PRESTIGE ENTRIES

Joining Your Online Training Call

Your training session is hosted on Microsoft Teams. You do not need to download anything or create an account — you can join right from your web browser in about 30 seconds.

1

Check your email

A few minutes before our scheduled time, open the calendar invite you accepted. It has a blue “Join the meeting” link.

2

Click the link

Click “Join the meeting” right in the invite. A browser tab will open — no software to install.

3

Continue in your browser

If asked, choose “Continue on this browser” (not “Download the Windows app”). This is the fastest option and works the same way.

4

Type your name and join

Enter your name, allow your camera/microphone if prompted (turning the camera off is fine), then click the purple “Join now” button.

5

Wait to be let in

You may briefly see “Someone will let you in soon.” I'll admit you within a minute of you arriving.

If I ask you to share your screen

1. Look for the icon that looks like a small square with an arrow, in the row of controls (usually at the top or bottom of the window).
2. Click it, then choose “Screen” or the specific window you want to show (for example, your E-Catalog screen).
3. Click “Share.” Everyone on the call will now see your screen instead of your camera.
4. When you're done, click “Stop sharing” to return to the normal view.

Trouble joining? Call or text me directly and I'll help you get connected, or we can switch to a phone call for the training instead.

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