November 2025

IT Radix Resource

We make IT work for you

AI for NJ Small Businesses: A Smart Start

Artificial Intelligence (AI) is no longer a futuristic concept—it's a present-day tool reshaping how small businesses operate, compete, and grow. For New Jersey entrepreneurs, embracing AI isn't just about keeping up; it's about staying ahead. Whether you're running a design firm in Montclair, a landscaping firm in Morristown, or a specialty retail boutique in Asbury Park, AI can enhance customer experience, streamline operations, and empower your team. But it also demands thoughtful planning.

Where AI Is Already Making an Impact?

- **Customer Engagement**: AI chatbots and virtual assistants can handle inquiries 24/7, personalize recommendations, and even automate bookings or purchases.
- **Vendor Relations**: AI tools can analyze supplier performance, optimize inventory, and forecast demand, helping you negotiate better and reduce waste.
- **Staff Productivity**: From automating repetitive tasks to assisting with writing, design, and data analysis, AI can free up your team to focus on higher-value work.

Why Do I Need an AI Use Policy?

AI tools are powerful, but they're not foolproof. You must use them legally and correctly to protect your reputation. Employees might use AI to draft emails, analyze data, or brainstorm ideas. But without clear guidelines, they could inadvertently share sensitive information or rely on inaccurate outputs. That is why we recommend you create an acceptable use policy that covers: what types of AI tools are approved for use, what data can and cannot be entered into AI platforms (this is important for business confidentiality), how to verify AI-generated content before using it, and finally ethical considerations, including bias and transparency.

What About Paid AI Tools?

Free AI tools like ChatGPT, Canva's Magic Design, or Google's AI features offer great entry points. But paid versions often unlock things that might be vital for your business including enhanced security and privacy controls, integration with business software already in place, and more customized

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Take Note

RED Month Donations

This year's matching donations will benefit **Green Vision Inc.** Check out our website to learn how we can work together to help others in need. www.it-radix.com/red

Just a Phone Call Away

In observance of Thanksgiving, our office will be closed Thursday and Friday (Nov 27 & 28). If you need assistance, please call 973-298-6908 and our on-call support staff will be happy to help.

Core Value: Give Back and Support the Community

We strive to have an ongoing project to give back to our community at all times. We've done things as diverse as Habitat for Humanity builds, assembling school backpacks for local children, and collection drives (coats, pet supplies, books, toys, and food).

— Cathy Coloff, Owner, IT Radix

Talk Nerdy to Me

Custom AutoCorrect in Microsoft Word

Add custom shortcuts for frequently used phrases. It's a great way to save time and reduce typing errors.

IT Radix

Customize and Save Time

Tired of typing the same long phrases over and over in Microsoft Word? Create your own shortcuts using **AutoCorrect**! Just head to:

File > Options > Proofing > AutoCorrect Options

Type in a quick shortcut (e.g., "tyvm") and set it to automatically change to "thank you very much". It's a great way to save time and reduce typing errors. Give it a try and make Word work smarter for you.

Your Email Auto-Reply is a Hacker's Dream

We've all done it—set an out-of-office reply and never thought twice about it. But while you're enjoying vacation or focusing on a business trip, that auto-reply might be telling cybercriminals more than you'd like: your name, title, when you're unavailable, who to contact in your absence, and sometimes even travel plans. For hackers, that's a goldmine.

Armed with this info, they can time their attacks perfectly. A common scam looks like this:

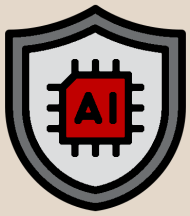
Your auto-reply goes out → a hacker impersonates you or your alternate contact → they send an "urgent" request for money, passwords, or sensitive files → a well-meaning coworker responds, thinking it's legitimate. By the time you're back, the damage is done.

How to protect your business:

- **Keep it vague**: "I'm out of the office. For assistance, contact our main office at [info]."
- **Train your team**: Always verify urgent requests through another channel, like a phone call.
- **Boost your defenses**: Use strong email security tools and enable Multi-Factor Authentication (MFA) everywhere.

Don't give hackers an easy win. IT Radix can help you strengthen security, train your staff, and detect suspicious activity early—so you can focus on your work, not worry about your inbox. Contact us today to get started.

AI Risks Are Rising. Are You Ready?



AI tools are changing the way we work—but they can also open the door to new risks. To help you stay protected, IT Radix is offering a **Free Microsoft AI Security Assessment** for a limited time.

