**Thank you for enrolling onto our online course.**

To help you get started please follow these instructions before you join the course.

**Download Microsoft Teams** to your smartphone, tablet of computer if you have not done so already. You only need to do this once. The apps if free and the data it uses is minimal.



**To join a course or meeting click this link at the bottom the email inviting you to the course a few minutes before the course starts.**



Once you have clicked the link:

You will go to this screen – click or tap **Join now**. You will be placed in a waiting area until the facilitator is ready.



Blur Background

**Housekeeping Using Microsoft Teams when in the course/meeting**

You will find a set of icon buttons at the bottom centre of your screen when you tap on the screen with your finger or roll the mouse over this section.

Here you can **mute/unmute** and **turn your camera on and off**

Camera on/off Mute/Unmute

Other settings inc. Background

Where possible let people see you as this helps make this more of a safe and friendly environment.

**Please mute yourself unless you are speaking or want to speak.**

**For privacy you can change your background**. Click on the 3 dots in the middle of the icons as above. Click on show *background effects* and select a background. Click *Apply and turn on video*

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**Please read and agree the Group Agreement for online Courses before you join the course**

**Be kind and courteous**

We're all in this together to create a welcoming environment. Let's treat everyone with respect.

**Please make no discriminatory remarks** about things such as race, religion, culture, sexual orientation, gender or identity

**Respect everyone's privacy –** please do not use print- screen or repeat what other have said

**Don’t Overshare –** if you need more help and support please let us know. Talking about past abuse or issues of a sensitive nature can upset and trigger unhelpful emotions in others.

Feel free to suggest a rule that is important to you to the group and facilitator

**If you would like help with any of the above please contact us in good time before the course starts.**