Please find another update on Work from Home Best Practices below.

Mobile devices - Our vendor supporting all of Canada except Atlantic will begin their COVID plan Monday, March 30th. This does mean that there will be delays in processing and we remind you to connect with IT Service Desk for issues on a working device, and your Regional Admin for issues with a non-working device.

Lync simultaneous ring. If you have a business cell phone, this feature can be set up so that you don’t miss any Lync calls. In Lync, in the bottom bar you will see a drop down menu where you can find Simultaneous Ring. Always choose new number, as you \***must**\* put a 1 in front of your cell number for this to work. Enter 1xxxxxxxxxx and press OK. Now every Lync call you get will also ring on your cell phone and you can choose where to answer the call.

Show your colleagues your location using Lync. At the top of Lync you can change your location using the drop down, and also by entering where you are. This will assist your colleagues when they view your contact to alert them of your location that day. You can also add a custom message by updating the Personal Note section at the very top. Please see the attached image for assistance.