

# Welcome to ALX Training



## Get Ready

Please take a few moments to make yourself comfortable and test that your headset and microphone are working. If you can connect to a second screen we recommend this so you can practice as you watch the trainer.

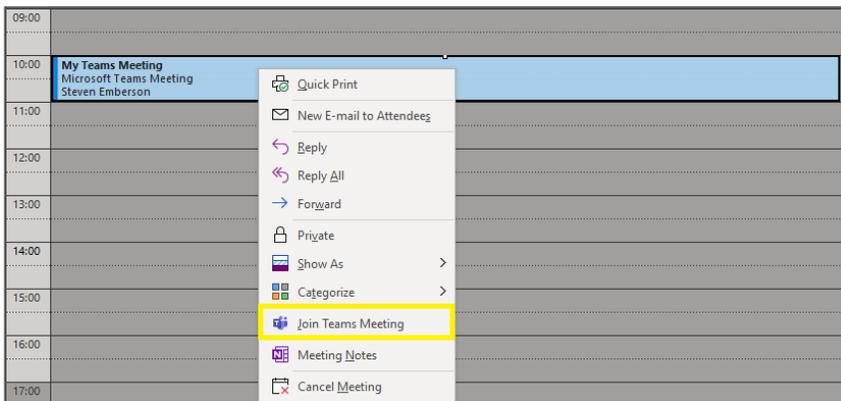
## Join via Outlook Calendar

Open your **Outlook calendar** navigate to the correct date and time, click the small join button which appears on the appointment.

If this is not showing, **right-click** the appointment and click **Join Teams Meeting**.

Alternatively, you can open the appointment and click either the icon **Join Meeting** or the link **click here to join the meeting**.

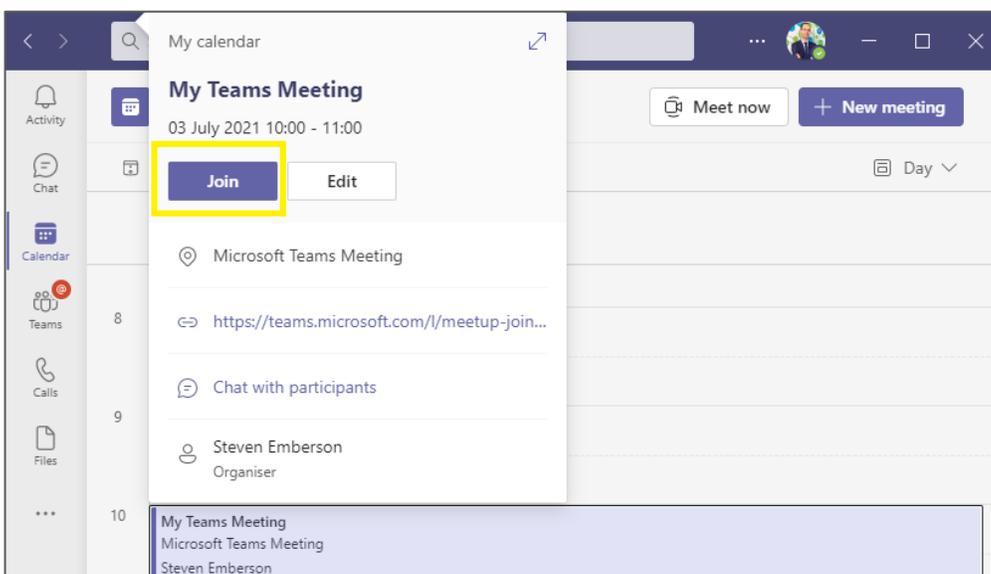
**\*\*If you are having issues joining, copy meeting link and paste it into Chrome or Microsoft Edge browser\*\***



## Join via Teams Calendar

Open your **Teams calendar** from the left-hand pane in Teams.

Navigate to the correct date and time, click the appointment, followed by **Join**.

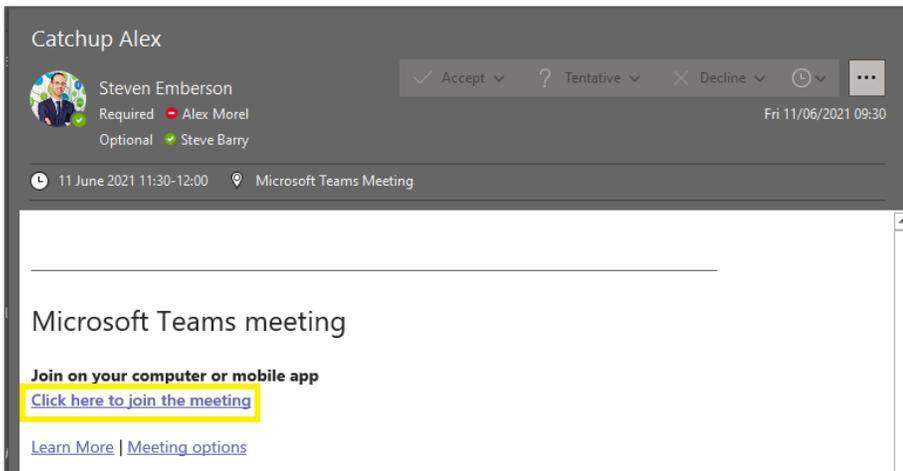


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## Join via Email invitation

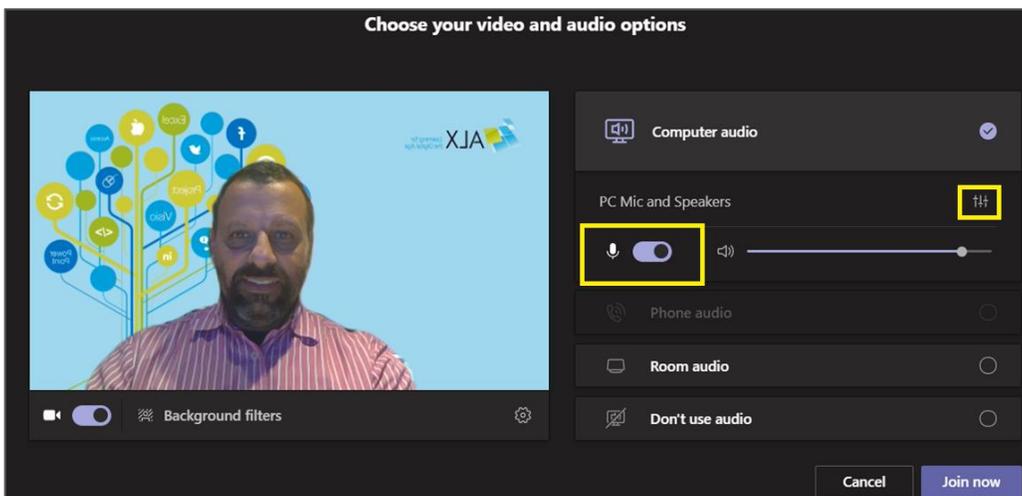
From your email invitation, click the **Click here to join the meeting** link under the **Microsoft Teams** details in the body.



## The Lobby Area

This is the screen before you enter the training session. Click the **Settings icon** to make sure your microphone and speakers are connected.

Turn your **microphone off** and press **Join now**.



## During the lesson

To ask your trainer a question either unmute yourself using the microphone icon or open the meeting **chat** using the "call out" icon.



Turn your video on and off with the video icon, and your mic on and off with the **mic icon**.



See who else is in the lesson via the two people **participants** icon.

