



Pop-up Training Housekeeping Items

Thanks for enrolling in MACC's Pop-up Training. We can't wait to get started with your training classes! First, here are a few helpful "Housekeeping Items" you'll find useful on the day of your Pop-up Training.

Accessing the training courses

On the day of your training, click on the link sent to you by MACC's Training Team and use the provided password.



[HOME](#) [BILLING](#)

Password Protected

To view this protected post, enter the password below:

Submit

Accessing the class' shared screen

Click on the link for your class.

June Pop-up Training Schedule

Click on each course title to join the class when it is scheduled to begin

Tuesday, June 15th

Time (Central)	Courses				
8:30 a.m. - 10:00 a.m.	Plant 101	CM Guide to FCC Reporting	The Administrator's Guide to CM	CM and Web Reporting Highlights	AM Recurring Processes
10:30 a.m. - Noon	CM What You Might Have Missed				
11:00 a.m. - Noon				CM MACC Mobile Beginner Review	
1:00 p.m. - 2:30 p.m.	CM MACC Mobile Deep Dive	CM What's New in 21.1		AM What's New in 21.1	AM - What You Might Have Missed
2:30 p.m. - 4:30 p.m.			Marketing in CM - A Case Study		

A web browser will now open. You have two options for proceeding to the class. You can use your web browser (Chrome, Edge, etc.) Or, if you have Microsoft Teams installed, you can use this application as well. To make your choice, click on the appropriate button.

How do you want to join your Teams meeting?



Download the Windows app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.

Use your first and last name

When logging in to Teams, please enter your first and last name when prompted.

Using Microsoft Teams' meeting tools

We'll be using Microsoft Teams to share our Trainers' screens for each class. Below are some helpful tips to get the most out of the class and ask questions as they arise.

Use the buttons in Teams to interact in training.



Make sure both your camera and your microphone are turned off. They will have lines through them when they are disabled.



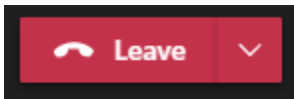
The chat button can be used to ask a question. A moderator will review the question and either answer or ask the trainer at an appropriate time. You would then type your message or question into the chat pane.



Use the raise hand button to get the moderator's attention.



Use the Leave button to exit the session.



Questions?

If you have any questions on these housekeeping items, please contact Julie Riecken at 402-533-5313 or jriecken@macnet.com.