CPO Connect – Pre-session checklist

STEP 2A - HOW TO INSTALL TEAMS ON A LAPTOP OR PC

Click on this Join Link to open the Practise Session:
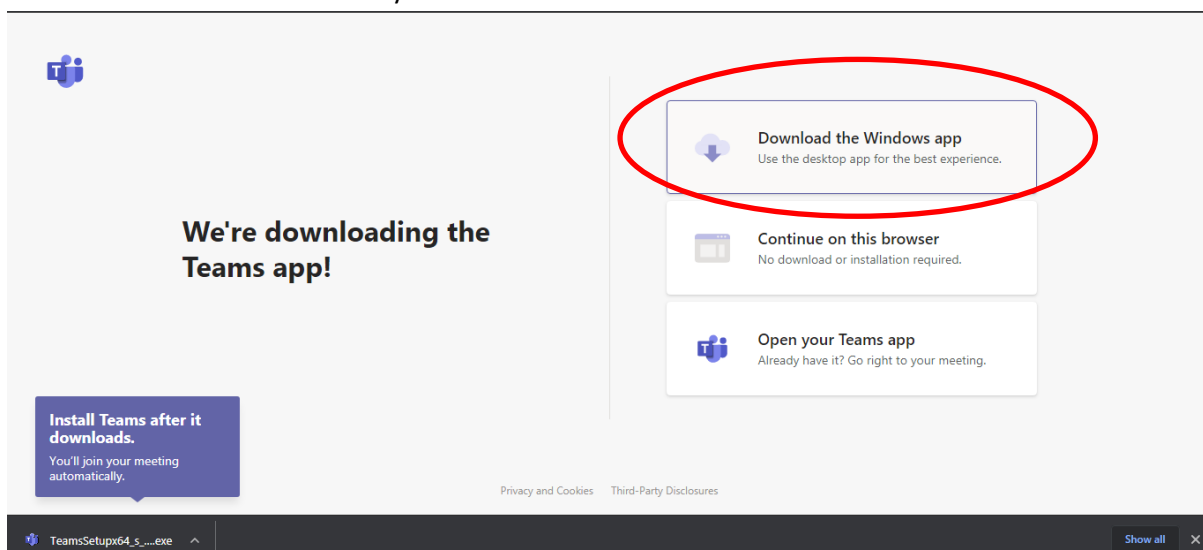
https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjY2N2JmZjctNzdjMy00YzViLThjMjAtYjIxOTAxNzIwOWFh%40thread.v2/0?context=%7b%22Tid%22%3a%22124998e6-2c5b-4e4e-9cee-e0f397a18c0e%22%2c%22Oid%22%3a%225b072e0f-387a-4153-abb9-82c179d4bd90%22%7d

The link will open in your internet browser. It will display 3 options:

- Download the Windows app
- Continue on this browser
- Open your Teams app.

If you already have Teams installed on your laptop or computer, click on 'Open your Teams app', and proceed to **Step 3A**.

If you **do not** have Teams installed (or you don't know), click on 'Download the Windows app'. A download will start automatically.

