Tech Haven

Concierge Mac, iPhone & Tech consulting and support

ABOUT US

Personalized concierge Technology service that's secure, discreet, and available whenever and wherever in the world you need our assistance

© 2017 Tech Haven • All Rights Reserved.

TECH HAVEN TALKS TECH • AGENDA

Simplifying Your Life with Technology

- Email = The epicenter of your digital existence
- Essential Apps & Services- The latest apps and cloud services
- Hardware & Peripherals - Tech changes quick, here's what you need now
- The Emergency Toolkit - The essential tech to have on hand, just in case
- Q&A
- Resources

© 2017 Tech Haven • All Rights Reserved.

DYNAMIC **OPEN Q&A**

Ask in the moment

You ask, I answer...

© 2017 Tech Haven • All Rights Reserved.

EMAIL & ACCOUNTS

Master email with multiple accounts and different email apps

CREATE **MULTIPLE EMAIL** ACCOUNTS

They're free, and incredibly useful

- Multiple email accounts are vital
  - You can get free accounts from Gmail, Yahoo, Outlook, etc. or paid accounts through corporate provider
  - One for personal, one for work, one for non-humans (subscriptions, online shopping, contests, etc.)

© 2017 Tech Haven • All Rights Reserved.

USE DIFFERENT **EMAIL APPLICATIONS**

Keep your worlds apart

- Assign different email accounts to different email applications email accounts.
  - Allow yourself to focus on the world at hand. Escape work (HA!), escape the clutter, escape your friends.
  - Numerous options on every platform. **Outlook, Mail, Airmail** to name just a few.

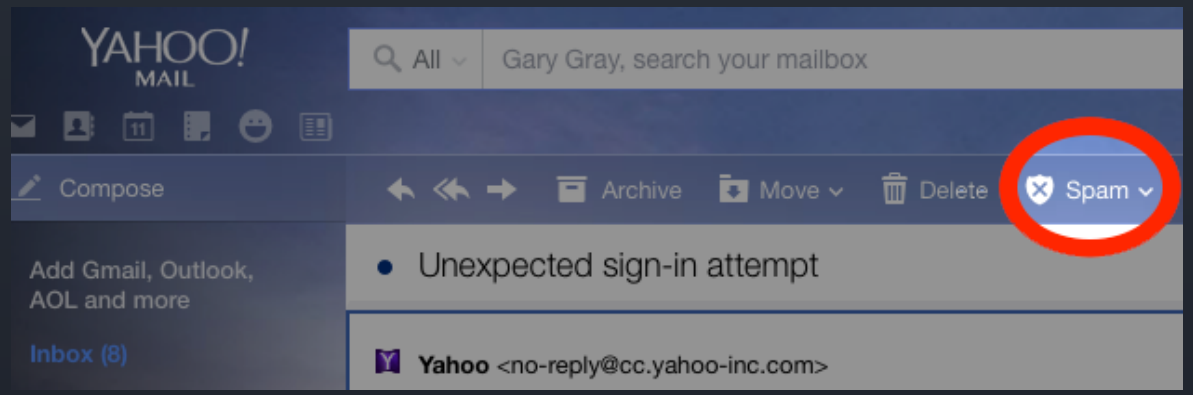
© 2017 Tech Haven • All Rights Reserved.

