

Information Technology (IT) Announcement
September, 2015

Synopsis: the Information Technology department is full of extremely intelligent individuals who can diagnose problems quickly and efficiently, but don't always clearly explain the "what" and the "why." My job is to translate IT speak into language our 12,000+ users worldwide can quickly read and digest wio.

Due to the sensitive nature of internal content, branding, and applications, I cannot provide a visual context for corporate communications. Below is text from an email that, though redacted, shows basic notification and instruction for a subset of users.

General Topic: retirement of a server maintaining outdated recorded teleconferences

Subject: [REDACTED] Announcement – Download Your Recordings

DOWNLOAD YOUR [REDACTED] RECORDINGS

If you are receiving this email, you currently have [REDACTED] recordings on the legacy [REDACTED] site. If you wish to retain these recordings, please follow the steps below to download them from the site to your computer. Otherwise, all recordings will be removed when the site is retired on [REDACTED]

Download Recordings:

- Login to the [REDACTED] [REDACTED] site: Click [HERE](#).
- Click "My Recorded Meetings" on the left hand panel of the screen.
- Select the dropdown icon next to your recording and select "Download."
- Once the "Download File" window opens, select the "Save" button and choose a location on your computer to store your recording.