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AxiNews

Fun Facts

Did you know that…

- 1898 is considered the first year that automobile road maps were created?

- In 1918, the state of Wisconsin started the highway numbering system as we know it.

- Tire companies and gas stations often would hand out road maps in the 1920s.

- The "Overseas Highway" connects the Florida Keys with a 107 mile stretch of highway starting in Key Largo and ending in Key West.

- The construction of the Interstate Highway system in the 1950s helped increase the amount of roads and also the number of road maps.

- Route 66 is one of the most famous historical routes in the US with endpoints at Chicago and Los Angeles.

Why Everyone Should Have 2-Factor Authentication
by Jake Nonnemaker

Enabling two-factor authentication (2FA) is one of the best things you can do to improve the security of your email and cloud accounts. 2FA is sometimes called multi-factor authentication (MFA) but for this discussion the terms will be synonymous.

Why You Need 2-Factor Authentication

A firewall is used to protect your local computer network, but when using web email and cloud services, your password is your firewall. Therefore 2FA should be enabled on all of your email accounts and cloud accounts like Office 365, Google G-Suite, Dropbox, Box.com, etc. 2FA sends a request to your smartphone to have you enter a code to verify a request. This will give you the increased level of security you need to prevent your accounts from being compromised by criminals.

A Few Tips

- **Use a password manager. This is will allow you to easily use long, complex passwords and make logging into your email and cloud accounts quicker and easier. I recommend LastPass.**

- **Use an authenticator app. Most providers (Microsoft, Google, Yahoo) have an authenticator app for your smartphone which prompts you Yes or No when logging in to your email/cloud account instead of using a text/SMS code. Not only will this make using 2FA easier, it is more secure than using codes texted to your phone via SMS. No more typing in 2FA codes! Yeah!**

- **Your smartphone is your second method to access your email and cloud accounts. So make sure your smartphone has a strong passcode/passphrase or fingerprint/face ID is enabled.**

Enabling Two-Factor Authentication

Outlook.com, Hotmail and other Microsoft accounts – Microsoft uses Microsoft Authenticator mobile app as their authenticator app.

Gmail – Google uses their Google mobile app

Great Road Trips in the United States

Americans love their road trips! There have been books and movies aplenty that glorify, explore and dissect life via the roadtrip. And, there are many great roadtrips to take across the United States, some of which you may have heard and even driven, and others perhaps that you might be inspired to do one day! Retirees and sometimes adventurous families will sometimes do road trips in RVs.

There's an entire RV culture that developed around the concept of roadtrips.

Coastal Drives

 Along the East Coast, you can travel along the Atlantic Coast from Boston to Miami hitting major cities such as New York City, Washington D.C., the Outer Banks of North

Two-Factor Authentication (cont.)

(Continued from page 1)
as their authenticator app.

Yahoo – Yahoo uses their Yahoo Mail mobile app as their authenticator app.

Apple – Apple does not have an authenticator app (yet).

Office 365 for Work and School (instructions for admins) – required before users are able to configure 2FA/MFA.

Office 365 for Work and School (instructions for users)– requires the admin to enable 2FA/MFA on for your organization and user account first (see above).

Office 365 for Personal and Home – same as

instructions above for **"Outlook.com, Hotmail and other Microsoft accounts"**

Office 365 Authenticator Mobile App – instructions for using the MS Authenticator instead of receivng codes via SMS/text. Much easier to use!

Google G-Suite (instructions for admins) – requires the admin to enable 2FA/MFA on for your organization and user account. Once enabled, configure your user account 2FA/MFA using the instructions above for "Gmail."

Google G-Suite (instructions for users) – requires the admin to enable 2FA/MFA for your organization first (see above).

To enable 2FA/MFA for other email and cloud services, check out the tutorials at turnof2fa.com.

Great Road Trips in the United States (cont.)

(Continued from page 1)
Carolina along to Savannah, Georgia and then through St. Augustine before reaching Miami. If you want to see the West Coast, then the Pacific Coast Highway will take you from San Diego,

Hearst Castle, San Simeon, CA

through the beach cities until you reach Malibu and Los Angeles before heading toward the Central Coast and Hearst Castle, Monterey and the Monterey Bay Aquarium, San Francisco, Humboldt and the Redwood State Park "Avenue of the Giants."

Shorter But Notable Road Trips

The Natchez Trace is of historical significance as one of the first routes for colonists who had settled west of the Appalachians and wanted to reach the Mississippi River. It has now become a popular drive between Nashville and Natchez, Mississippi.
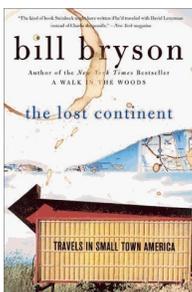

Natchez Trace Parkway Bridge

If you tend toward the alien, The Extraterrestrial Highway, or Nevada State Route 375, is the place for you! This one includes stops at Area 51, the Alien Research Center, and the Little A'Le'Inn. Granted, you won't be allowed to actually enter Area 51 but you can drive by slowly.

Famous Roads and Roadtrips

Roads beget road trips. And road trips beget books and movies. Even if you have not read these books you have probably heard of Jack Kerouac's *On the Road* or John Steinbeck's *Travels with Charley in Search of America*. Some others to consider include *The Lost Continent* by Bill Bryson and *Blue Highways* by William Least Heat-Moon.