We'll take a quick look at how AI is being used in your business and point out where hidden vulnerabilities may be putting your data or reputation at risk. No jargon, no pressure—just practical insights to keep you secure. Don't wait until it's too late.

www.it-radix.com/ai-security

Special Offer: Free Microsoft AI Security Assessment (expires 12/31/25)

AI for NJ Small Businesses: A Smart Start

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output. If AI becomes central to your operations, investing in paid tools may be worth the cost—especially those tailored to your industry. We suggest you research what tools might be best for your line of business and/or your functional area, as a plethora of options are available. If you do engage with one, start small. Test one or two, measure impact and then scale up.

What Does AI Not Do?

Just like the web changed how we connect, and green energy shifted how we power things, those breakthroughs didn't replace the human touch where it really counts. AI is the same—it's smart and useful, but it's not a person. It can't lead a team, make a judgment call in a crisis, or read the room when emotions run high. You are still the business leader or manager, not AI. Treat AI like a new employee that needs a lot of coaching and a lot of training and a dose of support!

Will AI Change My Business?

AI isn't just a tool—it's a shift in how business gets done. AI will certainly be able to automate almost all routine tasks that are part of how you do business. It may be a helpful way to save you time and money. Think about how AI might be able to assist you in providing better, smarter, faster customer service. But also, AI is a great tool to deliver insights to help you make decisions. Pursue that angle and you will likely benefit. Also, be aware, consider how the growth of AI might disrupt your industry, changing the status quo. Worse than that, it could make some businesses obsolete. Stay ahead of it, be informed, attend workshops, and connect with colleagues in and out of your industry to protect yourself on the downside and find ways to benefit on the upside.

What's Next?

AI is here to stay—and it's evolving fast. In some ways it is just a way to make things go faster. So, if AI is applied to a bad management tactic or tool, it will only make it worse. Keep it positive and focus on where you can lower costs and enhance services. For small business owners in New Jersey, the key is to be proactive, not reactive. Embrace the tools, set clear policies, and keep learning. The businesses that thrive will be those that use AI not just to do more, but to do better.

Reach out to us at IT Radix when you want to learn more about how AI can help you continue on the road to business success.

MS365 Hidden Gems

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- Tired of all those "What time works for you?" emails? Microsoft **Bookings** makes scheduling a breeze. It syncs with your Outlook calendar and lets clients or coworkers book time with you directly—no back-and-forth needed.

These are just a few of the hidden gems built into Microsoft 365 that can help you work smarter, not harder. If you're already using the basics, it might be time to explore what else is at your fingertips. You might just find your new favorite tool!

Need help finding or using these features? IT Radix is here to help you get the most out of your Microsoft 365 subscription.

Proudly folded & sealed by Central Park School

Welcome!

A warm welcome to our newest Management and Support clients:

Azureon
Speer Air Inc.

Remember, IT Radix is here to service all of your technology needs!

IT Radix
We make IT work for you
49 S. Jefferson Road
Whippany, NJ 07981

Inside This Issue

- Practical advice for managing AI in your business
- How to manage your email auto-replies to ward off hackers
- Make Microsoft Word work smarter for you with AutoCorrect

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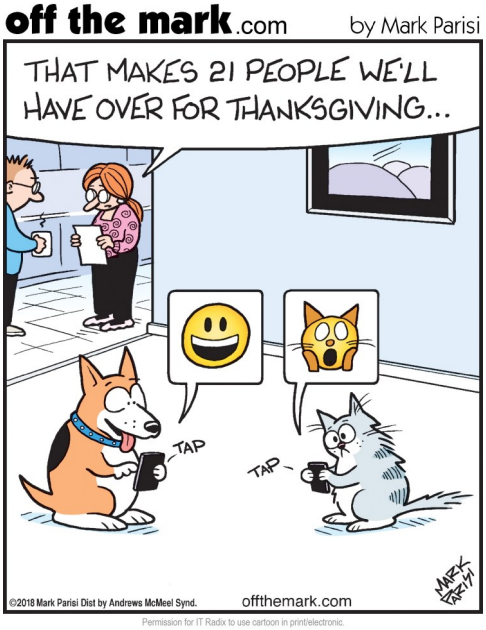
IT Radix Family and Friends
321 Delighted Clients Drive
Geekville, NJ USA

"You only live once, but if you do it right, once is enough."

— Mae West



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Microsoft 365 Hidden Gems

Think Microsoft 365 is just email, Word, Excel, and PowerPoint? Think again! There's a lot more packed into your subscription than you might realize.

While most folks stick to the basics, Microsoft 365 has a variety of hidden tools designed to boost productivity, simplify scheduling, and help you stay organized—and chances are, you already have access to them!

- One standout is **Copilot**, your built-in AI assistant. It can help draft emails, summarize meetings, and even whip up PowerPoint presentations in no time. Think of it as a super-smart intern—minus the coffee breaks.
- Need to keep track of tasks, team projects, or company goals? Give **Planner** a try. It's a simple but powerful tool that helps organize work and keep everyone on the same page.

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