

TECH BYTES

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Stay in the loop with our monthly tech and cybersecurity updates. Discover the latest innovations, get valuable tips, and keep your digital life secure!



Keep up to date with the latest advancements and trends in technology.

Matthew DeWees

-President

Even the smallest digital transformation can feel like a giant leap. Before diving into a new system or process, take a moment to plan. Consider your goals, potential challenges, and ensure everyone is aligned.

A bit of upfront planning can save a lot of headaches later. Think of it like packing for a trip – a well-thought-out plan makes everything smoother and less stressful.

Need expert guidance for your next technology adoption? Contact us at everythingit@virtualdataworks.com to schedule a chat.



President - Virtual DataWork

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DID YOU KNOW?

Did you know Google uses goats to mow the lawn at their Mountain View HQ? They bring in about 200 goats to eat the grass, making it eco-friendly and adorable.

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02

NAVIGATING THE CHALLENGES OF DATA LIFECYCLE MANAGEMENT

Data is one of the most valuable assets a business can have. Managing this data throughout its lifecycle can be challenging. Data lifecycle management (DLM) refers to several processes and policies that govern the handling, storage, and eventual disposal of data.

Businesses generate and store vast amounts of data. As this happens, effective DLM becomes more critical. Navigating the challenges of DLM requires a comprehensive approach that balances security, compliance, and operational efficiency.

Understanding Data Lifecycle Management

DLM involves the governance of data. It starts from its creation and continues to its eventual disposal. The lifecycle includes several stages:

- Data creation
- Storage
- Use
- Sharing
- Archiving
- Deletion

Each stage presents its own set of challenges. Mismanagement at any stage can lead to security risks, regulatory non-compliance and increased operational costs. Implementing a robust DLM strategy ensures proper data handling at every stage.

The Importance of Data Lifecycle Management

Effective DLM is crucial for several reasons. First, it helps ensure data security. A well-implemented DLM strategy includes security measures that protect data at every stage.

Second, DLM helps businesses follow regulatory requirements. Failure to comply can result in significant fines and reputational damage.

Finally, DLM helps improve operational efficiency. By managing data effectively, businesses can reduce storage costs, streamline operations and ensure that data is available when needed.

Challenges of Data Lifecycle Management

- Data Volume and Variety. There has been a proliferation of digital devices and platforms. The result is that companies are collecting more data than ever before. It includes everything from structured databases to unstructured text, images, and videos.

- Data Security and Privacy. Protecting data is a critical aspect of DLM. As data moves through its lifecycle, it is vulnerable to various security threats. Ensuring data privacy and security is not only a best practice but often a legal need.
- Data Quality and Integrity. Maintaining data quality and integrity is essential for effective DLM. Poor data quality can lead to several issues, including inaccurate analyses, poor business decisions, and wasted resources. Ensuring that data remains accurate and reliable throughout its lifecycle is a challenge.
- Data Retention and Deletion. Deciding how long to keep data and when to delete it is a critical aspect of DLM. Holding onto data for too long can increase storage costs and expose businesses to security risks. But deleting data prematurely can lead to compliance issues. It can also mean the loss of valuable information. When it reaches the end of its lifecycle, appropriate data destruction methods must be employed to prevent unauthorized access.
- Data Accessibility and Availability. Ensuring that data is accessible when needed is another challenge of DLM. As data moves through its lifecycle, users may have archived it. It can also be moved to different storage locations or deleted. Businesses should balance data accessibility and security by enforcing access controls, such as role-based access and MFA. Businesses must also plan for data availability during disruptions such as hardware failures, cyberattacks, or natural disasters through data backup and disaster recovery plans.

Data lifecycle management is a complex but essential aspect of modern business operations. Our team of experts can help you put commonsense solutions in place to improve data security.

NEED ASSISTANCE?

Reach out to Virtual DataWorks for all your technical needs and inquiries.

Better Life With
Protection



Microsoft Teams continues to evolve. It is a powerful hub for collaboration and communication in the modern workplace. With the integration of AI-driven Copilot, Teams is pushing the boundaries. It's innovating how we interact with technology to improve and unlock business value.

What is Copilot in Microsoft Teams?

Copilot is Microsoft's AI-powered assistant. In Microsoft Teams, Copilot acts as an intelligent agent. It helps users by doing things like:

- Automating processes
- Managing tasks
- Analyzing data
- Providing real-time insights

Copilot provides actionable recommendations, transforming how teams collaborate.

New Features of Copilot in Teams

These features help users navigate complex tasks and much more.

Enhanced Collaboration Features

- Automated Meeting Summaries. A standout feature is generating meeting summaries automatically.
- Intelligent Task Management. It analyzes conversations in chats or meetings, then automatically identifies task, assigns them to team members, and tracks progress.

Smarter AI Suggestions

- Context-Aware Responses. Copilot's AI has become more context-aware. This minimizes irrelevant suggestions and keeps teams focused.

- Personalized Insights. As Copilot interacts with a team, it learns from past behaviors. For example, it can suggest the best times to schedule meetings.

Agents in Copilot: A New Way to Work

Copilot agents are task-specific AI-driven assistants. You can customize them to handle particular functions or workflows. Agents focus on specific domains such as customer support, sales, or project management. This makes them a valuable asset for small and medium-sized businesses.

Here are some of the key capabilities these agents bring to Teams.

