**Getting ready for your Remote Training Session**

Remote training has been arranged for you via MS Teams. **To ensure that the training can take place** and to help make the most of your session, please follow these steps:

**Join on your computer or mobile app**
Click here to join the meeting
**Or call in (audio only)**
+44 20 5678 9012,,10123289#   United Kingdom, London
Phone Conference ID: 101 232 89#

1.  Open your Outlook or NHS Mail portal and accept the calendar appointment for the booking which contains an MS Teams link:

2.  If possible, ensure that you will have somewhere quiet and undisturbed for the training session and check that the PC (or laptop) there has a working internet connection and (if required) access to the clinical system being trained

3.  To access MS Teams audio you will need a headset (or mobile phone earpiece) connected to your PC/laptop OR you could use a desk phone to call the number in the calendar appointment

4.  **In advance of the training**, check that you are correctly logged in to the desktop (App) version of MS Teams (please see below) and make a test call (see next step)

5.  Click your Profile image/initials (top right-hand corner) and choose Settings > Device > Make a test call

6.  Then, on the day of training, preferably a few minutes before, go into your calendar and click the link:

**Click here to join the meeting**

**Making sure you are correctly signed in to MS Teams to the Desktop (App) NOT Browser version:**

1.  **If you don't have a Teams icon on your desktop, please contact your IT support for installation**

2.  If you are already in Teams click your Profile in the top right-hand corner and select **Sign out**

3.  Double-click the Teams icon on your desktop if it doesn't auto-start

4.  Teams will try to use your Windows account which may look something like this:

Veronica.Rys@SCWCSU.NHS.UK

**Sign in**

5.  Replace it with your NHS Mail (@nhs.net) email address

6.  Click Sign in and enter your NHS Mail password

7.  If it is requested, enter the 6-digit code sent to you by text or email

8.  You will now be correctly signed in to MS Teams and will be able to use the full functionality

South, Central and West

**How to share your screen during the training session:**

Your Teams toolbar is usually at the top right corner of your Teams screen, but if you have the older version of Teams it will be at the bottom centre of your Teams screen and you might need to 'wiggle' your mouse to view it.
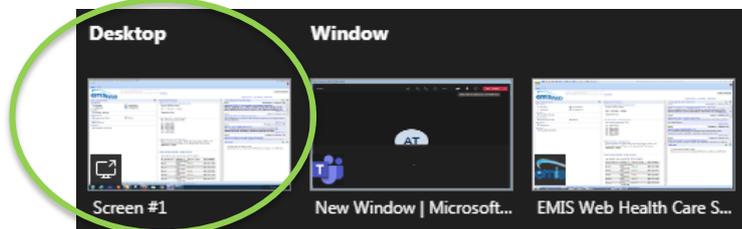
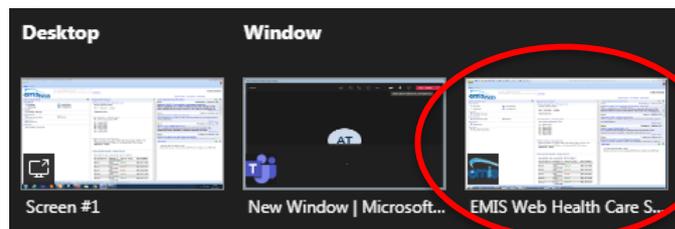1. Click the Screen Sharing icon in your Teams toolbar



2. Your Teams screen will 'move up' and display your sharing options below
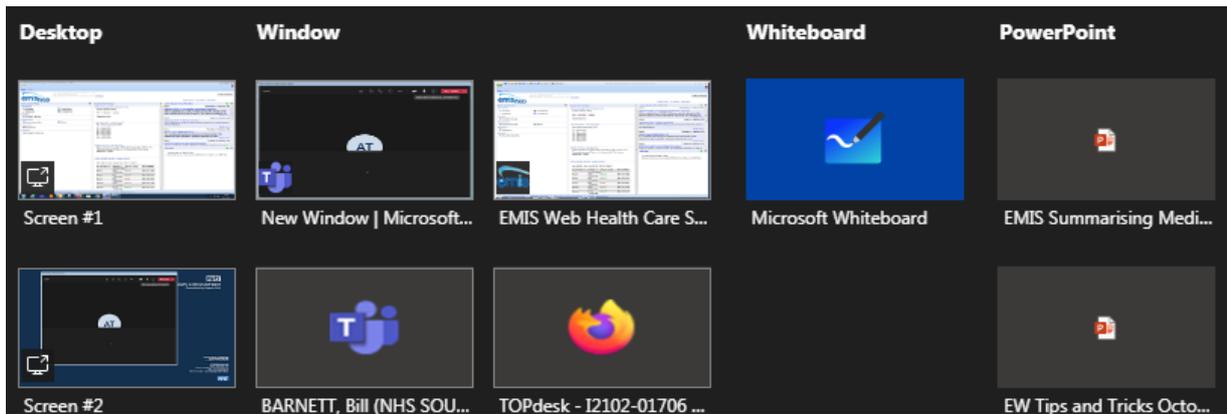


3. Select your **Desktop** option (Screen #1 or Screen #2 if you have more than one monitor)



   **NOT** the Window option (as this will not display any picklist options to those viewing your screen)



4. You will now be sharing whatever program you have on that screen (and can move anything across from one screen to another if you have more than one)

Please contact our Admin Team if you have any questions or need any help ahead of training, including the option of a short test call with the duty trainer:

E: training.scwcsu@nhs.net          Tel: 0300 123 5678