

MICROSOFT COPILOT

If you're thinking about turning on Microsoft Copilot, you need to check your file permissions first.

Copilot is powerful because it reads your company data in OneDrive, SharePoint, and Teams to give you answers. That is also the risk. If a user can open a file, Copilot can read it. This becomes a problem if your permissions are disorganized.

Before you turn it on, look at your files:

- Ensure HR and Finance folders are restricted to the right people.
- Remove old files with "Company-wide" sharing links.
- Use Microsoft's "Sensitivity Labels" (like Confidential) so Copilot knows what it can and cannot touch.



BOOK A FREE COPILOT READINESS REVIEW

If you aren't sure if your file permissions are locked down, don't guess. Send us a message. We'll check your data security and tell you exactly what needs to be fixed before you turn on AI.

210-582-5814

Or send us an email: info@techsagesolutions.com

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attackers or insider threats. These accounts can remain active for months before being discovered, creating an easy path for exploitation.

Malware propagation: A single unpatched system can become a launchpad for malware spreading across your network. One infected device can compromise your entire environment, interrupting operations and exposing confidential data across departments.

Operational and strategic impact

Reduced performance: Inefficient systems and outdated hardware slow down teams, create workflow bottlenecks and frustrate users. When technology becomes an obstacle rather than an enabler, productivity drops, morale suffers and business momentum stalls.

Missed opportunities: When you don't really know what's going on in your IT setup, planning ahead becomes a guessing game. Without accurate insights, it's difficult to forecast growth, plan digital transformation or

leverage new technologies effectively. Businesses that fail to modernize risk falling behind competitors that are faster, smarter and more agile.

Poor decision-making: When leadership operates without clear data about IT performance, decisions become reactive instead of strategic. This can lead to wasted investments, misaligned priorities and overlooked risks that could have been prevented with better visibility.

Reputational damage

Loss of client trust: A breach or prolonged outage can quickly erode years of goodwill. Clients expect reliability, privacy and accountability. Failing to deliver on those expectations can drive them to competitors who appear more secure and dependable.

Brand impact: Public incidents tied to IT failures can damage your brand's credibility and market position. Negative headlines and social media backlash can linger long after the issue is

resolved, overshadowing your successes and shaking customer confidence.

Ignoring your tech health doesn't just risk downtime. It weakens your entire foundation. Regular IT assessments help identify vulnerabilities before they escalate, optimize performance and ensure compliance. Think of it as preventive care for your business. A little attention today can protect your reputation, save money and keep your organization healthy in the long run.



TECHNOLOGY TIMES

JAN 2026

Insider Tips To Make Your Business Run Faster, Easier and More Profitably

CYBERSECURITY BLIND SPOTS:

THE RISKS YOU DON'T SEE BUT HACKERS DO



Every business leader understands the importance of cybersecurity. Yet the biggest threats often aren't headline-grabbing breaches. They're the overlooked gaps hiding in plain sight. These blind spots may seem minor: a missed software update, an inactive account or an untested backup. But for hackers, they're open doors. Here are the most common gaps and how to close them before they become costly mistakes:

1. Unpatched systems

Every missed update is an invitation to attackers. Hackers track patch cycles and exploit known vulnerabilities.

Fix: Automate patch management and set alerts for lagging systems.

2. Shadow IT and rogue devices

Employees downloading unauthorized apps or connecting personal devices to your network can introduce malware that stays dormant until it's too late.

Fix: Enforce strict app and device policies. Regularly scan for unknown endpoints.

3. Over-permissive access

Too much access is dangerous. Hackers love accounts with excessive permissions.

Fix: Apply least privilege principles, mandate MFA and review permissions regularly.

4. Outdated security tools

Cyberthreats evolve daily. Old antivirus or intrusion detection tools can't keep up.

Fix: Audit your security stack and replace outdated tools before they fail you.

5. Orphaned accounts

Former employees' credentials often remain active, making them prime targets for attackers.

Fix: Automate offboarding to disable accounts immediately.

6. Misconfigured firewalls

A firewall is only as strong as its settings. Old or temporary rules create vulnerabilities.

Fix: Audit configurations, document changes and remove unnecessary permissions.

7. Untested backups

Backups aren't a safety net unless they work. Many businesses discover too late that theirs are corrupt or incomplete.

Fix: Test backups quarterly and store them securely in immutable storage.

8. Missing security monitoring

You can't protect what you can't see. Without centralized visibility, threats slip through unnoticed.

Fix: Invest in continuous monitoring or partner with an experienced IT provider.

9. Compliance gaps

Frameworks like GDPR or HIPAA aren't just paperwork. They're essential for strong security.

Fix: Conduct regular compliance reviews and maintain documentation.

Bottom line: Identifying blind spots is only the beginning. The real value lies in fixing them quickly. Start with these fixes and you'll strengthen your defenses where it matters most.



TechSage Solutions



TECH TRENDS

YOUR BUSINESS SHOULD ACTUALLY PAY ATTENTION TO

Every year, tech publications release bold predictions about revolutionary trends that will “change everything.” Before long, you’re buried in buzzwords such as AI, blockchain and the metaverse, with little clarity on what truly drives revenue growth.

