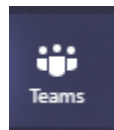


Thank you for registering. Please ***download Microsoft Teams to your desktop*** and use the instructions below to access the training on the ***Day of the Event.***

Participant Instructions

- 1- From the left-hand bar select teams



- 2- Select CSN-Spring 2021 Convocation-Training Program to enter the event. If you do not see this event, please contact CAPE at 702-651-5685 or 702-651-7521 for help.



CSN-Fall 2020 Convocation-Training Program

- 3- Select the “channel” or session you want to enter. (example Academic Welcome Back).



CSN-Fall 2020 Convocation-Train

General

0-0 Attendee Support

0-1 Presenter Support

1-1 9am Monday - Presidents Kick-off

1-2 1pm Monday - Academic Welcome Back

1-3 3pm Monday - Collective Bargaining Agre



- 4- Click into the meeting in the channel to join the session **at the appointed time**. (Example the sample meeting beginning on August 19th at 9:00 am).

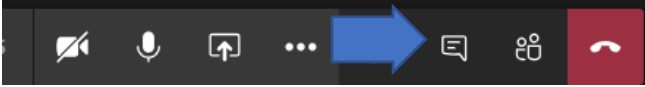
This meeting will begin on August 19th at 9:00 am



Sample Meeting

Wednesday, August 19, 2020 @ 9:00 AM

- 5- Once you are in the session be respectful of the Moderators instructions for participation and always stay muted
- **If the session** is using chat, please submit your question or comment in the chat and it will be read by the moderator when appropriate. **Please DO NOT use the chat for private conversation.**



- **If the session** is using live conversation and you have a question or want to comment use the hand raise and you will be called on by the moderator when appropriate. Once you have been called on unraise your hand.



- 6- When the session is over go back into Teams and your channel and complete the attendance form to receive credit for your attendance.
- 7- To continue with another session repeat steps 3 and 4.

If you are having issues getting signed in, please contact CAPE at 702-651-5685.

If you are having connection issues within the sessions, please type your issue in the "Channel" chat and OTS will try to help you resolve.