Once the download is completed, click on the file displayed at the bottom of your browser window.
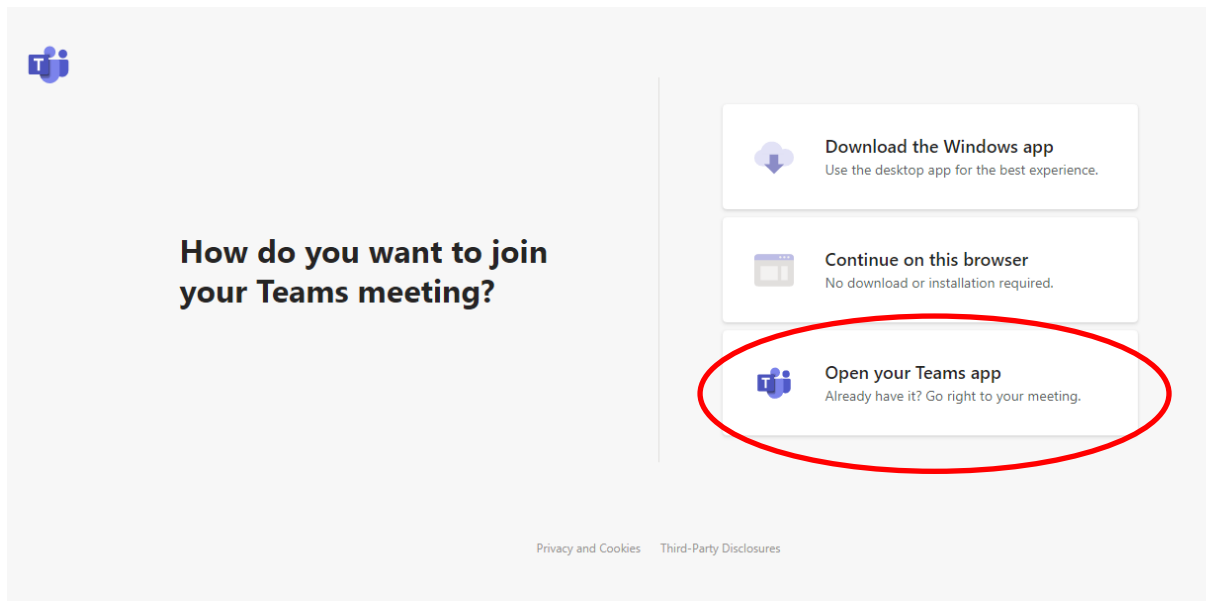
Follow the instructions to install Teams.
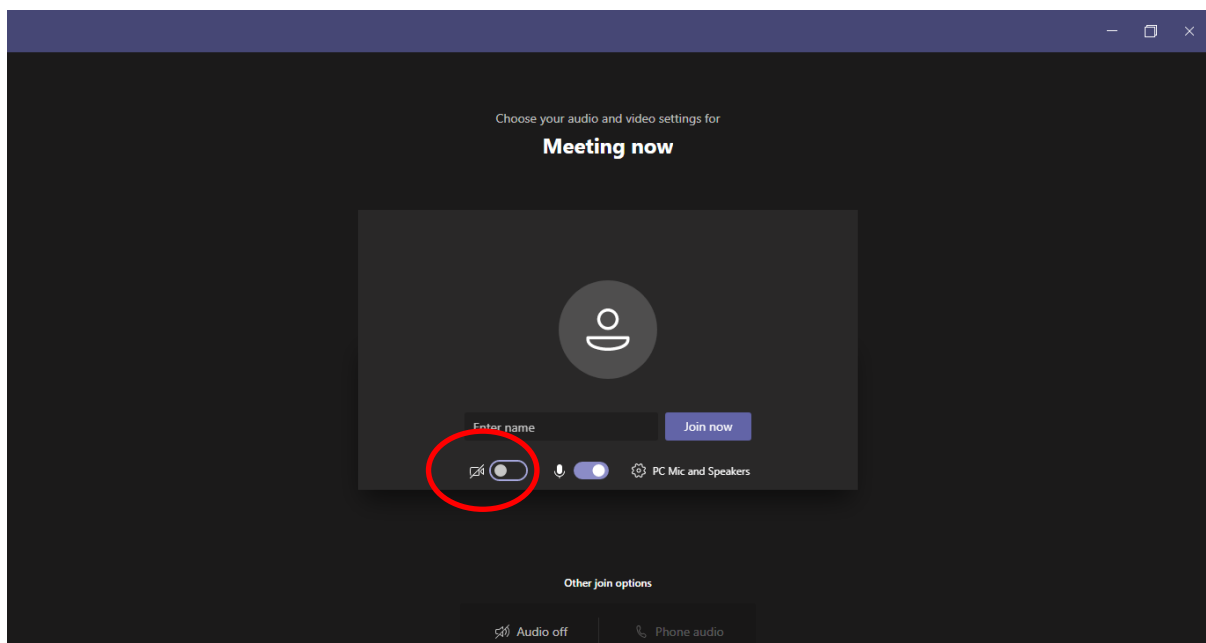
You do not need to register for an account.

