VITAL INFORMATION

PRIOR TO

TRAINING SESSION

* Mangers need to send me a list of participants attending the Training Session
* Training will be completely online using your computer or laptop
* If you have to leave your work space, special arrangements can be made
* Group sessions can be arranged, as well
* Headsets with Mics are needed. Suggested:

Logitech ClearChat Comfort USB – headset – Ear-cup Binaural

[Click here for pricing](http://www.google.com/products/catalog?hl=en&q=Logitech+clear+chat+usb&cid=3844041679359977382&os=sellers)

* Three (3) days prior to the Pilot Training Session, I will contact you individually to test the system, making sure you have everything you need and is working

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* A week before the Training Session you will receive an “Invitation” to attend, requesting your participation…….”accept or deny”
* This Invitation will automatically be placed in your Outlook calendar
* At the time of the Training Session, you will go to your calendar and click the link highlighted in yellow
* “Join Meeting Audio” dialogue box appears, “Use Lync (Integrated audio and video)” by default should already be checked, then click OK
* You are now in the Meeting
* Have the Training Checklist with you
  + Numbered features correspond to each slide in the Presentation
  + Use the Notes area for any comments
  + Send any comments to me after the Session