Accessing Virtual & Remote Training



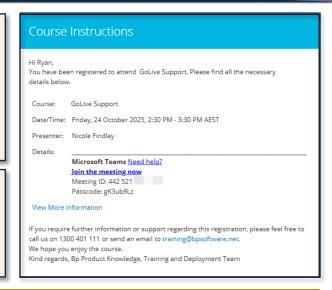
Instructions

Connecting

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.

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.



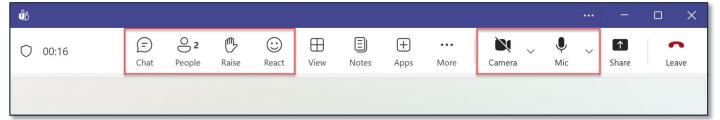


You do not need to download Microsoft Teams to join the meeting; this can be joined directly from your web browser.

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.



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.