**MEMO**

**To:** Travel Directors

**From:** Nick Klassen

**Subject:** Monthly Meetings

David Singh has just informed me that *Microsoft Lync* has been set up for us to web conference instead of using the telephone.

David will send a notice to all staff with instructions on how to download this software from our Microsoft Office 365 portal, as well as how to install and set up on our systems.

We will then receive training on how to use this to make presentations via the web for prospective and existing customers.