

Employee Training Sessions - mySchedule Annual Vacation

October 13 to November 16, 2021

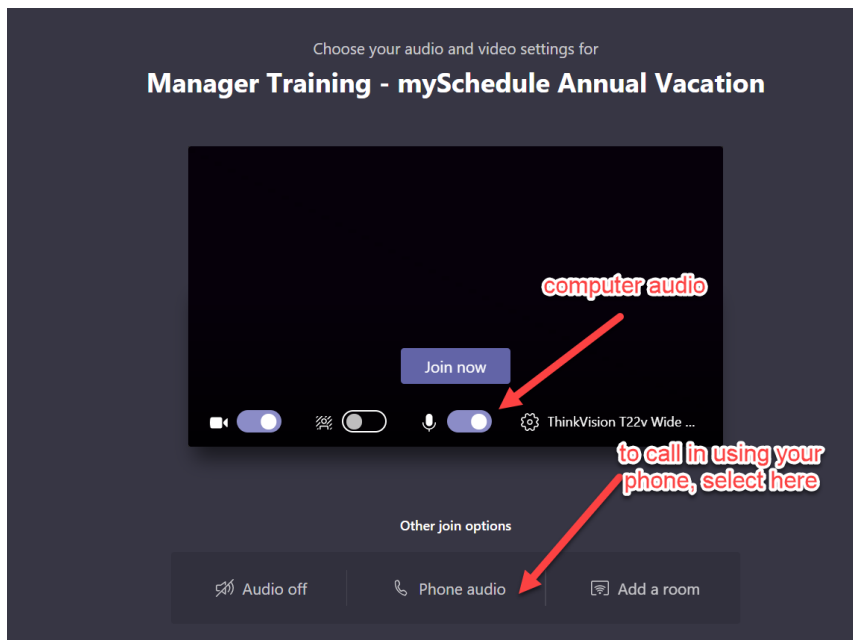
Online Training Sessions (using Microsoft Teams)

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

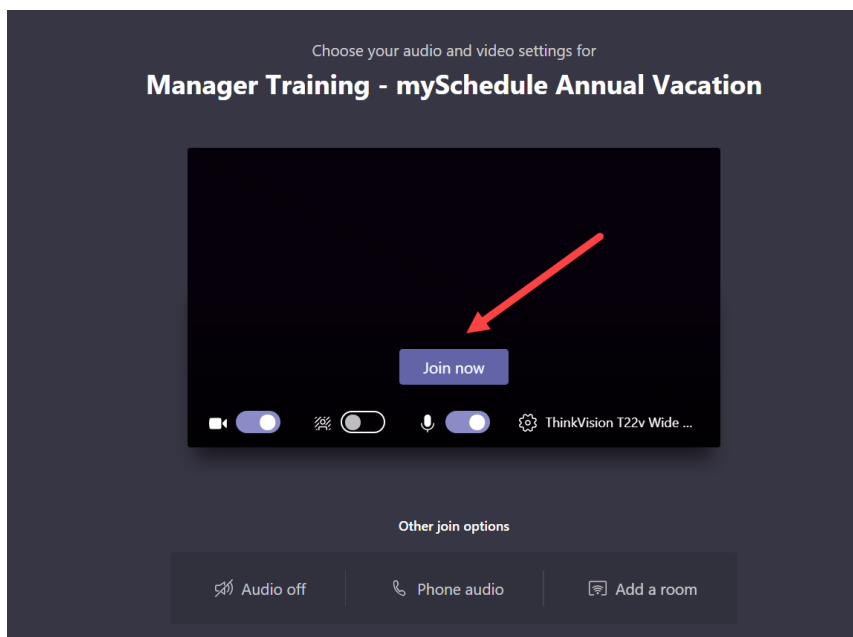
1. To join a training session:

- 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:

Date	Time	Conference ID
October 13	10:00-11:00	452 297 059#
October 15	14:30-15:30	713 276 81#
October 19	10:00-11:00	639 632 25#
October 21	10:00-11:00	226 166 740#
October 25	10:00-11:00	441 002 401#
October 28	10:00-11:00	169 333 883#
November 2	10:00-11:00	121 001 01#
November 5	11:00-12:00	801 245 150#
November 8	10:00-11:00	793 011 766#
November 12	14:00-15:00	868 765 574#
November 16	10:00-11:00	512 206 943#

If you have any questions, please contact mySchedule@northernhealth.ca.