

## February 8, 2022 HOTLINE MEETING NOTES

First of all, the highlight was David's presentation on how to search for a previous answer. The slides that he used are now available within our Hotline Guide link on the VMS page. If it is confusing, please contact me and we can discuss it. When you add tags, please remove *phone* since it is not a helpful tag. You can be specific with tags if you think it will help with searches. But this smart program will pull your search word from the text of the email/phone call. We discussed making a FAQ list of best answers but did not come to consensus on the best way to handle it.

We are going to be consistent with marking spam phone calls. Go in and change the contact information from CAMPUSVM... using the usual edit → new contact and change the name to **spam**. Then update. Then go to the three dots on the upper right and mark the phone call as spam. This will prevent the following CAMPUSVM calls from entering the spam folder. Email marking will remain the same. Just to the three dots and mark as spam.

I am looking for Dig-It volunteers. I need someone willing to write the May article which will be due to me mid-April.

The office remains an option on Tuesdays. Not a demand that you go there. Please feel free to sign up for Tuesdays. The new calendar will be up next Tuesday. Please sign up for only 4 slots, 2 email and 2 phone on the 15<sup>th</sup>. Then rush to the computer on the 22 and fill in all of the remaining slots. There will be a total of 62 slots so we need a lot of participation. If you have sat on the sidelines for a while, please jump back in. I am able to help any of you with a zoom day to make it easier for you. Cindy also volunteered to help you. Just contact us, or another of your MG Hotline team for a helping hand. The original instructions are super detailed. The next one will be short and sweet. I will forward it on to the original team for edits and then to the entire team.

There is a new canned response that encourages our contacts to look forward to the upcoming Spring Seminar. It has a link to sign up for a notification of live reg. Next week, when it goes live, it will be updated with an active registration link.

I think that I covered it all. Thanks to everyone for being a part of this fabulous team.

Linda