

Employee Training Sessions - mySchedule Annual Vacation

October 18 to November 1, 2023

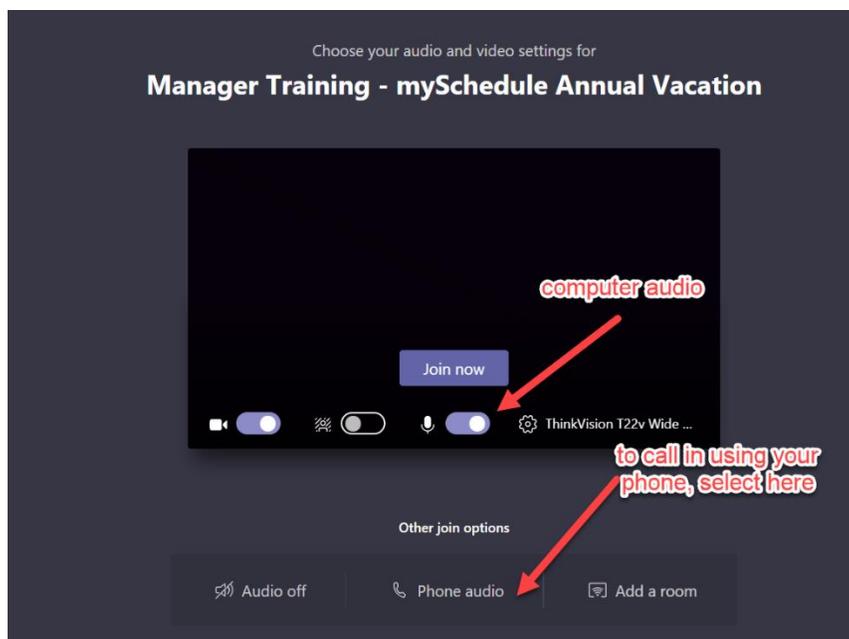
Online Training Sessions (using Microsoft Teams)

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

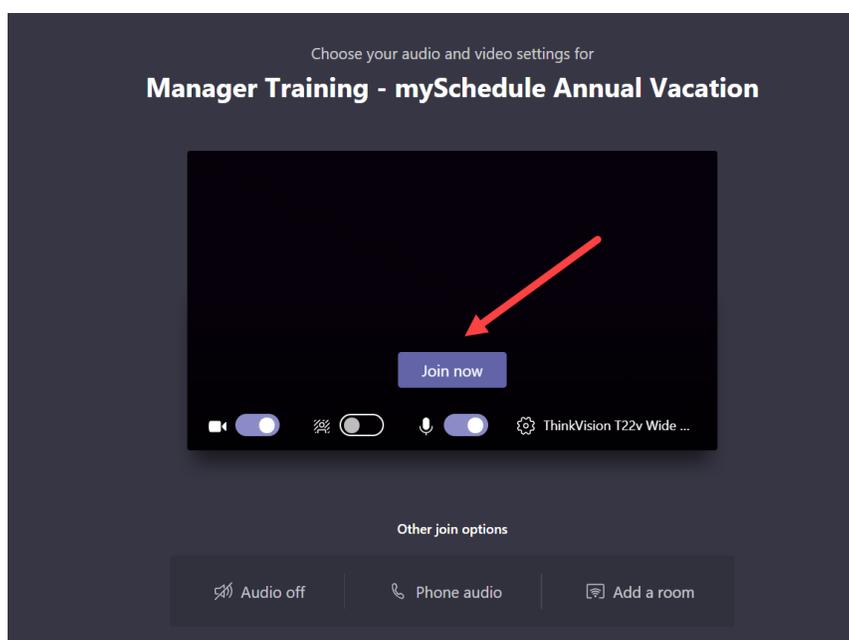
1. To join a training session:

- 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 [MyNH 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 18	10:00-11:00	614 656 719#
October 20	10:00-11:00	551 049 564#
October 24	10:00-11:00	861 941 403#
October 26	14:00-15:00	298 606 64#
October 30	14:00-15:00	167 829 340#
November 1	11:00-12:00	316 158 799#

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