Once Teams is installed, continue to Step 3A.

STEP 3A – JOINING THE PRACTISE SESSION ON A LAPTOP OR PC

A pop-up window will then appear, entitled 'Choose your video and audio options'.
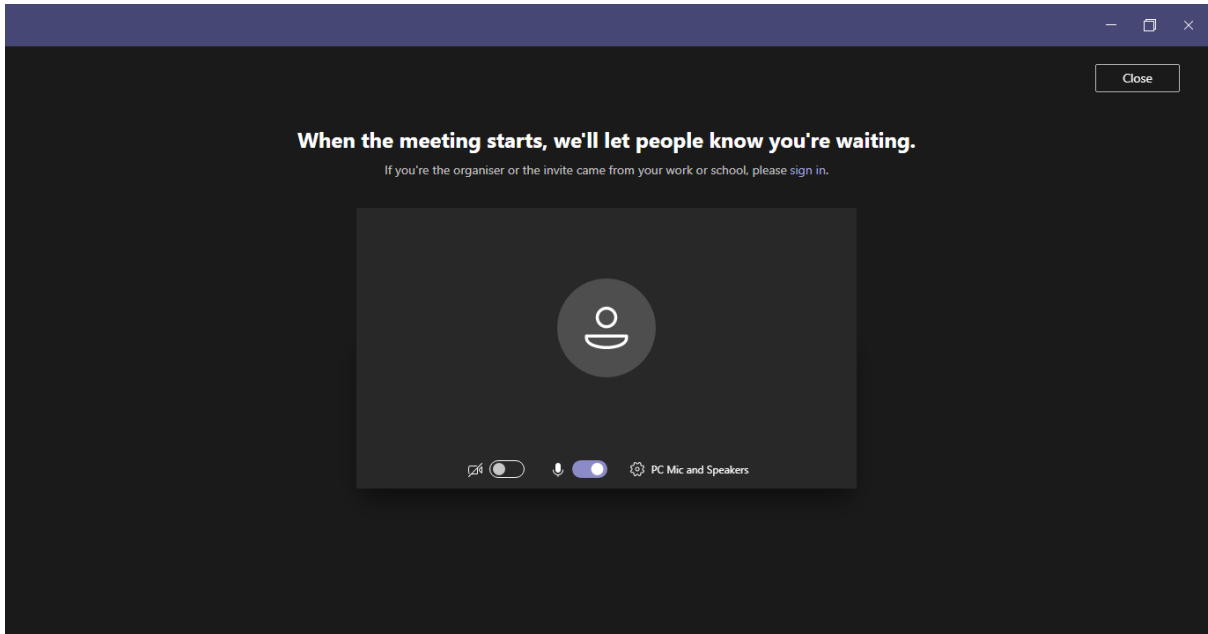

You will be asked to enter a Display Name. Enter the Display Name which we provided in email we sent you. It will be your first name followed by 3 numbers, eg Sean123.

To keep everyone safe, you are not permitted to turn your camera on. Ensure your camera is switched off (circled in red above), then click 'Join now'.

Once connected to the Practise Session you will see this screen below.

When the meeting starts, we'll let people know you're waiting.

