



Things to Know About...

Preparing for Online Training

01



Online Training Musts

- You've got to pay attention to avoid getting lost.
- Don't be shy about asking for help.
- Be Early! Sign on at least 10 minutes before class starts.

02



Advance Preparation

- Download the practice files and all supporting materials.
- Print out the supporting materials and job aids.
- Confirm you have Microsoft Teams installed.
- Unzip the Practice Files Archive and move it to your Desktop.
- Check your internet connection and plan your environment.

03



Technical Considerations

- Be sure you have a way to be heard, microphone or phone.
- Try to use two computer displays if possible.
- Confirm you know your email address and password.
- Practice the Alt + Tab Switcher until it becomes second nature.
- Complete all software updates before class begins.

04



Right before you Join the Class

- Clear your desk and close other programs.
- Open each of the Practice Files.
- Close your office door and turn off distractions.
- Join the Teams Meeting.

05



During the Class

- Stop and ask questions if you get lost.
- Participation is vital and will affect how much you take away.
- Stay alert and resist the urge to multi-task.