



AES Office Employees: Teleworking continues through Friday, April 10

Digital Delights

While not working, keep yourself and family occupied with these digital delights, most of which are free:

- Follow [The Alaska Zoo](#) on Facebook for live animal cams
- Join the [Alaska Mask Maker's](#) Facebook group to make masks for hospitals, such as [ANMC](#) and [Providence](#)
- Watch actors read kids' books on [Storyline](#)

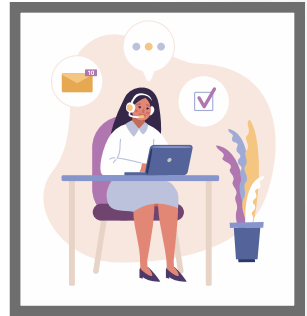
Virtual Meeting Etiquette

Update Work and Household Calendars

To schedule meetings accurately, keep your calendar up to date and [share your calendar](#) with your team. So you are free from interruptions, let your household know when your meetings are taking place. This may also free up internet bandwidth.

Creating Meeting Invitations

To manage expectations and provide context for attendees, include the following in your meeting invite: a subject line, a date, a time, the meeting length, dial-in numbers or conference links, and any documents you may be reviewing.



Learn your Audio Settings

Before a meeting begins, be aware of your video settings. When not speaking, remember to mute yourself to minimize background noise.

Working Remotely Documents

Visit the AES [Working Remotely](#) page for info about:

- Teleworking Policy
- Desk Phone Forwarding
- VPN
- Equipment Check-out

[Click to visit the Working Remotely page](#)

COVID-19 HR Related Questions

If you have any HR questions related to COVID-19, please call (907) 334-1688 and press option 1 to speak to a live representative.