

March 17, 2020

Dear Faculty and Staff,

All of us are now officially working remotely following COVID-19 related guidance on social distancing and, therefore, not available to meet or greet our students, colleagues and guests in person.

Please consider activating **automatic replies to emails** as follows, so as to remind our constituents of these new conditions and set reasonable expectations for our replies.

Thank you for your message. Although COVID-19 conditions require all of us at the College of Law to work remotely for the time being, I am working normal business hours and eager to respond to your message, which I will do as soon as possible. If your message is urgent, please also feel free to call me at xxx-xxx-xxxx or contact [alternative person or designee, at email and number].

Stay well,

[Your Signature]

Also, please remember to **check your voice mail** with frequency. SU's CallXpress® unified messaging system is designed to provide you with convenient access to your voicemail messages from a remote location by calling in over the telephone by dialing 315-443-2527.

Voicemail messages can also be forwarded to your email as audio files. To configure this option, please email your request to voicemail@syr.edu and include your name, your campus phone number, and your SU email address.

Please feel free to contact Joel Whitney or me if you have any questions.

Thanks again. Be well,

Heidi Hart-Gorman

Assistant Dean for Finance and Administration