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Subject: COVID-19: Online Meetings
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Hello everyone,

We want to provide details about online meetings.

Please note that Library business should continue with as much normalcy as possible, and you should move to online meetings, except in rare circumstances. We ask that you review the following to help in those preparations.

First, **if you will be working remotely**, please take your Skype for Business device home with you if you can (e.g., headset). If you do not have a device, most laptops have a built-in speaker and mic so you can still use tools such as Skype for Business or Zoom. However, a headset can help minimize ambient noise and allow you to focus better. Also, a telecommuting/remote work agreement will be available soon, and more details for all employees will follow in the next few days.

Secondly, **if you are organizing meetings**, please add Skype for Business or Zoom to your meeting invites. Library IT has developed some help on their [Working Remotely page](#) that includes links for how to set up online meetings in Skype for Business and in Zoom. Please give yourself a little extra time before your meeting to get the online meeting started in case you need to do a little troubleshooting or help your online participants join. You might also be interested in [Inside Higher Ed's recent article providing some advice to those organizing online meetings in light of the COVID19 situation](#). In terms of choosing Skype for Business or Zoom, both tools have similar features. And while there are various considerations that might make one more useful than the other for your unique situation, in general:

- Skype for Business is a good option when all your attendees are University of Illinois employees.
- Zoom is web-based and helpful if you are meeting with students, people from other institutions, or have a larger number of participants *using video* (more than 15).

Finally, **if you are attending meetings**, please use the online option (i.e., Skype for Business or Zoom) as much as possible to adhere to the social distancing guidelines in place, even if you are working onsite. When you attend meetings online, it's important that, at a minimum, you can share your audio so other attendees can hear you. However, if you are willing to also turn on video so others can see you, it can make it a more engaging experience for everyone.

If you have any questions, please reach out to [Chris Prom](#) (AUL for Digital Strategies).

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