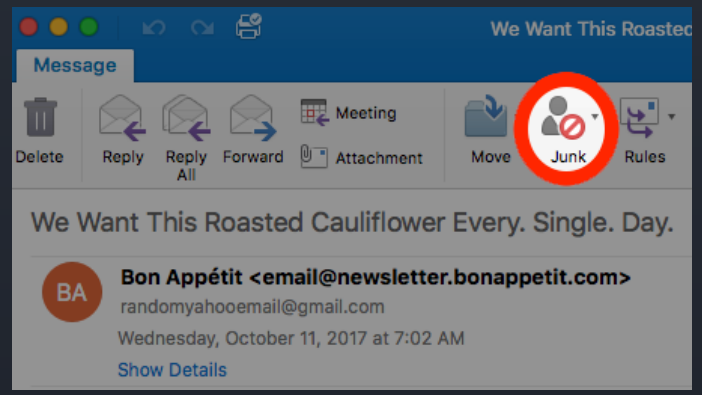
CLEAN YOUR INBOX **UNSUBSCRIBE**

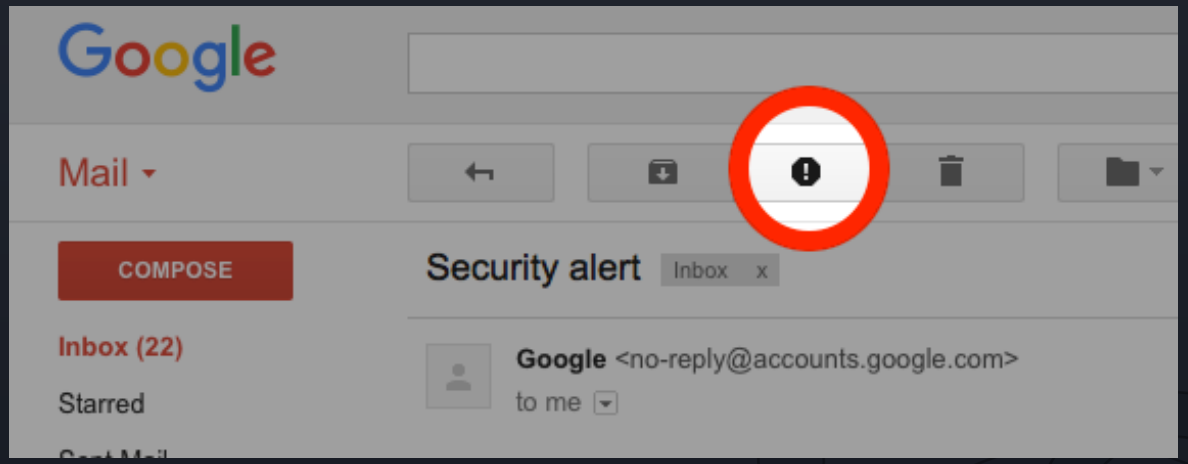
No longer interested? Say Goodbye!

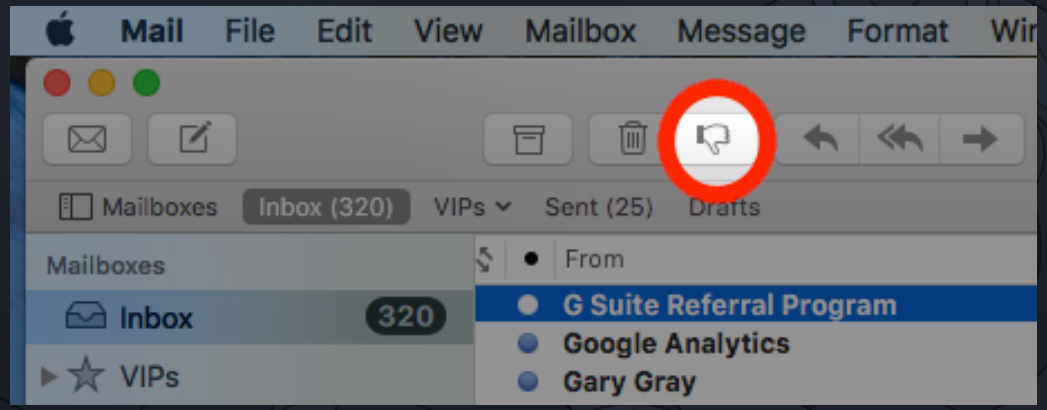
- Focus on what matters - clear out the clutter
  - Newsletters you never read anymore (Bon Appetit, Daily Travel, etc.)
  - Apps you use, but don't want email from (Evite, Open Table, Groupon)
  - Stores you shopped at once and now mail you daily offers (Nordstrom, Macys, Bloomingdales)
- Flag spam & junk mail as Junk
  - Click the button to **train** your email app
  - **Banish** the clutter

© 2017 Tech Haven • All Rights Reserved.









© 2017 Tech Haven • All Rights Reserved.

