection window, or turn off your pc without logging out of the remote

powerful remote access program that has a free version that allows for remote access and 256-bit SSL encryption. The advantages of Logmein are: it is simple to set up (not requiring any router or firewall configuration at all), a static IP address is not needed, and it allows the user at the PC to see what is being done. The disadvantages of Logmein are: it needs to be installed on each PC (constantly using memory in the background) and it requires a PC to be available to connect to.

VPN or Virtual Private Network is a powerful tool that comes in many different varieties. A VPN connection allows a remote computer to access a network as if it were actually located within the LAN. This can be done through software or hardware, but in general is more secure than other remote access options. VPNs are different from most remote connections in that they do not connect to a single PC, but to the network itself. This allows for accessing all the network resources. The advantages of a VPN connection are: it allows for a remote PC itself to be part of a remote network, multiple PCs can connect at once (licenses allowing), and higher levels of security. The disadvantages of a VPN are: they are more difficult to setup, a static IP address is all but required, and depending upon line speed can be slower than other forms of remote access.



connection first, the server will leave the connection open. Since your number of licenses limits the number of allowed connections, if this happens multiple times, you may find yourself not able to log in remotely anymore. The advantages of terminal services are: it is easy to set up, it is reliable, it allows for multiple concurrent connections, and it includes inherent security. The disadvantages are: you have to pay for licenses for each user or device that connects to the terminal server and a static IP address is preferred.

The last remote access program covered in this article is Logmein.com. Logmein is a

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