December newsletter

WELCOME

We are now in the run up to Christmas, but rest assured it is business as usual right now.

We will be sending out an email reminder soon, but to give you prior warning, our trading hours over the festive season are as follows:

Christmas Trading Hours

Up to and including **Friday 21 December** - normal hours - 8am - 6pm

Monday 24 December - 8am - 4pm

25 & 26 December - closed

27/28 and 31 December - 9am - 5pm

Wednesday 2 January 2019 - return to normal hours - 8am - 6pm

Please note: if you have enhanced or 24x7 support with us, you will not be affected by the festive trading hours.

Do give us a buzz on **01784 437 123**, if you have any concerns, or want to find out more.

We hope you enjoy reading the newsletter, and do let us know if you have any specific topics you'd like to learn more about.

We'd also like to take this opportunity to thank you for choosing to work with us during the year.

And, of course, we wish you a very Happy Christmas and a hugely successful 2019.

Best wishes from
All of the team at Riven

HEADS UP!

We wanted to remind you about the email we sent out on 6 December...

Outlook Office 365 web portal - due to an increase in phishing attempts, we have decided to disable to the Outlook web portal for all Office 365 customers.

This will be happening gradually from **Monday 10 December 2018**.

If you need access to the portal, please let us know urgently.

SOFTWARE FOCUS

From time to time we will feature information about new apps and software we think you may find useful for the business.

This month, we are giving you a very brief overview of **eFolder Anchor**.

eFolder allows you to securely access files from anywhere, in the office or on the move, from any device.

What are the key features?

- It constantly updates, meaning you are always accessing the latest version of any file

- You can also share files with team members

- Should you need to share files with clients, you can give them access to specific files and folders too

- Tracking of all user activity, so you can see when files are updated or downloaded

- Works with Windows, iOS, OS X – so both PC, Android, Mac and Apple friendly

- No need to change existing server infrastructures – this just bolts on

- Strong security – all files are held and can be shared securely

- Delivers robust backup of files

- Gives you local access to files too, so you can still work, should your internet connectivity be interrupted.

If you'd like to learn more about running eFolder in the business, please contact us on 01784 437 123.