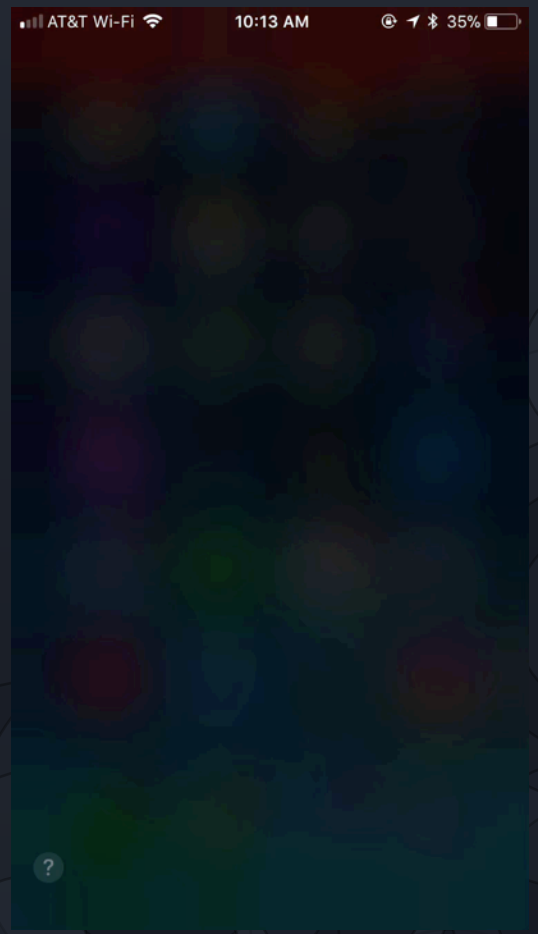
ESSENTIAL APPS AND SERVICES

There's an app for everything today.
Here are some of our favorites.

SPEAK UP **SIRI & GOOGLE ASSISTANT**

It's too good not to use it

- Set up reminders
  - Time-based - “Tomorrow at noon remind me to…”
  - Location-based - “When I get to Encino remind me to…”
- Create calendar events
  - One-time or recurring “Set a meeting every Tuesday at noon…”
  - Will notify you of conflicts
  - Can use relative times “Set a meeting two weeks from today…”
- Navigation
  - No need to **type in addresses** anymore
  - Search functionality “Siri, directors to the nearest Starbucks”



© 2017 Tech Haven • All Rights Reserved.

SHARED CALENDARS

Essential for managing your time

- iCloud, Google & Exchange
  - All have shared calendars
  - Included with your existing account
- Multiple Calendars
  - Have a personal calendar, work calendar, shared calendar
  - Can turn them on and off as desired
- Auto-Populates Across Devices & Users
  - Add an event on your phone and it'll sync everywhere
  - Subscribers on see what you want them to see

© 2017 Tech Haven • All Rights Reserved.

SHARED **PASSWORDS**

1Password - Control access to sensitive accounts

- Store your passwords in military-grade encrypted database
  - Syncs across your devices
  - Works on all platforms
- Stores multiple data types
  - Credit cards & banking information
  - Notes
  - Documents
- Database can securely sync with other users
  - Build a team and control access
  - Terminate users as needed

© 2017 Tech Haven • All Rights Reserved.

GROUP TO-DO LISTS

Share your task lists with a team or yourself

- Manage multiple lists/projects and share as needed
  - Instantaneous cloud sync to all users & devices
  - Works on all platforms
- Variety of To-Do Apps & Services
  - iCloud / Android
  - Things
  - Microsoft To-Do
- Unique Organization to Help You Complete Tasks
  - Get your tasks under control
  - No more forgetting

© 2017 Tech Haven • All Rights Reserved.

TEAM FILE SHARING

Share your files with other people

- Share documents with ease
  - Across a group or your own devices
  - Works on all platforms
- Variety of cloud sync options
  - Dropbox
  - Box
  - Google Drive
  - Microsoft One Drive
- Keep A Live Shared Folder
  - Great for bigger files
  - No more digging through emails searching for attachments

© 2017 Tech Haven • All Rights Reserved.