If you're the organiser or the invite came from your work or school, please sign in.
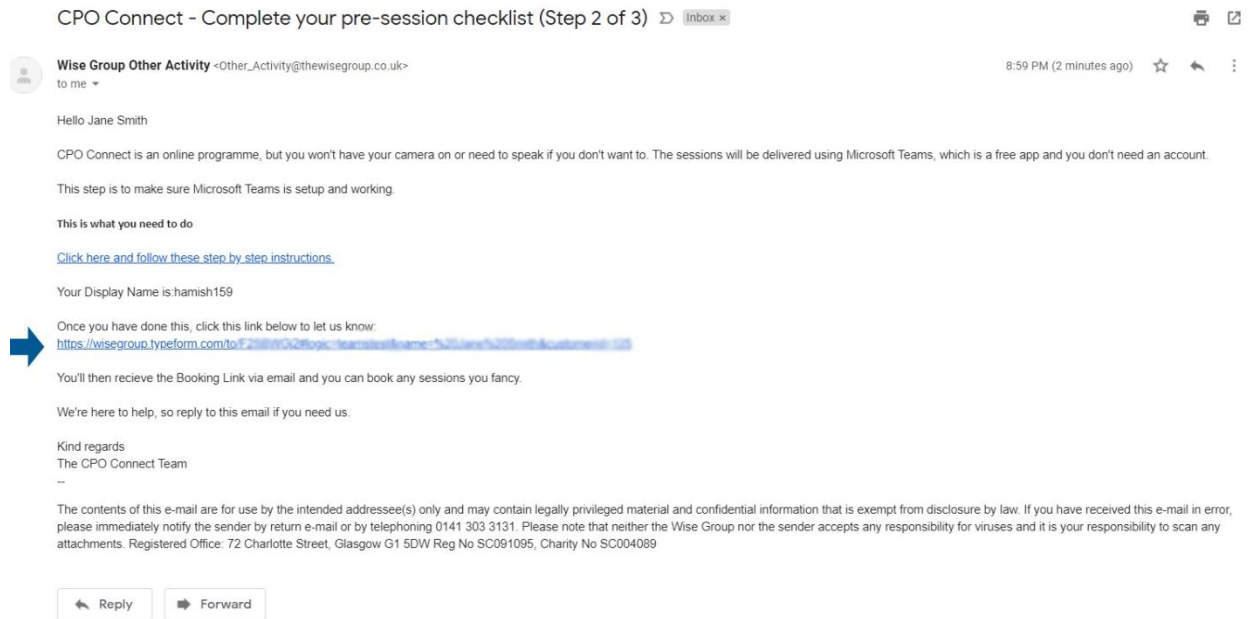
PC Mic and Speakers

You do not need to do anything else. You have successfully connected to our sessions.

To leave the Practise Session, click on the Close button in the top right corner.

Step 4: Confirm you have completed the Practise Session

Once you have completed the steps above, you need to tell us you've completed the Pre-Session Checklist.

Go back to the Pre-session Checklist email and click on the link at the bottom.

Then follow the instructions in the form.

Joining the real sessions

To join the live CPO Connect sessions, just click on the Join Link sent to you in the Session Reminder email at the time of the session and follow the instructions in this step (Step 3).

The reminder email looks like, and the Join Link is the first link in that email:

BOOKING REMINDER: Friday 19 February @ 12:00 - Test session (S31)

Wise Group Other Activity <Other_Activity@thewisegroup.co.uk>
to me

Hello Jane Smith

You are booking on this session. Please read the information carefully below and join the session via Microsoft Teams.

Booking details
Session: Friday 19 February @ 12:00 - Test session (S31)
Channel: 1
Display name: Jane552
Join link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjY2N2JmZjctNzdjMy00YzViLThjMjAtYjIxOTAxNzl3a%225b072e0f-387a-4153-abb9-82c179d4bd90%22%7d

Feedback link
You will need to access this during the session.
https://wisegroup.typeform.com/to/gc4BYuPX#logic=customer&name=Jane%20Smith&bookingid=142&sessionname=F

Can't make it?
Click this link to cancel your booking:
https://wisegroup.typeform.com/to/SuZCoPgR#logic=customer&sessionname=Friday%2019%20February%20@%2012

Joining instructions
Join via Microsoft Teams.

To ensure confidentiality, set your display name to the one written above and do not turn your camera on.