# CPO Connect – Pre-session checklist

STEP 2B - HOW TO INSTALL TEAMS ON A TABLET OR MOBILE PHONE

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

You will have two options after clicking the link; Get Teams or Join Meeting.
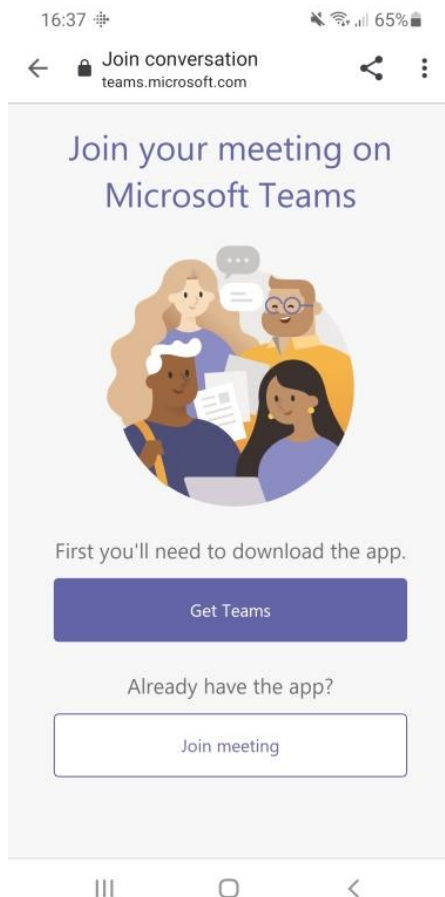
If you already have Teams installed on your device, click 'Join Meeting' and proceed to Step 3B.

If you **do not** have Teams installed (or you don't know), click 'Get Teams' and this will take you to Google Play/App Store page.

Click Install in the store to install the app.

Once the Teams app is installed on your device, click 'Open',

After the Teams app opens, click 'Join Meeting'.

Continue to Step 3B.

STEP 3B – JOINING THE PRACTISE SESSION ON A TABLET OR MOBILE PHONE

After clicking 'Join Meeting', a new screen will appear.

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.
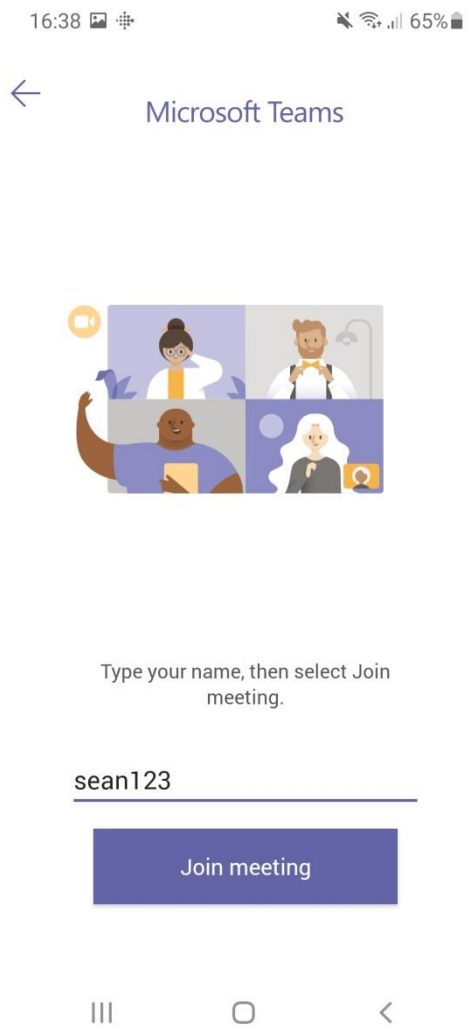
After entering your Display Name, click 'Join Meeting'.

Accept any permissions for audio that the app requests. To keep everyone safe, you are not permitted to turn your camera on. Ensure your camera is switched off.

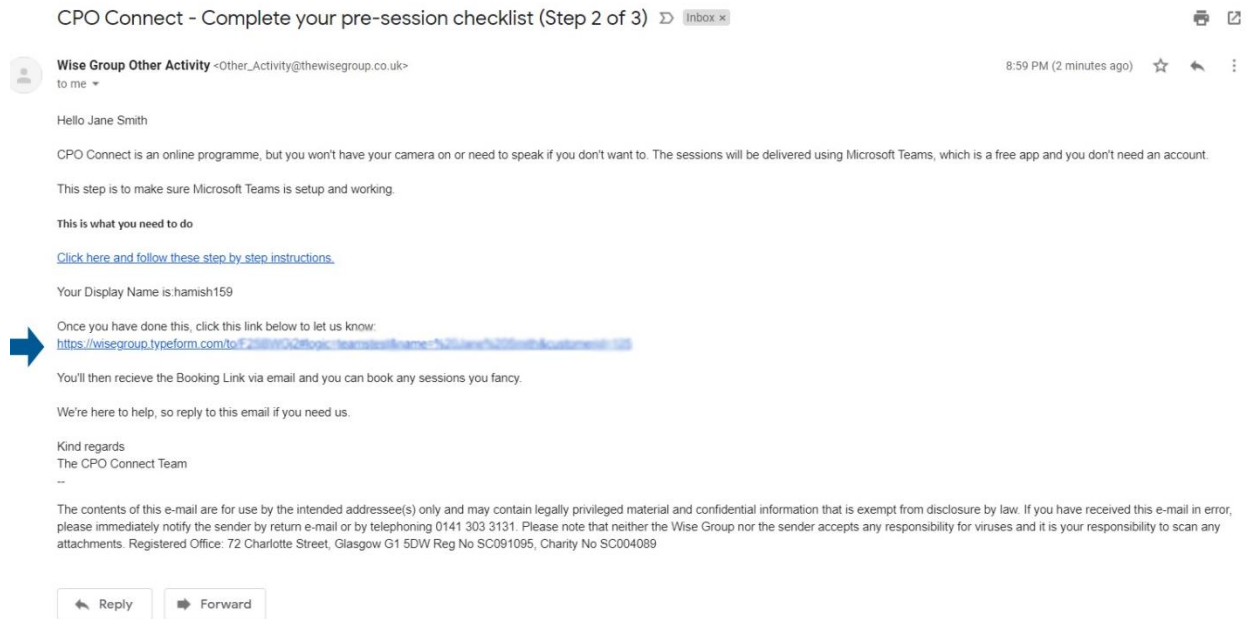Once connected to the Practise Session you will see this screen below.
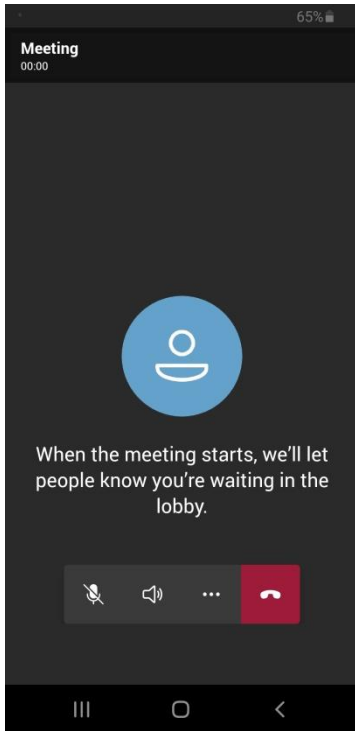
You do not need to do anything else. You have successfully connected to our sessions.

To leave the Practise Session, click on the red button to end call.

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_NjY2N2JmZjctNzdjMy00YzViLThjMjAtYjIxOTAxNzI3a%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.