New Hardware

Tech **changes** fast.
Don't get **left behind.**

NEW CONNECTIONS

With progress comes obsolescence

- USB-C is the latest and greatest
  - New laptops, all new Macs
  - Smartphones
  - Peripherals
- Why new connectors?
  - Move data much faster
  - Smaller connector = thinner devices
  - Can plug in “either way”
- Buy new cables?
  - Dongles can convert old to new
  - Be forward thinking

© 2017 Tech Haven • All Rights Reserved.

Emergency Toolkit

It pays to be prepared for whatever situation arises

WHAT'S IN AN **EMERGENCY TOOLKIT**?

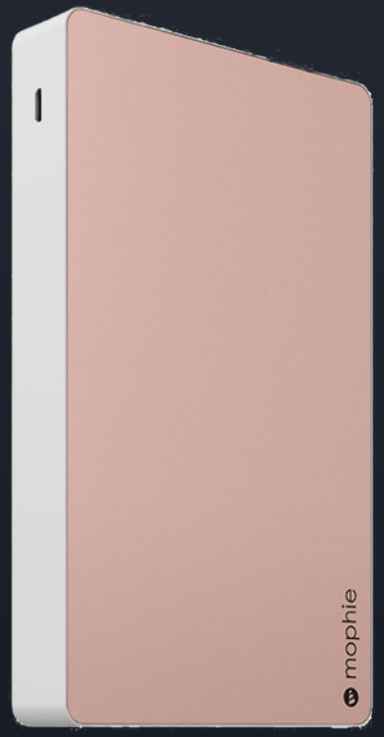
Technology dies & crashes. Vital components get lost.

- **Redundant Hardware** - have a replacement ready to go
  - Keep a backup laptop, smartphone, camera on hand and ready.
  - Make sure they're updated to match in-use devices
- **Alternate Data Location** - keep essential data at a second access point
  - USB flash drive, Dropbox, G-Drive
  - Email a copy to yourself
- **Cables & Connections** - Be ready for whatever connectivity lies ahead
  - Spare phone, computer chargers & cables
  - Extra headphones, earbuds, Air Pods

© 2017 Tech Haven • All Rights Reserved.

EXTEND YOUR CONNECTIVITY **EXTERNAL BATTERY**

Dead smartphone batteries are a thing of the past

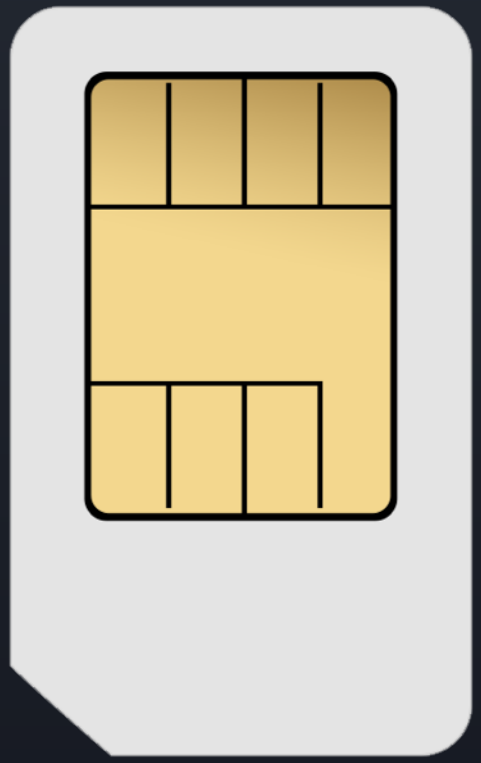


- **POWERFUL** - Larger units can recharge a phone two to three times.
- **CONNECTIVE** - Units with USB connectivity can connect to practically any smartphone
- **VARIED SIZES** - Smaller “lipstick” battery for a night out, or larger ”phone-sized” battery for other times
- **ASSORTED BRANDS** - Mophie, Belkin and Anker to name a few. A great many options.

© 2017 Tech Haven • All Rights Reserved.

