

Wellbeing for Life Virtual Training

Using Microsoft Teams – Step by Step User Guide



Covid-19 has provided many challenges to how people carry out their work in new ways which allow for social distancing but also enable the delivery of quality services. Wellbeing for Life are now delivering all of our training virtually until it is safe to return to face to face delivery.

The Technology

Requirements to start you off:

1. You will need a device suitable for virtual training, such as a smart phone, laptop, computer, tablet, or iPad whereby Microsoft Teams can be installed.

Virtual Training – a safe environment

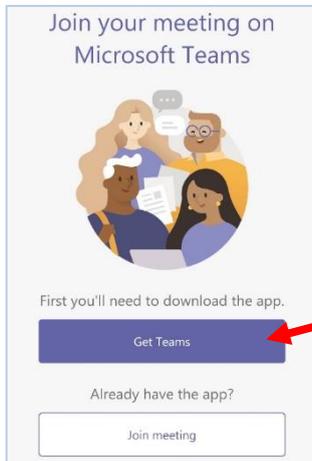
It is normal to feel nervous when entering a group setting, even when it is online, but these training sessions are a chance for you to learn, reflect and talk in a non-judgemental space.

1. If when you enter the training you are placed in the “lobby” the Training Officer will admit you as soon as they are notified by the system
2. The Training Officer will be available 10 minutes before the session starts
3. Recording the session, taking pictures or taking screenshots is NOT permitted
4. If the call connection is lost the Training Officer will try and reconnect – please wait a minute while they try and reconnect (vice versa if your connection drops)
5. We advise that a quiet, preferably confidential place is preferred when attending the training (i.e. at home or work and not in a supermarket)
6. Please wear appropriate clothing as if you were attending training in person
7. You can say as much or as little as you feel comfortable with, the more you engage the more you will get out of the training
8. Please respect each other
9. You can use the raise your hand function, chat text function or speak out but try not to talk over each other
10. The Training Officer may ask you to mute your microphone as sometimes depending on group size it can give off noisy feedback
11. The Training Officer may ask you to turn off your camera as sometimes depending on group size it can improve the broadband connectivity
12. The Training Officer can stay behind after the session if you want to discuss the contents
13. Once the training is completed you will receive the PowerPoint Slides and your Certificate in your User Dashboard on www.wellbeingforlife.net/training-courses
14. Please evaluate your training session at <https://www.surveymonkey.co.uk/r/CBVT2020>
15. **Please be aware our Training Officers are working from home and although they will try and minimise any disruptions, sometimes things are out of our control.**

Getting logged in

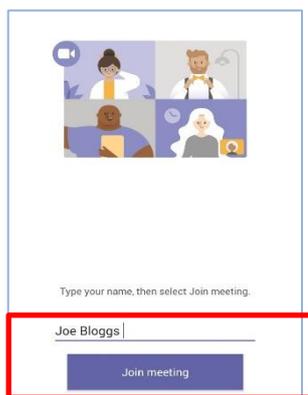
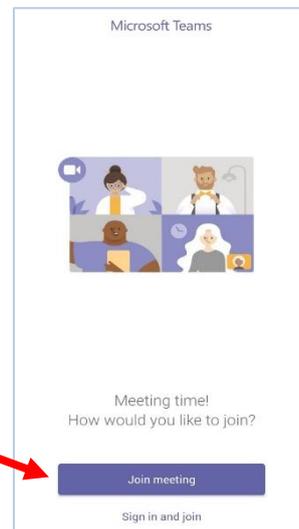
To enter the virtual training you must click on the link in the email

[Join Microsoft Teams Meeting](#)



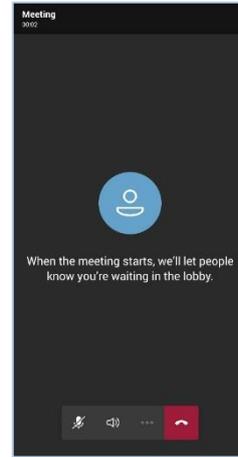
If you DO NOT have Microsoft Teams downloaded on your device, your screen will look like this and you will have to follow the Microsoft Teams Download Guide issued to you alongside this document in order to install this on your device.

Once you have downloaded Microsoft Teams onto your device, click the link in the email appointment and you will be taken to this screen. You then need to click on Join Meeting.

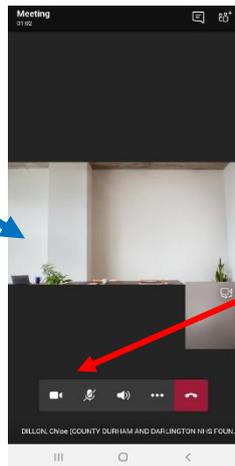


Type your name that was given to Wellbeing for Life at registration into the dialog box and click join meeting.

This screen will then appear if you are placed in the lobby



Training Officer and other learners will be here



Once you have been admitted into the training you need to make sure that you have your camera and audio switched on by clicking on the icons highlighted.

If you are using a mobile device, please ensure your inner camera is switched on, rather than your outer camera