Hello everyone. Given that most of us will be working remotely for an undetermined amount of time, we will need to make adjustments in how we communicate.

Please work with your supervisor on action items related to your campus phone—call forwarding, voice mail greetings, and voice mail messages. Information about voice mail is at: https://documentation.its.umich.edu/?q=node/563.

For meetings and conference calls, information on how to set up Blue Jeans conferences is at: https://pharmacy.umich.edu/mycop/college-services/it-services/tutorials/blue-jeans.

I’ve uploaded a spreadsheet to Google for the purpose of collecting information about our work situations and contact information. Please complete your information as soon as possible. I will send an invitation soon. Please be aware that this sheet will be shared with all staff, faculty, and students, so if you are not comfortable sharing your personal phone number, please outline other ways that people can use to quickly reach you (e.g., Skype instant message). Also, make sure your supervisor knows how to reach you. I will be collecting information from faculty, as well, in case we need to reach them if they are working remotely.

Consider ways to use your email signature to convey contact and work schedule information.

Please chime in if you have additional ideas!

Thanks,
Pennie
764-2027

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Electronic Mail is not secure, may not be read every day, and should not be used for urgent or sensitive issues