

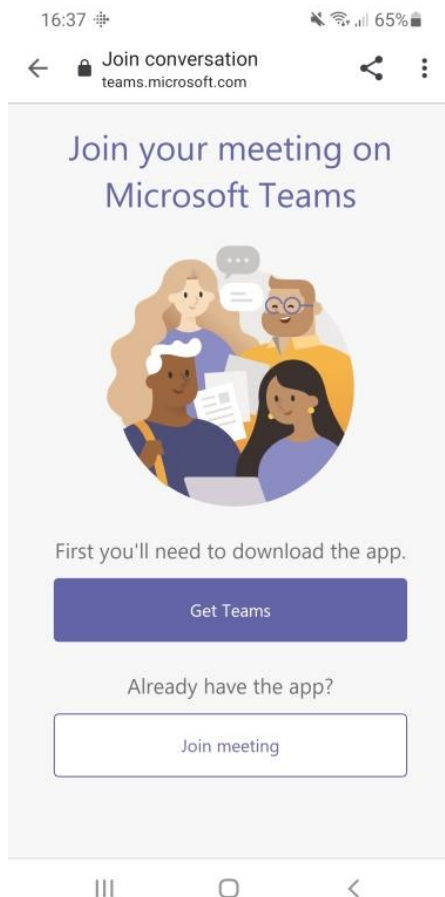
## CPO Connect – Pre-session checklist

### 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\\_NjY2N2JmZjctNzdjMy00YzViLThjMjAtYjlxOTAxNzlwOWFh%40thread.v2/0?content=%7b%22id%22%3a%22124998e6-2c5b-4e4e-9cee-e0f397a18c0e%22%2c%22oid%22%3a%225b072e0f-387a-4153-abb9-82c179d4bd90%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjY2N2JmZjctNzdjMy00YzViLThjMjAtYjlxOTAxNzlwOWFh%40thread.v2/0?content=%7b%22id%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',

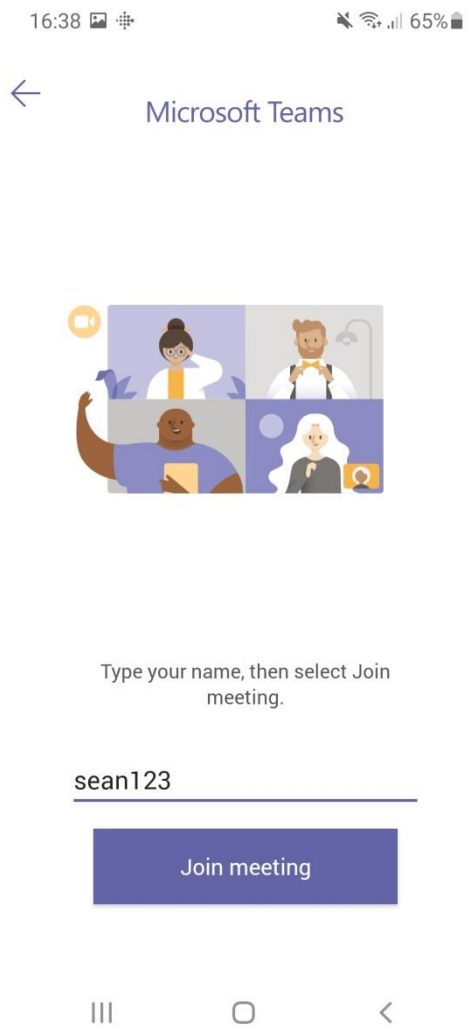
After the Teams app opens, click 'Join Meeting'.

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.

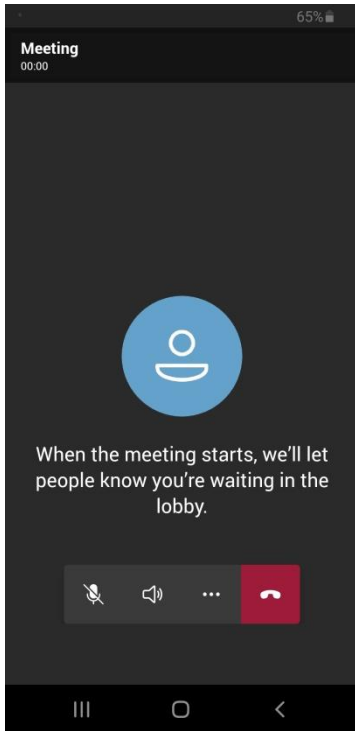
You will be asked to enter a Display Name. Enter the Display Name which we provided in email we sent you. It will be your first name followed by 3 numbers, eg Sean123.



