

Good afternoon, USC!

Here are your updates for the week of August 31st- Sept 4th

Important Updates:

As we head into September, please do a look through all of your documents, presentations, email signatures or anything that could possibly have a USC logo, and update it with the new [USC logo](#) :)

Share your Zoom Personal Meeting Room ID

To facilitate WFH meetings and allow better internal communication, we will be updating the Staff Phone Directory with everyone's Zoom information.

Visit <https://westernuniversity.zoom.us/> and login with your [@uwo.ca](#) account

Under Meetings, click on "Personal Meeting Room"
Click on "Copy Invitation"

The screenshot shows the Zoom web interface for a Personal Meeting Room. At the top, there is a navigation bar with the Western University logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A user profile icon is visible in the top right. On the left, a sidebar menu includes Profile, Meetings (highlighted in blue), Webinars, Recordings, Settings, Account Profile, and Reports. Below the menu are links for Attend Live Training, Video Tutorials, and Knowledge Base. The main content area has tabs for Upcoming Meetings, Previous Meetings, and Personal Meeting Room (selected). A Start Meeting button is in the top right of the main area. The meeting details are as follows:

| | | | | |
|-------------|---|---------------------------------|---|--------------------------------|
| Topic | Geoffrey Pimlatt's Personal Meeting Room | | | |
| Time | Add to | Google Calendar | Outlook Calendar (.ics) | Yahoo Calendar |
| Meeting ID | 509 603 2371 | | | |
| Security | × Passcode × Waiting Room | | | |
| Invite Link | https://westernuniversity.zoom.us/j/5096032371 | | Copy Invitation | |

Paste this link in an email to Karen so it can be included on the Staff Phone List. An updated version of this list will soon be available in the Full Time Staff Resources shared drive.

You should also save this link so you can easily share it when responding to meeting requests.

Before you start sharing this, though, let's set some permissions to make the Meeting Room more secure.

Scroll down to the bottom of the page and click on "Edit this Meeting"

- Check "Enable Waiting Room"
- Set Audio to "Both"
- Uncheck "Enable join before host"
- Optionally, check "Mute participants upon entry"

Click the Save button.

[My Meetings](#) > [Edit "Geoffrey Pimlatt's Personal Meeting Room"](#)

Personal Meeting ID 509 603 2371 [Change](#)

Security Passcode Waiting Room

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from Canada [Edit](#)

Meeting Options Enable join before host

Mute participants upon entry 

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically on the local computer

Alternative Hosts

[Save](#) [Cancel](#)

This will prevent your Zoom meetings from being hijacked by giving you control over who you allow to participate.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Health and Safety:

COVID-19 Information: SwipedOn: If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login to the site using your desktop at:

<https://secure.swipedon.com/login?dest=>

FINANCE

Thank you for sending along your invoices promptly. We are processing cheques weekly, if you need something to be pushed through to not delay deliveries please contact Maryann via email.

Many thanks to all involved in the preparation of Orientation Week.

Office Supplies:

Employees working from home that require office supplies are asked to fill in a request form. The fillable form on the USC Hub can be completed and submitted to their manager for approval. Supplies can be sent directly to a home address.

<https://westernusc.forms-db.com/view.php?id=271262>

The supply list is based on a discounted contract price list with Monarch Basics and the checklist of items is based on regularly stocked items in the office supply cabinet. No minimum dollar amount is needed for Monarch Basics free delivery. Similar to the absence request form, managers will receive the list of supply items requested. Your manager will return an approval with a cc'd email to Karen.

Only manager approved orders will be sent to Monarch Basics.

When your manager replies to your request with approval, Karen will place the supply order. Monarch Basics will deliver to the address provided on the next business day. If employees have return items, please direct an email to Karen. She will assist with the return process.

Monarch will pick up the returns and Karen will ensure credits are posted to the correct expense accounts. This may overlap a month pending the timing with Monarch.

The invoice is emailed to finance and will be matched to the manager authorization from the supply request form to charge the department account line. Credits for returned items will be done similarly. Because each invoice is linked to individual requests, this will also help assess the department office supply needs for future updates and orders.

PROMOTIONS PRINT PRODUCTIONS:

INFORMATION SYSTEMS:

We have all been participants in Zoom Meetings for months, but are you a little nervous now that you might be required to host one yourself? Zoom's Help Center has a number of easy to follow videos that will walk you through the most common steps. Check them out at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

Remember that the most reliable and effective way to get assistance from your I.S. team is to email us at helpdesk@westernusc.ca. During this hybrid work model, Noah and I will usually be alternating weeks between being in the UCC and working from home providing remote support. Sending helpdesk@westernusc.ca an email will go a long way to making sure the right person is responding to you ASAP.

RESERVATIONS & BUILDING SERVICES

The New USC "InfoSource"

We have a tentative opening date of September 14th for our new USC InfoSource in the Purple Store in Atrium. The Purple Store has moved down to Room 78 in the lower level to accommodate online ordering.

Operational hours will be:

Sept 14-18 - 9am to 5pm - Monday To Friday

Sept 21 onward - 10am - 4pm - Monday To Friday

The centre will be staffed by Karen from the hours of 10a - 2p and Saku, who is helping us out with the operation, from 2 p - 4 p.

Information & Services provided:

- USC Operations & Services
- Purple Care (USC health plan)
- Bus Pass Pick-up
- LTC tickets Sales
- Purple Store Curbside Pick-up
- Reservations
- UCC Mail Pick-up
- USC Reception
- USC Clubs Resource
- Event Tickets Sales
- Creative Services Pick-Up (tentative)

Please have anyone coming to visit you check in at the InfoSource prior to coming to the 3rd floor. Outside of the centre's operational hours there will be an iPad available outside of the main office for visitors to sign in.

Conference Room and Board Room Bookings

We are excited to announce that the boardroom is now going to be available for booking through EMS and EMS Web.

To refresh everyone, here is the EMSWeb link <http://129.100.145.115/emswebapp/> It is also available on the Staff Hub.

Your username is the first part of your westernusc.ca email and the password is currently set up as your phone extension. Please contact Sue if you want that changed.

Changes have been made so that any requests through EMSWeb are automatically confirmed and there is no longer a block for requests made within 24hrs. We will endeavour to program the doors to open as much as we can; however, to ease access to the room, conference rooms will now be added to everyone's card access. We ask that you book out the conference rooms as much as possible when required for meetings and do not "jump" into a room that may seem open.

If you need a quick reservation for the boardroom or conference please and are away from your computer, contact Karen at: karen.savino@westernusc.ca or call 82635. Karen will also be able to assist you with booking if you are experiencing any technological difficulties.