The Memory Map

Canton Alliance Massillon Computer Users Group

Next CAMUG Meeting, May 18, 2020
Using Zoom

Members have already received an invitation to the Zoom meeting on May 18. An incorrect invitation for May 25th was sent and has been cancelled. Please use the invitation for **May 18th**.

6 PM SIG: "**My Favorite Utility Program**" by all. If you have a favorite utility program, please share it with us. If you don't, listen and watch to find out about different programs.

7 PM Regular Meeting: "**Roundtable Discussion**". These have been very informative and well enjoyed in the past. Do you have a techy question? You are welcome to ask about it during our discussion. If you wish, you can email the question beforehand to board@camug.com.

Please! If you forward the invitation to anyone else (we still encourage visitors), please let us know at board@camug.com so that we will not let them stagnate in the waiting room. Only members and known visitors will be accepted into the meeting to prevent Zoom-bombing.

Staying Safe Online - A Rational Approach
Pam Holland, Founder and President, Tech-Moxie
December 2019
https://www.tech-moxie.com/
Pam (at) tech-moxie.com

We get *many* questions about online security. And we often get brought in to help clean up after an incident of fraud. As a result, we have developed what we consider 'a rational approach' to online security. Rather than focusing on <u>all</u> of the possible risks, we urge our clients to first address factors that present the highest risk. With respect to protecting from online risk, we apply the 80/20 rule. In short, 80% of the risk comes from 20% of the possible causes. In other words, if we just address the top possible risks, we eliminate the most common ways people are victimized online.

We suggest thinking about protecting your data as you might approach protecting your home. We all take reasonable steps to secure our homes; we lock our doors, close windows, and leave lights on. The goal is to *reduce* risk as eliminating risk is nearly impossible. The same is true in our digital lives. Taking small measures goes a long way towards keeping us safe, but it is nearly impossible to eliminate all risk.
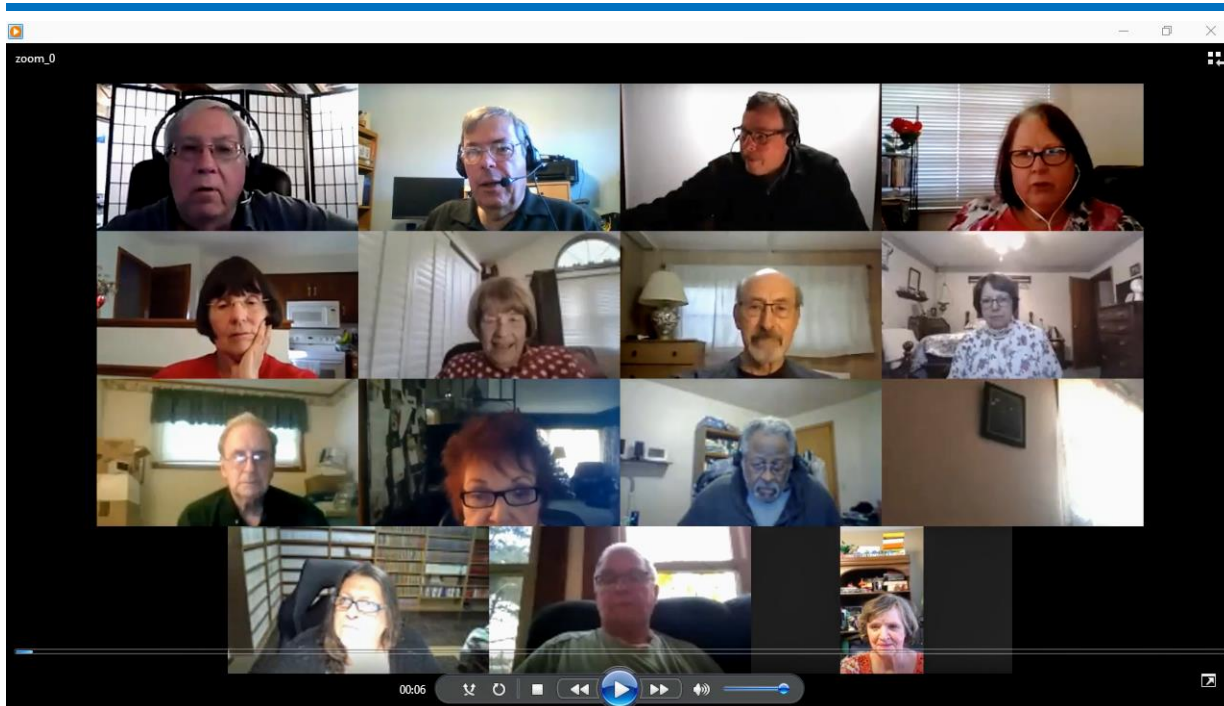
Consider your personal risk factors. This is not unlike assessing your home for the risk of a break-in. If you live on the top floor of a high-rise, leaving your windows open does not present the same risk as if you were on the ground floor. With respect to your tech, do you have people regularly in your home that you need to protect your data from? Do you bank online? Do you have sensitive financial or other documents on your computer? Do you only use your computer for email? Do you or a family member have cognitive issues that might make you more vulnerable to fraud?

