**Hello and welcome to this session.**

Using the MS Teams format for training sessions means we can have an interactive session and we encourage you to participate fully to get the most out of the time we have together.

**If you wish to comment or ask a question there are 2 ways to do this:**

1. For everyone (whether or not you have a microphone) you can use the chat box at the right hand side of your screen if you’re on desktop. Please use this to comment or pose questions while the speaker is talking.



1. If you want to ask a question or make a comment using your microphone, please use the “Raise Hand” function. This is the button on the toolbar that looks like a hand icon. Once you have raised your hand please wait for the chair to ask you to unmute your microphone.  Once you have spoken, please click the hand icon again to lower your hand.



**Just to mention a couple of pitfalls to avoid which will make the session run more smoothly:**

1. Please ensure your microphone is muted through the meeting unless you are talking.
2. Please avoid hitting the icon that looks like a box with an arrow pointing into it (next to the microphone icon) – this will share your screen with everyone and remove the presenter’s slides from view.



***This meeting will be recorded for educational purposes so please be aware of that if you are participating.***

***START RECORDING USING THE MENU THAT OPENS***

***WHEN YOU CLICK THE 3 DOTS ON THE TASKBAR***

