

JULY 2026

Your monthly newsletter,  
written for humans not geeks

# TECHNOLOGY INSIDER



## Those little jobs add up... delegate them to AI

**When people think about AI at work, they often imagine things like writing reports, analyzing data, or answering emails.**

That's useful, of course. But it's not where most of your time goes.

In a typical working day, it's the smaller jobs that really slow things down. Following up after meetings, tidying documents, fixing spreadsheets, chasing information.

They're not difficult but combined they eat into hours you'd rather spend elsewhere.

This is where tools like Microsoft Copilot are becoming genuinely helpful.

Take meetings as an example.

The real time cost usually comes afterwards. Notes need checking, actions need confirming, and anyone who missed the call needs catching up.

Copilot in Teams can summarize discussions in a more practical way, pulling out decisions, highlighting what still needs doing, and helping people get straight to the important points.

It's a similar story with writing.

Most people aren't staring at a blank page. They're trying to improve something that already exists. A draft might be too long, unclear, or not quite right for the audience.

Copilot can reshape that content, tighten it up,

and adjust the tone without you having to rewrite everything from scratch.

Spreadsheets are another common frustration.

You know what you want the outcome to be but remembering how to get there isn't always straightforward.

Instead of searching for formulas or watching tutorials, you can describe what you need in plain language and let Copilot handle much of the process.

Microsoft has also started bringing everything together more effectively.

Shared pages and notebooks mean ideas, notes, and files don't end up scattered across different tools.

It becomes easier to keep projects moving without constantly switching between apps.

And for those repetitive tasks that crop up every day, simple workflows can now be created just by describing the process.

Routine updates, reminders, and approvals can run in the background without needing manual input each time.

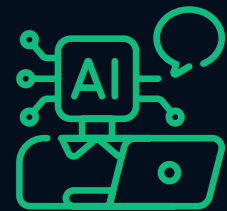
As a reassurance, this isn't to replace people. It's to remove the small points of friction that build up during the day.

When those start to disappear, work feels smoother, and your team can focus more on the things that move the business forward.

**If that sounds like something you'd like to learn more about, we can help. Get in touch.**

## DID YOU KNOW...

**AI is more subtle in Windows 11?**



In Notepad, the Copilot branding has been removed and replaced with a simple "Writing tools" icon, even though the features themselves still work in the background.

In the Snipping Tool, the Copilot button has disappeared entirely.

The tools are still there if you want them, but they're now less prominent and easier to ignore if you don't.

# The inbox hiding place you don't think to check

**If a cybercriminal got into your email account, you'd probably change your password straight away.**

That's the obvious fix.

But it doesn't always solve the problem.

There's a simple feature inside your inbox that attackers are using to stay hidden, even after you've locked them out.

It's called inbox rules.

You may have used them.

They're the settings that automatically move emails into folders, flag messages, or forward certain emails to someone else.

They're designed to help you stay organized.

But they're also very easy to misuse.

When someone gains access to an email account, often one of the first things they do is create their own hidden rules.

These can forward copies of emails to an external address, move important messages out of sight, or mark them as read so you never notice them.

And it can happen almost instantly. In some cases, these rules are created within seconds of a breach.

That gives the attacker a huge advantage.

They can monitor conversations, intercept sensitive information, and even hide security alerts that might otherwise warn you something's wrong.

If they're targeting your finance team or leadership, they can also watch for opportunities to impersonate you or redirect payments.

If you change your password but don't remove those rules, the attacker may still have visibility of your emails.

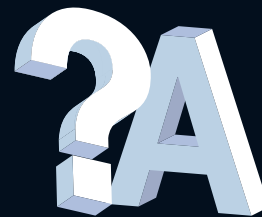
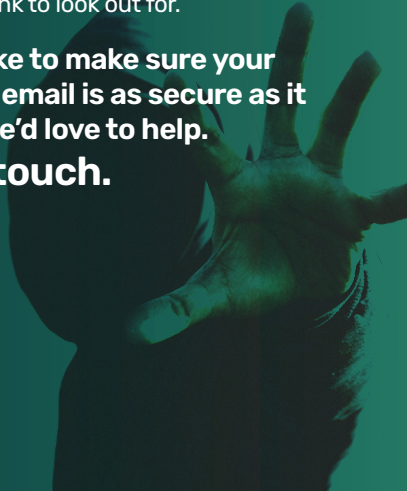
But this is relatively easy to check.

Inbox rules must be named, and unusual or meaningless names can be a red flag.

It's worth reviewing them periodically, especially after any suspected security issue.

Modern cyberattacks don't always rely on complex techniques. Sometimes they use everyday features in ways most people wouldn't think to look out for.

**If you'd like to make sure your business email is as secure as it can be, we'd love to help. Get in touch.**



**Q: How do I know if my business is protected from cyberattacks?**

A: The only way to be sure is to review it. Regular security checks will show where you're covered and where there might be gaps.

**Q: Are we using the cloud in the right way?**

A: Not always. Many businesses use parts of the cloud without a clear plan. A quick review can often improve performance, security, and cost.

**Q: What's the easiest way to improve our IT setup?**

A: Start with the basics. Strong passwords, multi factor authentication, and regular updates make a bigger difference than most people expect.

## Business gadget of the month

### The Keychron V6 Max

You're halfway through a busy day, typing constantly... and your keyboard just isn't keeping up. It feels cheap, a bit clunky, and slows you down more than you realize.

The Keychron V6 Max fixes that.

It's a full-size mechanical keyboard that makes typing smoother, faster, and more accurate. You can customize how the keys feel, and there's a handy volume knob for quick adjustments during calls.

It's not the cheapest option, but if you type all day, it's a noticeable upgrade that makes work feel easier.

**\$119.99 from Amazon.**



**This is how you can get in touch with us:**

**CALL:** +1 604.992.8178 | **EMAIL:** hello@lcsnetworks.com

**WEBSITE:** lcsnetworks.com

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