Based on our experience seeing the aftermath of fraud, taking steps to cover these six items will go far towards your online safety:

1. **Use Unique Passwords.** I know this isn't what many want to hear, but unfortunately, the risk in re-using the same password is increasing. A few years ago, the common advice was to create a unique password that was hard to guess. Today, the risk is not that someone will guess your password - the fraudsters already know it. Large corporate data breaches (e.g., Equifax and Marriott) may have put our passwords into the hands of fraudsters. If you typically use the same password for multiple accounts (and worse if you have used it for years), fraudsters are more likely to be able to access your other accounts. To return to the home analogy, it is as if you have given out your key to numerous people over the years - it's now time to change the locks. Some options:
   - **Use a password manager** - This might mean allowing Chrome or your Mac to save your passwords or using a third-party service like LastPass. I am often asked if they are safe. The only answer that I can really give is that they are safe until they aren't. I have chosen to allow my passwords to be saved on my Mac. For me, it has reduced my risk (because I don't need to reuse passwords) while (somewhat) saving my sanity. *But a caution: If others have access to your computer, they may be able to view your passwords.*
   - **Write them down -** This works well for many. Of course, it is important to keep the passwords in a safe place.
   - **Develop a unique naming convention -** For example, you might take a short phrase that you will remember then add something unique to that account site.

- o **Make your passwords safer by using two-step authentication** - This is an option in most online accounts (email, Facebook, banking). How does it work? When you log in from a new device or location, you'll be sent a code via smartphone or landline. This makes it harder for fraudsters to log into accounts even if they have your password. To set up, go to the account or privacy/security settings in your online accounts.

2. *Never* **Allow Remote Access to Your Computer** (unless you have sought reputable assistance like from Tech-Moxie 😉). Fraudsters would like nothing more than to gain access to your computer. They pretend to be from Amazon, Microsoft, Apple, or another company you know well, offering to "help" you with a service issue. Assume fraud if you get an email, call or computer alert from a familiar company or government name. Once in your computer, they can access accounts and passwords. We have seen quite a lot of damage from these schemes.

3. **Think Before You Click.** Assume links in the email are fraudulent unless you can prove otherwise by checking with the sender. Fraudsters easily create emails that look like they came from a friend, bank or even the government. The email might be friendly (*"Hey, check this out"*) or intended to provoke anxiety (*"your Amazon order for a diamond ring has just shipped"*) or seemingly innocuous ("*your computer needs service"*). Fraudsters are hoping to get passwords or other personal information. Remember, customer service doesn't come to you! Instead of clicking, go to the website directly via the internet.

4. **Beware of Pop-Ups** A "pop-up" is a window or box that opens on your computer - often with a warning. Do not believe pop-up warnings claiming there is a problem with your computer. Never give them remote access. Warnings may claim to be from Microsoft, Apple, or another company you are familiar with. What to do? Shutdown and restart your computer and the pop-up should be gone!

5. **Update Devices Regularly.** Companies like Microsoft, Apple, and Google lookout for software vulnerabilities that fraudsters can take advantage of. They issue updates to fix these issues. Some devices may be set to automatically update, but others may require you to take a specific action. This applies to computers, tablets, and smartphones.

