



V1.2

## Welcome to Found Friday!

Each bi-monthly newsletter aims to keep you informed on updates, changes and trends in Office 365 and SharePoint. Want more information on how [Corporate Communication Solutions](#) can assist in your 365 and SharePoint processes? Please reach out to us at [info@ccsinc-online.com](mailto:info@ccsinc-online.com)

### UPCOMING TRAINING



COLLAB365 brings you the latest information on Microsoft Products and Services. The Collab365 Global Conference (#GlobalCon1) is March 2-6, 2020, and all sessions are online. The conference will cover a variety of topics on services such as SharePoint, Power Apps, Teams, OneNote, Office 365 and more. Included in the training are two sessions on consulting – how to strike out on your own. Best of all, the live conference is free to attend. Can't attend the conference? Right now, you can get an ALL-ACCESS PASS that gives you lifetime access to all GlobalCon1 sessions, 10 E-Books, and Teams training videos for \$59. Early bird pricing is still available, so be quick before the price increases on February 5. Don't miss out on this great training opportunity! Click here for a [free live conference ticket](#) or here for the [All-Access Pass](#).

### TEAMS GOVERNANCE

When you are working to create governance for your Intranet, you don't want to forget about Teams. The below video is a great first step to familiarize yourself with the Security & Compliance Controls that are available to you in Teams. Planning your needs and approach before you roll out Teams will save you both time and money down the road. This video is 12:41 in length.



Microsoft Teams Essentials for IT | Security and Compliance

## ARE YOU FRUSTRATED WITH THE AMOUNT OF CHANGE BEING ROLLED OUT ACROSS THE ENTIRE OFFICE 365 STACK?

If you're like many consultants, developers, IT Pros, Business Analysts and architects who are finding it increasingly hard to keep up with all the new features, you're not alone! [Read more](#)

## JUMPSTART NOTE-TAKING WITH ONENOTE TEMPLATES

Organizations are increasingly using OneNote as a shared note taking resource for meetings and team-based collaboration. Whether creating new notebooks with every Microsoft Team, or leveraging individual or shared notebooks for Outlook-based meetings, OneNote usage is growing. [Read more](#)

## HIDE SHAREPOINT LISTS FROM SITE CONTENT

Sometimes when building some internal processes to organizations, it's possible that it is required to create a SharePoint list. However, sometimes it can create confusion for the end-user that sees the list there. [Read more](#)



*Hang tight...the weekend is almost here!*

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