



June Tech Tips

Current Version: 27.25.2

Church Windows New Employee Helper

While Church Windows does not assist with the hiring process, we do provide comprehensive training for your new employees. Our New Employee Training package is available for \$299.00 and includes three hours of one-on-one sessions with a dedicated software trainer for up to two staff members.

[Learn More](#)

Cyber Security Tip from Kloud9 IT: The Dangers of Dropbox and Other File Sync Apps

If you're using a personal Box, Dropbox, OneDrive, Google Drive or other consumer-grade file sync and sharing cloud applications, listen up! These applications pose a huge threat to your company because company data can be spread far and wide without central oversight of what information is being shared with whom.

This is even more important if your company has access to and/or stores financial, medical or other sensitive data. Using personal (not company-approved) file-sharing applications like these are a clear and direct violation of data breach and compliance laws. Bottom line: Don't use them for company data and use only company-approved, business-grade file-sharing applications.

Free Training Webinars

Church Windows provides free, live training webinars every month on many different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to attend the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter. Still, you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help Files in Church Windows anytime by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Updating Your Information

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)