6. **Beware the Telephone.** Scams change but follow common themes. Neither Apple nor Microsoft will call to alert you of problems. Government agencies such as IRS, Social Security Admin nor the local Sheriff will call claiming you owe money. If you are still in doubt, hang up and call the agency from a number that you have looked up independently.

We hope you find these tips helpful - and as always, we are here to help!

CAMUG Zoom Meeting, April 20, 2020
(One person has stepped out for a minute.)

CAMUG April 2020 Meeting Minutes

This was our first Zoom meeting due to COVID-19 restrictions. John Kennedy, our APCUG Regional Advisor, set up and hosted the meeting with Dennis Smith and Carol Joliat as co-hosts. Members received an email invitation before the meeting and used that to connect to our Zoom waiting room. They were then admitted to the meeting. The meeting opened about 5:45 PM, which was before the "regular" sessions.

6 PM Discussion: Dennis Smith shared his screen for three short presentations.

Ninite demo:

- *Ninite is a downloader and installer for many free computer applications.*
- *Go to **ninite.com** and select the applications you wish to install or update.*
- *Download the small installer to your computer and run the installer. Ninite will download the applications and install them.*
- *You can run this same installer later and Ninite will check for updates and update any applications that need it.*
- *Ninite installs no extra add-ons, but it does put a desktop shortcut for each installed application on the main computer screen.*

CAMUG blog:

- *Reach the blog at camug.com or camugoh.blogspot.com. For now the blog is replacing our old website. When the website returns, the blog and the website will point to each other.*
- *Dennis has placed meeting announcements on the blog. Anyone can comment on the blog. If you subscribe to the blog, you'll get a notification when changes are made to the blog.*
- *To update the blog or add posts, another site is used: blogger.google.com. Only Board members can do this using their Google account.*

VTC:

- *APCUG presents a Virtual Technology Conference quarterly. The next one will be May 2, 2020.*
- *APCUG2.org has an announcement about the VTC.*
- *You must register before the conference. If you have attended before, you will receive an email. Dennis also sends out an email. These give the instructions for registering.*
- *Dennis reviewed the topics for the upcoming VTC.*

Regular Meeting ….

President Dennis Smith called the 440th meeting of CAMUG to order at 7:06 PM on Monday April 20, 2020, using Zoom. There were 15 members present. Since that is more than 15% of the membership, the meeting was declared valid. John Kennedy, our APCUG Regional Advisor, and former member Cheryl Krantz also attended.

There was no On-Time Drawing.

Dennis mentioned that members receive a $5 renewal credit for each new member they bring in.

Program: How to Set Up a Router, by Dennis Smith and Jan Bredon sharing their screens on Zoom.

Dennis explained the steps for setting up a new router, but these steps can also be used for a pre-existing router.

Unpack the router. Be sure to find the router web address

(i.e.192.168.0.1) and the default username and password. If the router has external antennas, you will need to attach them.

Decide where to place the router.
- It must be connected to a power source (wall plug) and to the Internet modem.
- Try to put it in the middle of the home or near the devices that will be using it.
- Walls will block some of the signal, especially walls with metal in them. Concrete block and brick also block the signal.
- Putting the router up high will let the signal extend farther.

Set up the router connection.
- If your computer is close to the router, you can connect with a CAT5 cable.
- Many devices use only Wi-Fi: tablets, laptops, game consoles, smart TVs, and smart devices.
- Connect power to the router and wait for the lights to settle down, about a minute.
- Connect the Internet modem to the router using a CAT5 cable.
- Access the router from your device using the router web address. This is usually done from your computer or laptop.
- Login to the router using the router username and password found with the router.
- Dennis then showed the settings from his TP-Link router: Network Map, DHCP server, wireless settings, guest network, and time settings.
- Under account settings, be sure set your own username and password.

Jan then explained network connections. A network is a group of connected devices.

The simplest network consists of two computers connected to each other. A special crossover cable must be used. A crossover cable has a few wires crossed; where Jan worked, crossover cables were always red, so they would be noticeably different.