Some movies featuring memorable road trips include *Little Miss Sunshine*, *Rain Man*, *Harold and Kumar Go to White Castle*, *Vacation*, *Dumb and Dumber*, *Thelma and Louise*, *The Blues Brothers* and *Easy Rider*.
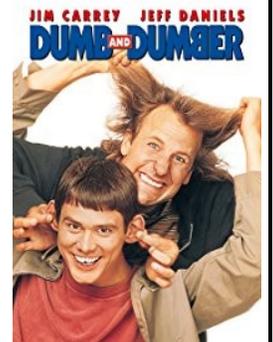
Tricks to Help You Work Smarter in Outlook

Email users are always looking for a better way to organize their inboxes, personalize their email signatures, or streamline group communication. Fortunately, these features already exist for Outlook users. You just need to know where to look.

Clean Up your Inbox

No matter inbox how meticulously organized your Outlook inbox is, there's always room for improvement. For a little computer-assisted help, try the 'Clean Up' feature.

From your Inbox, click the Home tab and choose from Outlook's three Clean Up options:

Clean Up Conversation - Reviews an email thread or a conversation and deletes redundant messages.

Clean Up Folder - Reviews conversations in a selected folder and deletes redundant messages.

Clean Up Folder & Subfolders - Reviews all messages in a selected folder and its subfolder, and deletes redundant messages in all of them.

Ignore (unnecessary) Conversations

An overstuffed inbox is often caused by group conversations that aren't relevant to you. The Ignore button helps you organize your inbox and focus on relevant emails.

Select a message, then click Home > Ignore > Ignore Conversation. You can also do this by opening a message in a new window and clicking Ignore under the Delete function. To recover an ignored message, go to the Deleted Items folder, and click Ignore > Stop Ignoring Conversation.

Send Links instead of a File Copy

Help your colleagues save storage by sending a link to a cloud version of a file instead of the file itself. This is particularly useful when sending massive files. You can also set permissions to allow recipients to edit and collaborate on linked files in real time.

Upload the file you wish to send on OneDrive and send it to your recipients. From the message box, click Attach File > Browse web locations > OneDrive.

Improve meetings with Skype and OneNote

Outlook allows you to combine Skype's HD video and screen-sharing features with OneNote's organizational and project planning functions. It's easy:

Go to the Meeting tab in Outlook, then click Skype meeting and send the link to participants. After the meeting has started, select Meeting Notes (under the Meeting tab) and choose whether you want to Take notes on your own or Share notes with the meeting.

Tag Contacts

To get the attention of a specific person in a group email message, use the @Mention function. This works particularly well for mails to multiple recipients or for if you simply want to convey the urgency of your message.

In the email body or meeting request, type the '@' symbol followed by the first and last name of the person you wish to tag (e.g., @firstnamelastname).

To search for emails you're tagged in, select Filter Email from the Home tab and choose Mentioned, then choose Mentioned.

These are just a few strategies for getting more out of Microsoft's email platform. To unlock Outlook's true potential, you need the support of certified IT professionals. Give us a call today.

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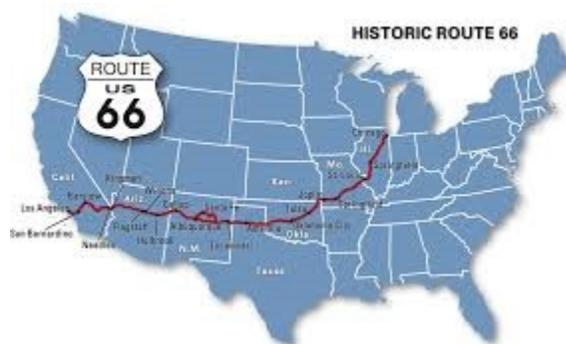
Route 66 covers a distance of 2451 miles and goes through Illinois, Missouri, Kansas, Oklahoma, Texas, New Mexico, Arizona and California.

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Inquiring Minds...

Flying Cars in the Works

AeroMobil, a Slovakian engineering company, revealed their revised "vertical take-off and landing" (VTOL) concept vehicle this week. They had launched their original one three years ago but it literally crashed so they went back to the drawing board. This time, the company is hoping to have success. This all-in-one

If you're on a road trip, you need driving music.

- Edgar Wright

vehicle is supposed to be able to drive on regular roads before and after flying up to 200 miles. This car takes the idea of a road trip to a whole new level!

Data Mining in Facebook and Other Platforms

In light of the recent revelations about data mining by Cambridge Analytica in Facebook, people are concerned, so much so that many are looking into deleting Facebook altogether. And, while that might help people maintain their privacy going forward, what is already mined is already out there unfortunately. And, Cambridge Analytica is not the only company or platform doing this. Search engines, advertisers, e-commerce platforms, and even your wireless carrier and internet service provider have managed to collect all sorts of personal information from their subscribers and users. AXICOM encourages all their clients to take advantage of the cyber security resources available through the AXICOM website.

Just a Joke or Two...

*
I just got fired from my job at the keyboard factory. They told me I wasn't putting in enough shifts.
*
Person 1: Do you know how to use Outlook?

Person 2: As a matter of fact, I Excel at it.

Person 1: Was that a Microsoft Office pun?

Person 2: Word.