

# Tuesday Titbits

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## Holiday Reminder

We're already 2 months through the year, and you're probably thinking about your next holiday. We all need a bit of rest and relaxation, and make sure you do get a break every now and again!

But if you are booking any annual leave, please make sure it is booked through People Zone. This is a requirement for any annual leave. If you have any questions, please [reach out to the Partners Team](#)

[How To Book Annual Leave](#)



## Partner Happiness

Last week we sent out a survey just to find out a bit more about how you're finding your time at Project Partners.

The survey is still open, so we would really appreciate your feedback.

[Complete The Survey](#)

## Some Teams Advice

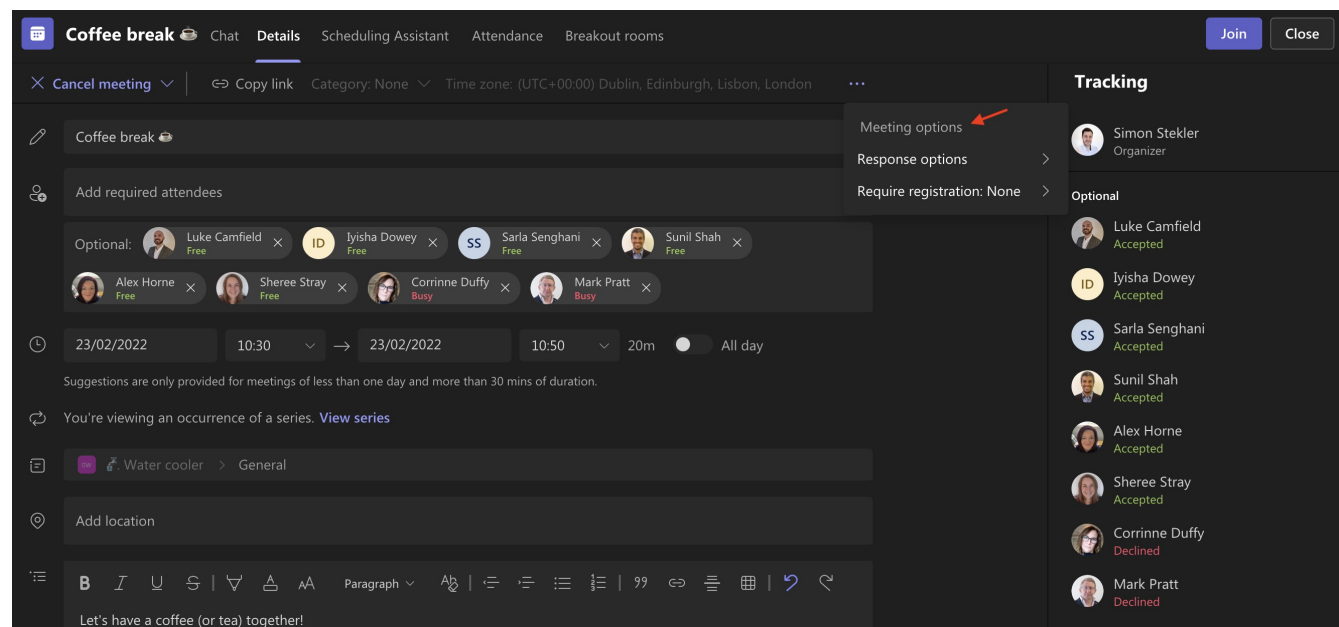
### How to enable automatic recording for your meeting:

More often than not, you'll want to record your meetings so that you have something to refer back to afterwards.

