



V1.16

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

Miss a newsletter? View past [Found Friday](#) editions on our website!

Why backup of Office 365 is vital for your company

Do you think that Microsoft backs up your data in Microsoft / Office 365? Do you think that “because it’s in the cloud”, you don’t need to worry about backup? If so, you’re not alone, many IT Pros have the same idea. [Read more](#)

THE 4 DEFINING CHARACTERISTICS OF EFFECTIVE DIGITAL WORKSPACES

A digital workplace is a hub for teamwork.
A chat-based workspace that enables teams to be more productive by giving them a single, secure location that brings together everything a team needs: chats, meetings, calls, files, and tools.

The following are 4 essential characteristics that every digital workspace for high-performing teams must have.

- SEAMLESS, MULTI-DEVICE COMMUNICATION**
Users can communicate and collaborate from any device, at any time, and from anywhere. This ensures that team members can stay connected and productive, even when they are on the go. Seamless communication is essential for high-performing teams that need to work together across different time zones and locations.
- FLEXIBLE**
A digital workspace should be able to adapt to the needs of different teams and individuals. It should be able to provide a variety of collaboration tools and features that can be customized to fit the specific requirements of each user or team. Flexibility is key to ensuring that a digital workspace is truly effective for all users.
- CUSTOMIZABLE**
A digital workspace should be able to be tailored to the specific needs of each team or individual. This means providing a variety of customization options, such as different views, layouts, and toolbars, so that users can create a workspace that works best for them. Customization is essential for ensuring that a digital workspace is truly effective for all users.
- SECURE**
A digital workspace must be able to protect sensitive data and ensure that only authorized users can access it. This means implementing strong security measures, such as multi-factor authentication and data encryption, to ensure that the workspace is safe and secure. Security is a top priority for high-performing teams that need to protect their intellectual property and other sensitive information.

4 Defining Characteristics of Effective Digital Workspaces

Today, digitalization has made it possible for several people to seamlessly work together while being halfway across the world from each other. Exponential advancements in virtual workspaces have not only enabled teams to work as well as they did when they spent all day in the office, but have also proven that people are actually more productive the less they have to deal with alienating cubicles and two-way trips along traffic-congested highways. Not all digital workspaces have been equally effective, however. [Read more](#)

FBI and CISA warn of major wave of vishing attacks targeting teleworkers

According to the FBI and CISA, in mid-July 2020, cybercriminals started a vishing campaign targeting employees working from home for US companies. The attackers collected login credentials for corporate networks, which they then monetized by selling the access to corporate resources to other criminal gangs. [Read more](#)

How to create Microsoft Teams breakout rooms

In this post we are going to discuss how you can use a Microsoft Teams Team, to enable you to have a main meeting or lesson in Teams, where the attendees then split out into Breakout Groups or Rooms for collaboration work, and can then rejoin the main meeting at the appropriate time. [Read more](#)



How to delete old documents from a SharePoint site using retention policies

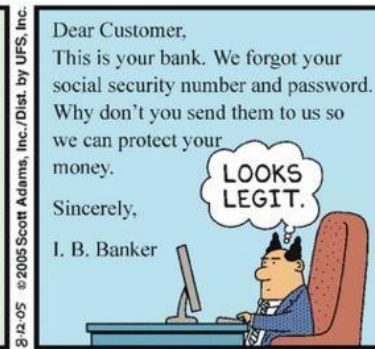
If you are a hoarder, you might want to skip this article. In this post, I explain how you can delete old documents from a site using retention policies. [Read more](#)

BONUS: For all the parents who are now teachers, too...

Back-to-school tech tips and rules to keep kids safe

Despite general confusion regarding how schools will open, parents must arm students with educational hardware/software, and discuss responsibilities and concerns of being online. [Read more](#)





Hang tight...the weekend is almost here!

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