

CORONAVIRUS (COVID-19) DAILY INFORMATION UPDATE



KEEP UPDATED AT ALL TIMES ON THE WEBSITE

<https://www.glasgow.gov.uk/staffupdates>

23 MARCH 2020

Council iPhones – conference calling

If you have a Glasgow City Council iPhone this can be used for conference calling **with up to six people**.

To do a conference call, simply follow the steps below:

- 1) Call a colleague – when they answer, press add call. Then select the person you would like to add from your phone book, or click keypad to dial the number.
- 2) Once the person answers, click the merge call button.
- 3) This step can then be repeated, up to 5 times.

Full guidance can be found on Vodafone's website: <https://support.vodafone.co.uk/Using-our-network/Calling-and-messaging/Calling/38912226/How-do-I-set-up-Conference-calling.htm>

Networking council devices

Staff are reminded that in line with our corporate Information Security Policy – all council managed mobile devices, such as a laptop or hybrid, should be taken to a council office and physically connected to our corporate network using a cable **at least once a month**.

This is to make sure that it continues to receive important security updates to help keep our systems and information secure.

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Following our [staff guidelines issued on Friday](#) about how to work safely and securely from home, you should be aware that this may not be at your usual place of work and you should take your council ID with you when you visit any council location to carry out this network update.



NHS Scotland and Scottish Government advice

We can all play a role in delaying the spread of Covid-19.

Please familiarise yourself and follow the latest guidance about Covid-19 from NHS Scotland and the Scottish Government, including social distancing and stay at home advice. Available at

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19#common-questions>

Keep up to date with service updates at
<https://www.glasgow.gov.uk/coronavirus>

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