



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.

Wednesday, April 20th

Time (Central)	Courses					
8:30 a.m. - 10:00 a.m.	Scheduling Best Practices	Address Management Pro Tips				
10:30 a.m. - Noon		Bill Cycle Processing Best Practices	The Best of Messaging	What's New in Accounting Master 22.1	Customizing Accounting Master Reports	Money-Saving Email and eBill Tips
1:00 p.m. - 2:30 p.m.	Speedy Disconnect/Reconnect	E911 Pro Tips		Accounting Master MACC Mobile	Accounts Payable 101	Hidden Potential of Web Reporting
3:00 p.m. - 4:30 p.m.	Customer Master Tips and Tricks		What's New in Customer Master 22.1	Accounting Master Tips and Tricks	Fun with Work Orders	

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.

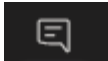
Use the buttons in Teams to interact in training.



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



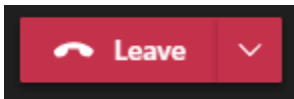
The chat button can be used to ask a question. A moderator will review the question and either answer or ask the trainer at an appropriate time. You would then type your message or question into the chat pane.



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.