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FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

FM DAILY
COMMUNICATION

Issue 10

Good morning FM Team,

Below are a few reminders from FM Computer Services. We ask you to take these into account when scheduling phone and video meetings:

- When you decide to *not* have a meeting or if you are changing your meeting from a physical location to a virtual meeting, please be sure to cancel any resources you might have had reserved that are no longer needed, such as conference rooms, bridge lines, Zoom, etc. This will free up the resources for others in the department to use.
- Want to change a meeting to a Microsoft Teams meeting? If you scheduled the meeting, open up the meeting invitation and click the “Teams Meeting” button (in the middle at the top for those using the Outlook Desktop App). This will automatically add the needed links—however, you will not see them appear until you choose “send.” Then your meeting is ready to go and attendees will receive the link. (Please remember to release the room or bridge line you might have been using.)
- Hackers and spammers are still out there. They have branched out and are using text messages to gain access to mobile devices. NEVER click a link in a text message if you have not asked someone to send it to you.

For those working remotely, please remember that we have set up this webpage as a resource and guide: <https://www.fm.colostate.edu/teleworking>.

Best,



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