

Onboarding To-Dos

Please complete the following items before the first class:

1: Complete the “Get to Know You” survey in Alchemer

We’re looking forward to meeting you in class, and to help us get familiar with everyone ahead of time we ask that you fill out this 2-minute survey.

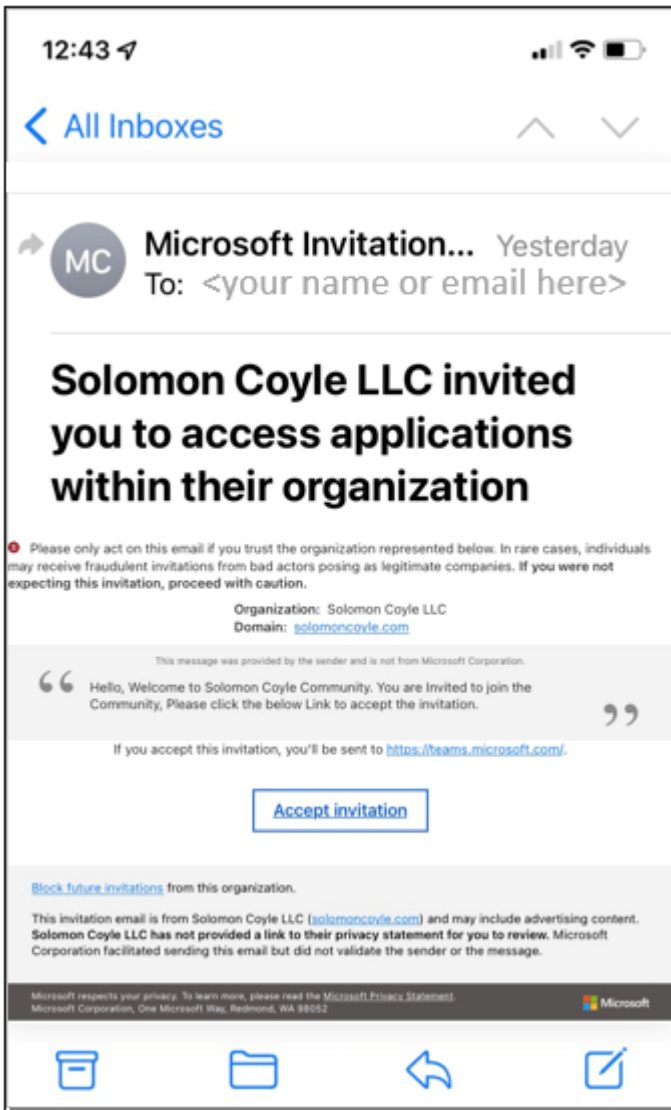
We look forward to meeting you in class.

2: Set up WebEx

All class meetings will be hosted using WebEx, so you will need to download the WebEx desktop app:
<https://help.webex.com/en-us/article/0tow9g/Download-the-Webex-Meetings-desktop-app>

3: Accept the Microsoft Teams invitation in your email

Class materials will be accessible via Microsoft Teams. You will receive the following invitation to join the Solomon Coyle Teams site. (You may need to create a Microsoft account in order to do so.) Please accept this invitation as soon as possible.



Please Note: If your organization already uses Teams we highly recommend that you access the Solomon Coyle Teams site in a separate browser window so you can maintain access to your company site simultaneously. Go to: <https://www.microsoft.com/en-us/microsoft-teams/log-in>

4: Download and print the workbook

This workbook is a note-taking guide you will find very helpful. Please note, there is no workbook for the introductory class.

5: Learn the basics of Microsoft Teams

If you are not already familiar with Teams, Microsoft provides several orientation videos to get you started.

6: Accept ALL calendar invites

Learn how we can help you.

solomoncoyle.com | info@solomoncoyle.com | (703) 574-9100

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7: Set your Teams notifications and follow the class channel

Contact support@solomoncoyle.com if you need assistance.

Learn how we can help you.

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