Here’s the truth: Most tech trends are hype designed to sell expensive consulting services, but buried in the noise are a few genuine shifts that will impact how you work. Let’s focus on what really matters. Here are three trends worth your attention and two you can safely ignore.

Trends worth your attention

1. AI built into tools you already use

AI is no longer a separate tool you have to learn. It’s being embedded directly into the software you already use every day. Your email program will draft responses. Your CRM will write follow-up messages. Your accounting software will automatically categorize expenses and flag any anomalies.

Why it matters: You’re not learning new tools; you’re just getting smarter versions of what you already use. Instead of asking “Should we adopt AI?” the question becomes “Should we turn on these features we’re already paying for?”

What to do: When your software offers AI features, try them for two weeks before deciding if they help. Many will be gimmicky, but some will save hours.

Time investment: Minimal. You’re already using these tools.

2. Automation without the headache

Building custom automations used to require hiring a developer or learning complex software. Now, new tools let you create workflows just by describing what you want in plain English.

Example: “When someone fills out my contact form, add them to my spreadsheet, send a welcome email and remind me to follow up in three days.” The AI figures out how to make it happen.

Why it matters: Automation moves from “We should do this but don’t have time” to “We can set this up in 20 minutes.”

What to do: Identify one repetitive task your team does weekly. Describe it to an automation tool and see if AI can build it for you.

Time investment: 20 to 30 minutes to set up your first automation.

3. Security regulations get real

Cybersecurity is shifting from best practice to legal requirement. States are passing data privacy laws. Insurance companies are requiring specific security measures. Enforcement is getting serious.

Why it matters: Not having basic protections

is becoming like not having business insurance. It’s a liability you can’t afford.

What to do: Cover three basics: multi-factor authentication on all accounts, regular data backups you can restore and written cybersecurity policies you follow.

Time investment: Two to three hours to set up properly.

Trends you can safely ignore

1. The metaverse for business

Virtual reality meetings have been “the next big thing” for a decade. Headsets are still expensive and uncomfortable. Unless you’re in architecture or design, skip it.

What to do: Nothing. If VR becomes useful for mainstream business, you’ll know because competitors will use it successfully.

2. Accepting crypto payments

Crypto sounds cutting edge, but it adds tax complexity, volatility and higher fees. Unless customers actively request it, stick to cards and ACH transfers.

What to do: If someone asks, politely say no. Reconsider only if multiple customers request it organically.

Focus on trends that save time, reduce risk and improve efficiency. Ignore the hype and invest where it truly benefits your business.



THE HIDDEN COST OF IGNORING TECH HEALTH

Your business runs on technology, but when was the last time you checked its health?

IT maintenance often gets ignored until something breaks. The reality is that neglecting your tech environment doesn’t just invite risk. It can quietly drain resources, reduce efficiency and erode trust over time. Regular IT health checks are as important as financial audits or employee reviews. They ensure your systems perform at their best and help you stay ready for the unexpected.

The high price of inaction

Neglecting the health of your technology ecosystem isn’t a small oversight; it’s a risk multiplier. When systems are left unchecked, small technical issues can grow into major disruptions. The longer these problems go unnoticed, the more expensive and complex they become to fix. Here are some of the hidden costs your organization could face when IT issues go unaddressed:

Financial costs

Downtime and lost revenue: Unidentified vulnerabilities or outdated infrastructure can lead to system outages, costing thousands per hour in lost productivity and sales. For businesses that rely on real-time transactions or customer-facing platforms, even a short outage can have a major impact. In competitive markets, downtime doesn’t just halt work. It can also drive customers toward faster, more reliable competitors.

Ransomware and breach costs: Blind spots in your IT environment often become entry points for cyberattacks. The average cost of a data breach is now in the millions, and ransomware demands can cripple operations for days or even weeks. Beyond the immediate financial hit, there’s the long-term cost of rebuilding systems, restoring data and regaining trust.

Compliance penalties: Missing controls, outdated policies or incomplete documentation can result in fines for noncompliance with HIPAA, GDPR or other regulations. These penalties can be severe and often come with a loss of credibility that affects partnerships and customer relationships.

Recovery and remediation expenses: Emergency fixes, forensic investigations and public relations damage control are far more expensive than proactive maintenance. A single breach can lead to legal fees, customer notifications, compensation claims and costly settlements. The more reactive your approach, the greater the long-term financial strain.

Security risks

Data loss or theft: Unsecured endpoints, outdated software or misconfigured access controls can expose sensitive data. Once data is compromised, recovery is difficult and customer confidence can take years to rebuild.

Unauthorized access: Orphaned accounts or unmonitored devices are often exploited by

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SHINY NEW GADGET OF THE MONTH

OIKKEI AI Wireless Mouse

Meet the ultimate multitasker: a wireless mouse that doubles as an AI-powered audio recorder. Perfect for remote meetings, this device captures conversations accurately while you navigate your screen—no extra gadgets needed.

Streamline note-taking, improve collaboration and keep your workflow efficient. If you’re looking for a simple way to save time and stay organized, this innovative tool is a game-changer for busy business leaders.



The Easiest Resolution You’ll Make All Year

- Drink more water
- Run 3 miles
- Fix tech
- Delegate IT