



37th Training Wing

ADMINISTRATIVE

Q: When will the Zoom app be available for use on our .mil or .edu computers?

A: The Zoom app is currently being coordinated with AETC/A6 for ATO/ACO approval and should be complete any day. As soon as it is complete the app will be automatically pushed out to all .edu computers.

Q: Why must multiple emails about spouse events and messages be sent out to all in the organization? We aren't married to the military and these messages do not apply to DLI.

A: Whether wearing the uniform or a civil servant, every member of DLI is a valued member and employee of the Department of the Air Force and the Department of Defense, and should be afforded the opportunity to receive information on key programs. The individual appointed to distribute these messages is the Key Spouse representative for the squadron. The emails are intended to be informative and educational and provide valuable information for our diverse population within DLI.

Q: We receive a lot of emails about upcoming briefings or other events, but fewer than half of them include calendar invites. Below is a list of benefits to making calendar invites the standard: - the ability to update times/locations thereby seamlessly keeping everyone on the same page - RSVPs automatically add invites to calendars, so greater participation - less time taken away from work that is spent on adding events from emails to calendars (since that's not automatic in Outlook) - fewer interruptions from follow-up correction emails when locations or places change, or the event is cancelled - the ability to load zoom links for meetings into the Location field of the invite.

A: Each organization has varying business rules when it comes to sending out information. If you have ideas to increase the effectiveness of the information being sent out, be sure to reach back to the source and offer the suggestion. We do have a wing strategic calendar that is briefed at each week's staff meeting. It's not currently posted to the website, but we'll work toward including it in a location that gets more visibility. I'd also encourage each of the groups to have a central calendar as well. While I appreciate the suggestion regarding calendar invites, many people just don't have the bandwidth to manage the sheer volume of requests that would come in.