EXTEND YOUR CONNECTIVITY **SPARE SIM**

Be prepared to change a phone number if needed

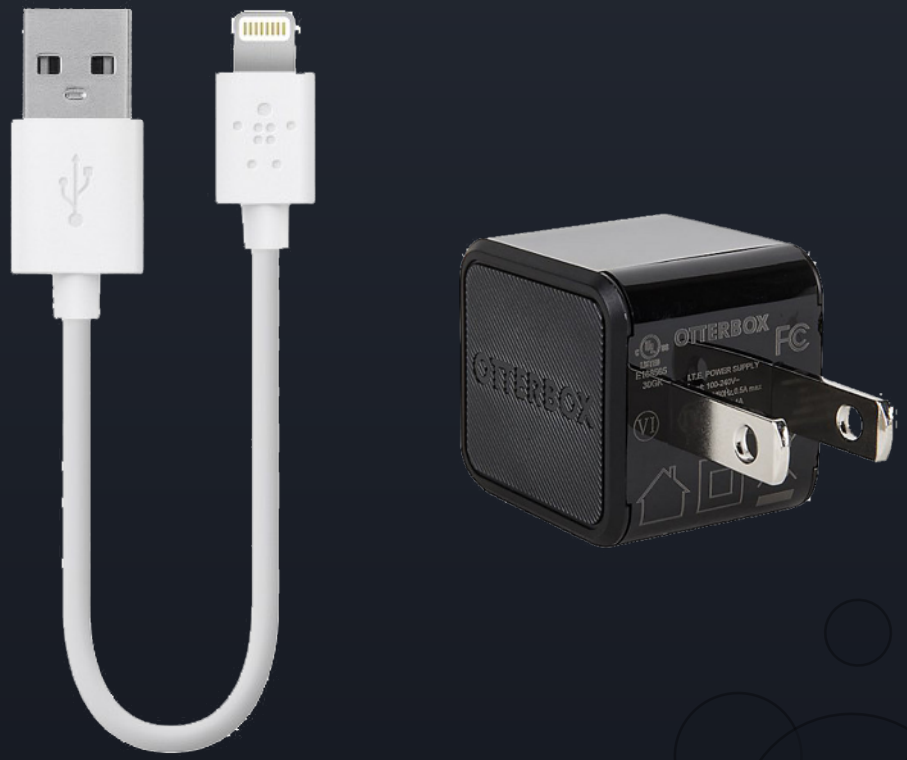


- **SECURE** - If a phone number is compromised, a replacement SIM is a secure fix
- **SPEEDY** - With the right tool, often a paperclip, a SIM card can be swapped in seconds.
- **GLOBAL** - Local SIM cards allow for savings on data roaming
- **CARRIER SPECIFIC** - All carriers have their own SIM cards, but they're happy to sell you one to migrate to their platform.

© 2017 Tech Haven • All Rights Reserved.

DON'T FORGET **EXTRA CHARGERS & CABLES**

Nothing disrupts a day's schedule like an unplanned diversion for a cable



- **FAILURE** - Cables & chargers go bad. Be ready.
- **LOSS** - In and out of hotel rooms, meetings and sets, chargers get left behind all the time.
- **CONVENIENCE** - Be ready to lend a charge to a friend or coworker.

© 2017 Tech Haven • All Rights Reserved.

Smart Home
Technologies
Your connected world where
all your devices talk to each other

Smart Home Hubs

What's New

- Apple Home Pod
- Google Home
- Amazon Alexa
- Sonos One (Coming soon)
- All control smart devices in a location
- Entertainment services (play music)
- Data services (what's the weather?)
- Lifestyle services (get me an Uber)
- Shopping services (I need more waffles)

Connected Devices

So many options

- Thermostats
- Door locks
- Security Cameras
- Lighting products
- Weather sensors
- Curtain openers
- Garage door openers
- Entertainment devices
- Smoke detectors
- More & more every day

TECH TALK **OPEN Q&A**

What's on your mind?

You ask, I answer...

© 2017 Tech Haven • All Rights Reserved.

TECH TALK **RESOURCES**

Dedicated web page to apps & services I discussed

www.GoTechHaven.com/acpa

© 2017 Tech Haven • All Rights Reserved.

TechHaven

Concierge Mac, iPhone & Technology consulting and support

www.GoTechHaven.Com

Gary@GoTechHaven.com

818 • 252 • 9393