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## THE PERIODIC JOURNAL

### January Edition: 2019

At Element, we closely monitor the ever-changing technology and cybersecurity landscape and keep our clients running efficiently and help them manage risk, address challenges, and avoid pitfalls. The Periodic Journal provides news, guidance, expert advice, and best practices to help individuals and executives run their businesses effectively. We hope you find these articles interesting and helpful.

If you have any questions about these or other topics, suggestions for future articles, or if we can assist you in any way, please do not hesitate to contact us.

**Make sure you scroll through to the bottom for our tip of the month!**

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### 2019: The End of the Road for Windows 7

On January 14, 2020, Windows 7 will officially enter "end of life". This means the operating system will no longer receive security updates nor official support by Microsoft. In preparation, all Windows 7 computers need to be upgraded to Windows 10 by the end of this year. Element is working with all of our clients to ensure we meet this deadline.





## Florida - Bound

Craig Sixta, CISSP will be visiting our Southwest Florida office in February. Craig oversees Element's cybersecurity practice. He will be meeting with clients and educating them on the latest threats and best practices on securing sensitive client and firm information.

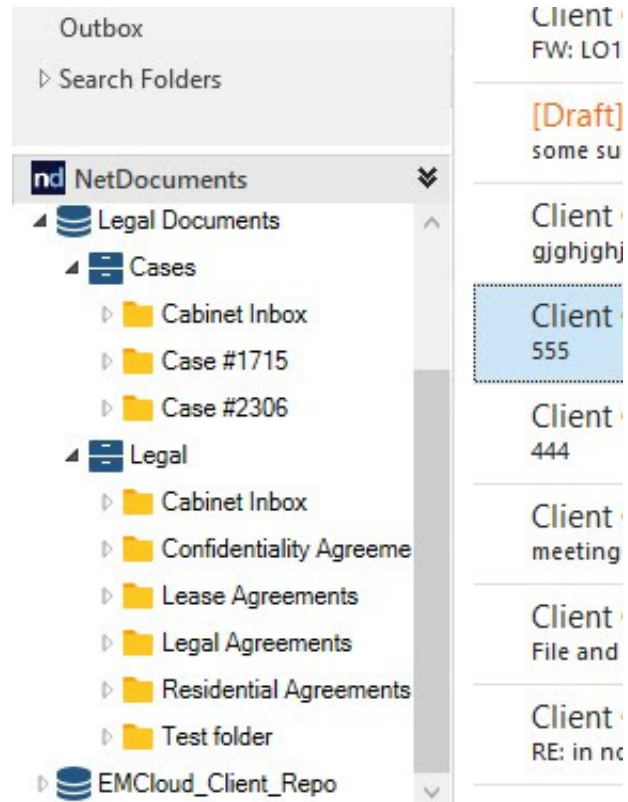
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## NetDocuments ndMail Update

With the recent updates to the ndMail add on product to NetDocuments, Outlook can now become the hub for your interaction with NetDocuments. You can drag and drop emails directly into NetDocuments via the NetDocuments navigation tree.

Additionally, the navigation tree allows you see the document list in any container, as well as search for, see previews of and interact with any document stored in your firm's NetDocuments repository to which you have access.

If you do not currently use NetDocuments and/or ndMail and are interested in learning more about this functionality, Element would be happy to provide you with a demo!



## Upcoming Events

- January 29-31: Kurt Anderson is traveling to the annual Legaltech Conference in New York City.
  - February 11-15: Craig Sixta will be in Southwest Florida to visit with clients.
  - February 28: Jeff Holds & Kurt Anderson will be at the annual ALAMN Education Conference & Business Partner Expo. Element is a sponsor of the ALA.
  - March 5-6 : Jeff Holds & Kurt Anderson will be at the annual MMGMA Winter Conference at the RiverCentre in St. Paul, MN.
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## Interested in a Lunch & Learn?

### Tip of the Month:

#### **Don't trust anyone!**

The next time you step away from your Windows computer, remember to lock your computer so no unauthorized person can access it. This method forces the computer to the password screen immediately. Simply press the Windows key and the L key to go straight to the lock screen.



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