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.



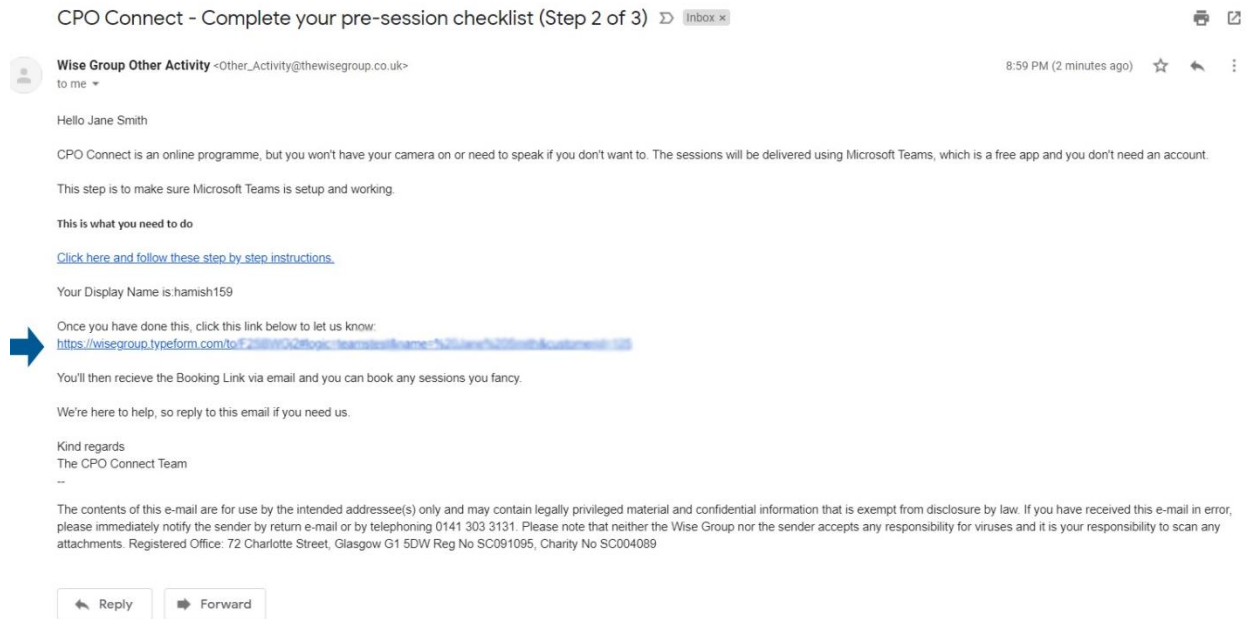
You do not need to do anything else. You have successfully connected to our sessions.

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.



CPO Connect - Complete your pre-session checklist (Step 2 of 3) Inbox x

**Wise Group Other Activity** <Other\_Activity@thewisegroup.co.uk> to me 8:59 PM (2 minutes ago) ☆ ↶ ⋮

Hello Jane Smith

CPO Connect is an online programme, but you won't have your camera on or need to speak if you don't want to. The sessions will be delivered using Microsoft Teams, which is a free app and you don't need an account.

This step is to make sure Microsoft Teams is setup and working.

**This is what you need to do**

[Click here and follow these step by step instructions.](#)

Your Display Name is:hamish159

Once you have done this, click this link below to let us know:  
[https://wisegroup.typeform.com/to/F2z3119G?login\\_teams\\_session\\_name=%20Jane%20Smith&customerid=123](https://wisegroup.typeform.com/to/F2z3119G?login_teams_session_name=%20Jane%20Smith&customerid=123)

You'll then receive the Booking Link via email and you can book any sessions you fancy.

We're here to help, so reply to this email if you need us.

Kind regards  
The CPO Connect Team  
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The contents of this e-mail are for use by the intended addressee(s) only and may contain legally privileged material and confidential information that is exempt from disclosure by law. If you have received this e-mail in error, please immediately notify the sender by return e-mail or by telephoning 0141 303 3131. Please note that neither the Wise Group nor the sender accepts any responsibility for viruses and it is your responsibility to scan any attachments. Registered Office: 72 Charlotte Street, Glasgow G1 5DW Reg No SC091095, Charity No SC004089

↶ Reply ➦ Forward

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\\_NjY2N2JmZjctNzdiMy00YzVILThjMjAtYjlxOTAxNzI3a%225b072e0f-387a-4153-abb9-82c179d4bd90%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjY2N2JmZjctNzdiMy00YzVILThjMjAtYjlxOTAxNzI3a%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.**