Jan explained the difference between hubs, switches, and routers.
- Hubs are dumb devices that pass anything received on one connection to all other connections. They are easily hacked.
- Switches are semi-intelligent devices that learn which devices are on which connection.
- Routers are essentially small computers that perform a variety of intelligent tasks. They keep track of what connected devices are doing and send information to the correct place. They can connect to devices like computers, printers, other routers, and the Internet.

Jan also showed a Network Powerline adapter that uses his electric wiring to extend his network to his garage that is out of Wi-Fi range. He needed an adapter at each end plus another router in the garage.

Bruce Klipec mentioned that he uses a repeater to extend the range of his Wi-Fi, and Alice Lungociu uses a mesh network.

Other:

Dennis thanked John Kennedy. John mentioned that many other groups are using Zoom for meetings and even one-on-one help. We can schedule meetings through APCUG. John will schedule our May meeting for us. Carol Joliat asked about using Zoom for our regular meetings for those who can't attend in person, and John said some clubs do that. Carol also asked John if he thought other groups would let us watch some of their online meetings. This could give us some ideas about topics and how they present their meetings by using Zoom. John thought it would be possible. An account of our own would cost $14.99 a month or $149.99 a year.

The Board meeting will be held Tuesday, April 28, using Zoom.

Dennis asked John whether APCUG could provide advice about our club becoming a 501(c)(3) organization and John mentioned people who could help. APCUG also has experts on raspberry-pi.

Adjournment: Jim Albright moved to adjourn the meeting. Bruce Klipec seconded the motion. The business meeting was adjourned at 8:37 PM.

Respectfully Submitted,
Liz Milford, Secretary

CAMUG Board Meeting 4/28/2020

President Dennis Smith called the CAMUG Board meeting to order on Tuesday, April 28, 2020, at 7:00 PM. Because of COVID-19, in-person meetings were still not allowed; instead, the group met using Zoom. Six of the seven Board members were present; therefore, the meeting was declared valid.

President	Present	Dennis Smith	president@camug.com
Secretary	Present	Liz Milford	secretary@camug.com
Treasurer	Present	Tim Elder	treasurer@camug.com
Senior Director		Bernie Newsome	directors@camug.com
Director	Present	Carol Joliat	
Director	Present	Bruce Klipec	
Director at Large	Present	Jan Bredon	
Web Page		Open	webmaster@camug.com
Software and Book Review	Present	Jan Bredon	
Membership	Present	Carol Joliat	membership@camug.com
Newsletter	Present	Liz Milford	newsletter@camug.com
Computer 101	Present	Carol Joliat	
Ways and Means	Present	Jan Bredon and Madeline Burkes	

Approval of Minutes:

April Regular Meeting: Carol Joliat moved to accept the April 20, 2020, meeting minutes which had been emailed to the Board. Jan Bredon seconded the motion, and the minutes were approved.

March Board Meeting: Jan Bredon moved to accept the March 24, 2020, Board Meeting Minutes as printed in the newsletter. Carol Joliat seconded the motion, and the minutes were approved.

Reports:

Treasurer's Report:

Tim Elder had emailed the April Treasurer's Report to Board members. Carol Joliat moved to accept the April Treasurer's Report. Liz Milford seconded the motion, and the report was approved.

Membership Report:

Carol Joliat reported membership is unchanged from last month with 24 member families.

Discussion on May 18th Meeting:

6 PM SIG: "My Favorite Utility Program" by club members. The meeting will again be held on Zoom. Any member who has a favorite utility program is invited to share that program with the group.

7 PM Regular Meeting: "Roundtable Discussion" held on Zoom. Do you have a techy question? You are welcome to ask about it during our discussion. If you wish, you can email the question beforehand to board@camug.com.

By using Zoom, our group can still get together. This meeting will be set up by APCUG, but Dennis will be the host. Members will receive an email invitation before the meeting with the link to the meeting.

Old Business:

Dennis mentioned that the Board members are authors for the CAMUG blog.

New Business:

Zoom: The group discussed using Zoom even after we resume in-person meetings. We discussed several ways to do this. We discussed finding out how other clubs that belong to APCUG do their Zoom meetings. We also discussed purchasing our own Zoom account which is about $150 per year. Tim mentioned that we need more members to cover the added cost. We decided to wait a bit to see how Zoom would work with in-person meetings.