- Automating Routine Tasks
- Integration with Business Tools
- Multitasking Capabilities

Benefits of Using Copilot in Teams

- Increased Productivity. Copilot frees up time for employees to focus on more important activities.
- Improved Communication. Copilot can summarize meetings, track action items, and offer context-aware suggestions.
- Enhanced Decision-Making. Copilot helps highlight trends, provide performance metrics, and identify areas of improvement.
- Better Workflow Management. Agents and automation tools help manage workflows.

The future of AI in tools like Teams presents an exciting opportunity. By adopting these AI-powered tools now, businesses can stay ahead of the curve.

6 SIMPLE STEPS TO ENHANCE YOUR EMAIL SECURITY

Enhancing your email security is crucial in today's digital age, where cyber threats are increasingly sophisticated. Here are six simple steps to help you protect your email account effectively.

- Use Strong, Unique Passwords: Create strong, unique passwords for each account. A password manager can help generate and store them, preventing reuse.
- Enable Two-Factor Authentication (2FA): Add an extra layer of security with 2FA. Choose a method like an authentication app or SMS verification and set it up for all accounts.
- Be Cautious with Email Attachments and Links: Verify the sender before opening attachments or clicking links. Use antivirus software to scan attachments and avoid suspicious links.

- Keep Your Email Software Updated: Enable automatic updates to ensure you have the latest security patches and features.
- Use Encryption for Sensitive Emails: Encrypt emails containing sensitive information and educate recipients on how to handle them securely.
- Monitor Your Email Activity: Set up activity alerts, regularly review account activity, and respond quickly to any suspicious behavior to prevent unauthorized access.

Incorporating these practices into your routine not only strengthens your email security but also helps safeguard your personal and sensitive information from cyber threats. Taking these proactive steps can give you peace of mind, knowing that your email accounts are well-protected against potential attacks.

HOW AI IS HELPING SMALL BUSINESSES

AI is revolutionizing the way small businesses operate by providing sophisticated tools that enhance efficiency and decision-making processes. For instance, AI-powered chatbots can handle customer inquiries around the clock, significantly improving customer service without the need for additional staff. This not only ensures that customers receive timely responses but also allows businesses to allocate human resources more effectively.

AI-driven analytics play a crucial role in helping businesses understand market trends and customer preferences. By analyzing large volumes of data, AI can uncover patterns and insights that might be missed by traditional methods, enabling business owners to make more informed and strategic decisions.

This can lead to better product offerings, targeted marketing campaigns, and overall improved business strategies. AI automates routine tasks like inventory management, bookkeeping, and scheduling, reducing errors and freeing up time for innovation and customer engagement. It also personalizes customer experiences by analyzing behavior and preferences, allowing small businesses to tailor services and communications.

This enhances customer satisfaction and loyalty. By leveraging AI, small businesses can streamline operations, compete more effectively, and drive growth and success.

[READ MORE](#)

DATA BREACH DAMAGE CONTROL: AVOID THESE PITFALLS

Data breaches are an unfortunate reality for businesses of all sizes. When a breach occurs, the immediate response is critical. How you manage the aftermath can significantly impact your reputation and financial stability.

Effective damage control requires a well-planned approach. But there are common pitfalls that can exacerbate the situation:

- Delayed Response. The longer it takes to respond, the more damage can happen.

- Inadequate Communication. It leads to misunderstandings, frustration, and further reputational damage.
- Failing to Contain the Breach. Once your business detects a breach, take immediate action to prevent further damage.
- Neglecting Legal and Regulatory Requirements. Failing to comply can result in significant fines and legal action.
- Overlooking the Human Element. Addressing the human element is essential for a comprehensive response.

MICROSOFT 365 BACKUP PLANS

Virtualdataworks.com

Introduction

Without an off-site backup for your Microsoft 365 (M365) data, you risk exposure to ransomware attacks and potential data loss. Even Microsoft advises using a third-party backup solution. That's why hundreds of companies trust Virtual DataWorks to safeguard their M365 data.

Your Ultimate Third-Party Backup for Microsoft 365

Virtual DataWorks offers the most comprehensive M365 coverage on the market, ensuring your business has instant access to all your data at all times. Our blockchain-based encryption technology makes your cloud data immutable, protecting it from ransomware attacks and accidental deletions.

With four backup copies stored in two separate, vendor-neutral locations, your data is always available.

Virtual DataWorks combines unlimited storage and archiving, and fast restore features to minimize downtime, making it the simplest and most cost-effective way to protect your M365 data.

Your Data Deserves the Best Protection

Virtual DataWorks provides the most detailed and comprehensive protection and archiving support for all key Microsoft 365 applications, offering the best coverage available on the market.



Exchange Online

- Outlook Mail
- Contacts
- Tasks
- Calendar
- In-Place Archives
- Public Folders
- Sub-Folders
- User Permissions



Groups & Teams

- Conversations
- Calendar
- Planner
- Files
- Channels
- Wiki pages
- Team Channel Posts and Replies
- Files in Public & Private Channels
- Channel Tabs
- SharePoint



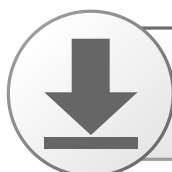
OneDrive

- All Documents
- Form Templates
- Style Library
- Enhanced Versioning
- Intelligent Integrated Azure AD Groups Selection
- Automated Selection of OneDrive (based on Exchange Selection)
- Intelligent Selection of SharePoint Sites and Teams



SharePoint

- All Site Collections
- Lists
- Document Libraries
- Site Content Types
- Site Columns
- Permissions
- Customization
- Pages
- Sub-Sites



**Download Our Microsoft
365 Backup Plans PDF**