

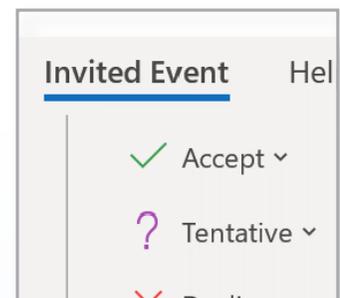
SETTING UP A VIRTUAL MEETING WITH US

It has been over a year since the Risk Management Department has been able to conduct on-site meetings, but do not despair. Until we are able to meet again in person, we can conduct our meetings virtually.

To set up a virtual meeting with Risk Management, please follow the simple process below.

Process for Virtual Meetings

1. Send an email to riskmanagement@sdao.com and request to have a virtual meeting. Please state what you would like to discuss during this "virtual" meeting.
2. Once we receive the email, a risk consultant will be assigned.
3. The risk management consultant will send you a response requesting a day and time that works best for you.
4. Once this day and time is set, the risk management consultant will send you an invitation to join a Microsoft Teams virtual meeting via email. This email will look like any other email. You will simply need to open the email and click the Accept button located at the top. Once you have done this, it will automatically be added to your calendar.
5. On the day of the meeting, go to your calendar, open the meeting, and select "Click here to join the meeting".
6. This will connect you to the meeting and the consultant will walk you through how to make sure your computer camera is turned on and functioning properly.



Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

7. When the meeting has ended and you have been able to share your risk management questions, comments or concerns, the consultant will wrap up and conclude the meeting.
8. The consultant will then create a risk management report in RMIS that includes a summary and appropriate recommendations. An email will be sent to you once the report is ready with instructions on how to access it.



We hope this helps to clarify how the Risk Management Department can continue to support you during these challenging times. If you have any questions, comments or concerns or would like to schedule a virtual meeting, please call us at 800-285-5461 or email riskmanagement@sdao.com.