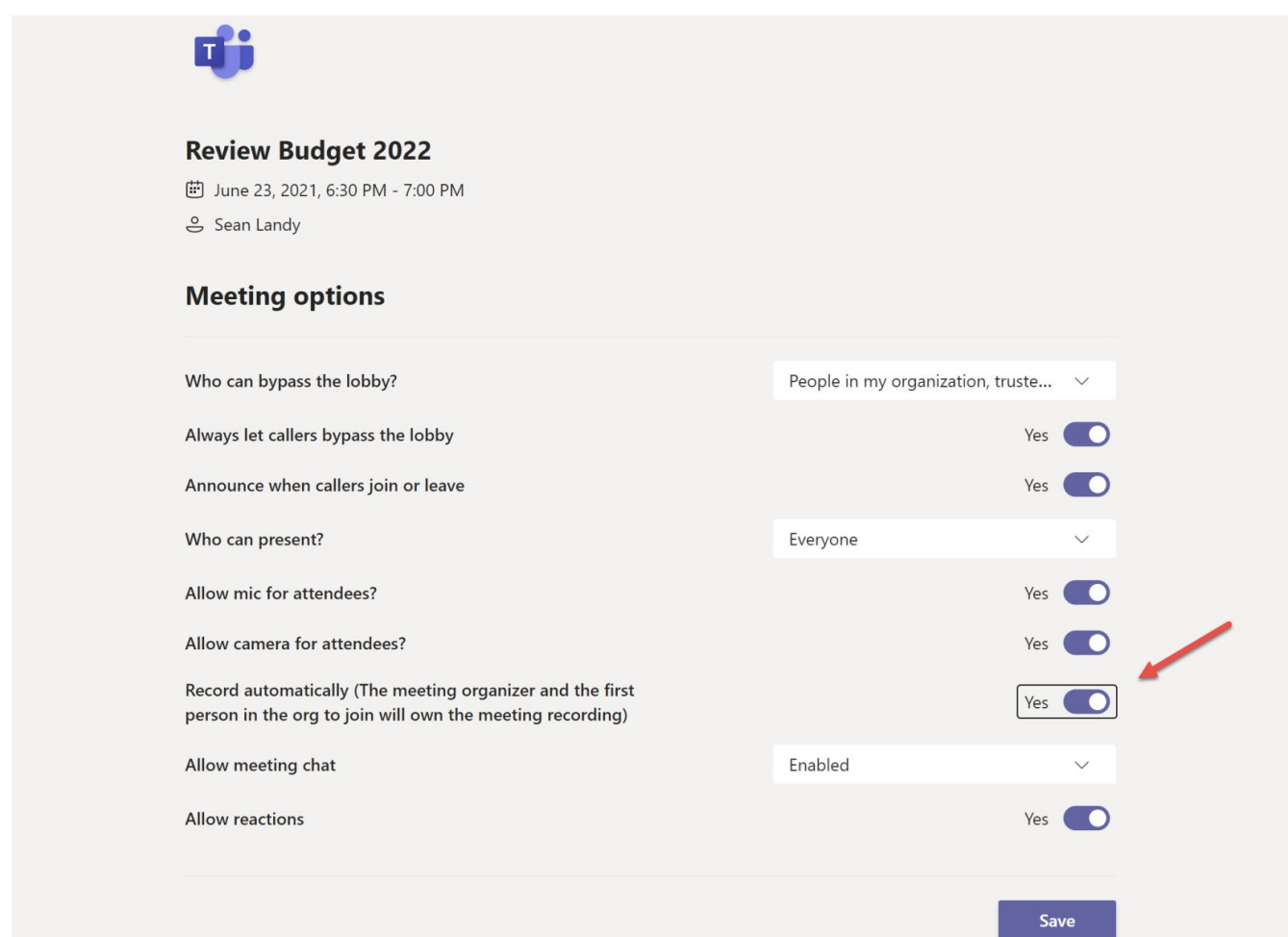
Well, now there's the option to set it to automatically record, so you don't have to remember to do it every time.

Here's how:

1. Select the meeting in the Teams Calendar.
2. Click on the 3 dots.
3. Select Meeting Options



4. Switch "Record Automatically" to Yes



## Monthly Teams Meeting: 04/03/22

Last Friday we had our monthly MS-Teams meeting. Thank you to everyone who attended and shout out to Andrew Duffy for teaching us everything about cloud computing. You can find the slides and meeting recording below:

[Monthly Teams Meeting Slides](#)

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