VITAL INFORMATION
PRIOR TO
TRAINING SESSION

- Managers 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
- 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