

# Employee Training Sessions - mySchedule Annual Vacation

October 19 to November 7, 2022

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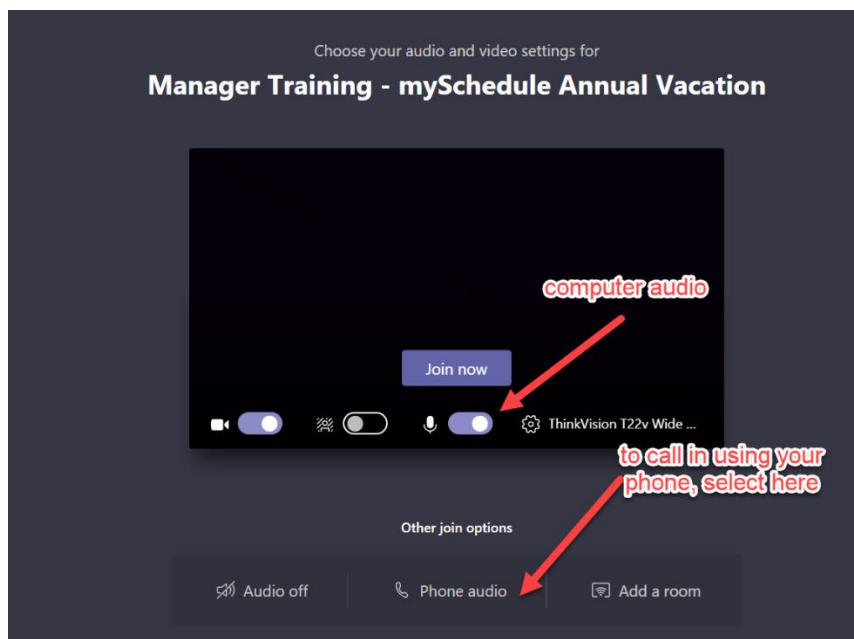
## Online Training Sessions (using Microsoft Teams)

You do not have to pre-register for any of the training sessions.

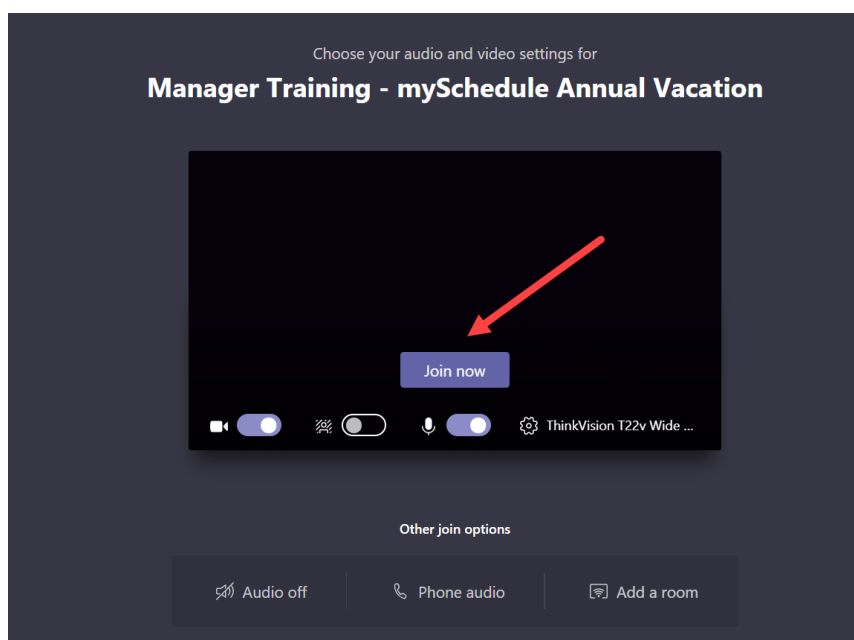
1. To join a training session:

- At the start time of the session, click on the “Date” from the training schedule on the following page and you will be directed to the session. *Please ensure you have signed into Microsoft Teams on your computer or mobile device prior to attending a session* (visit the [OurNH Microsoft Teams page](#) for more information).

2. Select your audio method (computer or phone). Computer audio is likely the default setting (as in the screenshot below) and if this is your method of choice, no action is required, and you can go to step 3. If you wish to join by phone, then select Phone audio option as noted in the screenshot below.



3. Then select “Join now”



**Employee Training Schedule – mySchedule Annual Vacation:**

<b>Date</b>	<b>Time</b>	<b>Meeting ID</b>
<a href="#">October 19</a>	10:00-11:00	269 687 184 361
<a href="#">October 21</a>	10:00-11:00	291 494 907 693
<a href="#">October 25</a>	10:00-11:00	251 340 972 583
<a href="#">October 27</a>	14:00-15:00	256 653 901 902
<a href="#">October 31</a>	14:00-15:00	294 416 110 742
<a href="#">November 2</a>	11:00-12:00	262 235 406 656
<a href="#">November 7</a>	10:00-11:00	265 119 720 578

If you have any questions, please contact [mySchedule@northernhealth.ca](mailto:mySchedule@northernhealth.ca).