CAMUG email: Dennis has been updating the list of CAMUG email addresses. Each member has a camug.com email address. Dennis is deleting those email addresses for people who are no longer members.

CAMUG Facebook page: Because of difficulty accessing our original page, Dennis will create a new CAMUG Facebook page; Jan Bredon will also be an administrator. We can then link the Facebook page to our blog and vice versa.

Future program ideas: The Board discussed several ideas which Dennis added to the list he prints with the Board Meeting agenda.

Motion to Adjourn:
At 8:41 PM, Carol Joliat moved to adjourn. Liz Milford seconded the motion, and the meeting was adjourned.

Submitted pending Board approval,
Liz Milford, Secretary

About CAMUG

Our club is open to anyone with an interest in computers and technology. A household membership is only $20 per year, and a visitor can attend two meetings free without any obligation.

Monthly meetings are held the third Monday of the month at Holy Cross Lutheran Church, 7707 Market Ave. N in North Canton, Ohio. Computer 101 begins at 6:00 PM and the regular meeting begins at 7:00 PM. At every meeting, we cover topics ranging from cell phones to computers and from software to the internet and networking. Board meetings are held the fourth Tuesday of the month at 7:00 PM at Panera Bread on The Strip. Members are encouraged to attend the Board meeting although only Board members can vote.

The club mailing address is CAMUG, PO BOX 80192, Canton, OH 44708, and the blog is http://www.camug.com.

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CAMUG is a member of the Association of Personal Computer User Groups. APCUG is a worldwide organization that helps groups devoted to the world of technology by facilitating communications between member groups and industry. It offers the Virtual Technology Conferences, provides newsletter articles, and has a list of speakers for club programs.

Membership Report

March 2019

by Carol Joliat

Total Family Memberships – 24
Renewals: None

CAMUG Monthly Summary

Tim W. Elder, Treasurer   4/20/20

	Cash	Checking	Total
Start Balances	$60.00	$1271.90	$1331.90
Total Income	$0.00	$0.00	$0.00
Total Expenses	$0.00	$50.00	$50.00
Transfer	-$0.00	$0.00	$0.00
End Balances	$60.00	$1221.90	$1281.90

CAMUG Officers

President: Dennis Smith 330-477-5893
Secretary: Liz Milford 330-896-4284
Treasurer: Tim Elder 330-875-2323
Senior. Director: Bernie Newsome
                    330-232-5083
Director: Carol Joliat
Director: Bruce Klipec
Director at Large: Jan Bredon
                    234-564-0045
Membership: Carol Joliat
Asst. Membership: Alice Lungociu
Web Page:
Newsletter: Liz Milford 330-620-5178
          Tim Elder 330-875-2323
Computer 101: Carol Joliat
Ways and Means: Jan Bredon
                    Madeline Burkes

List of Members

Name	E-Mail
Albright, Jim	jima
Bredon, Jan	janb
Brugger, Bruce	bruceb
Burkes, Madeline	madelineb
Chapman, Lila	lilac
Charney, Michael	michaelc
Conley, Rose	rosec
Dingman, Morris	morrisd
Elder, Tim	time
Hahn, Gary	garyh
Hill, Susan	susanh
Joliat, Carol	carolj
Klipec, Bruce	brucek
Kramer, Cecelia	ceceliak
Lungociu, Alice	alicel
McCoy, Myra	myram
Milford, Elizabeth	elizabethm
Newsome, Bernard	bernardn
Noyd, Hal	haln
Parker, Cherie	cheriep
Ponzani, Doris	dorisp
Schaefer, Gerald	geralds
Smith, Dennis	denniss
Wilson, Chad	chadw

To email members, use the email name above followed by @camug.com

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Visit our Home Page

http://www.camug.com

Need help
with your electronic gadgets?

CAMUG

Canton Alliance Massillon Users Group
Computer Users Group

Assistance for users of all ages and skill levels

When: 3rd Monday each month

Where: Holy Cross Lutheran Church
7707 Market Ave. N
North Canton OH

Time: 6pm Computer 101 (Less Advanced)
7pm Main Meeting

Ongoing topics include:

| Computers | Tablets | Digital photography |
| Smart phones | eBooks | Toys & Gadgets |

www.camug.com