Accessing Virtual & Remote Training

Instructions

Once your **Virtual** or **Remote** training has been booked and paid for, you will receive an email containing your course instructions.

These instructions will contain the Course name, Date and time, Presenter, and additional Details.

Course Instructions

Hi Ryan,
You have been registered to attend GoLive Support. Please find all the necessary details below.

Course: GoLive Support

Date/Time: Friday, 24 October 2025, 2:30 PM - 3:30 PM AEST

Presenter: Nicole Findlay

Details: _____
Microsoft Teams Need help?
Join the meeting now
Meeting ID: 442 521
Passcode: gK3ub9Lz

View More Information

If you require further information or support regarding this registration, please feel free to call us on 1300 401 111 or send an email to training@bpsoftware.net.
We hope you enjoy the course.
Kind regards, Bp Product Knowledge, Training and Deployment Team

Connecting

Keep your invitation email handy. When the time of your scheduled training arrives, click **Join the meeting now** in the **Details** section of this email.

💡 You do not need to download Microsoft Teams to join the meeting; this can be joined directly from your web browser.

Connect

Once connected, you will be able to use the 'Raise Hand', 'React', and 'Chat' features throughout the training session.

Your camera and microphone will be disabled by default, but can be enabled by the presenter for certain sessions where applicable.

| 00:16 | Chat | People | Raise | React | View | Notes | Apps | More | Camera | Mic | Share | Leave |

After your training session:

If you are eligible, we will email you the recording. Follow the instructions to access the recording and its associated timeframes.

Best Practice Software