

Joining a Learning & Development Skype training event from a WSCC computer

When you have booked on an event you will be sent an email from the Learning & Development admin team.

1. Open the email, and then open the **calendar event attachment** with the name of the course on it (double click).

Designing and Delivering Webinars Monday 7 September 2020

West Sussex Learning and Development Gateway CPD Online <cpd.westsussex@support.webbased.co.uk>
To: Clare Firman

Retentive Policy: Auto-delete After 15 Months (1 year, 3 months) Expires: 17/11/2021
You forwarded this message on 17/08/2020 10:06.

Attachments: sc_10-8-2020-101935_Designing Delivering Webinars7 sept.ics (9 KB), sn_23-7-2020-113921_Joining Skype video calls (external).docx (583 KB), calendar372148.ics (1002 bytes)

Clare Firman
L&D Admin

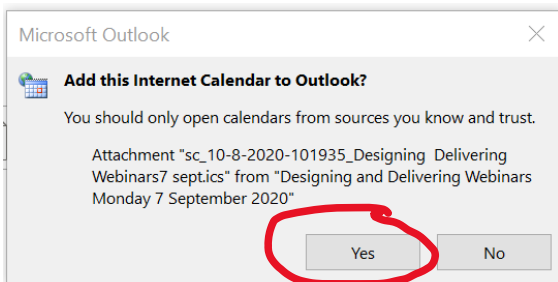
Course Title: Designing and Delivering Webinars
Course Code: CO 20/2297
Booking Ref: SC/372148

I am contacting you to confirm you have been successful in gaining a place on the above course. Please download a map and directions to the venue from the site.

Course Date(s)
Monday 7 September 2020
Time: 10:00 - 12:00
Venue: Online Learning, Online Learning, , Online Learning
Map: <https://maps.google.co.uk/maps?iwloc=A&hl=en&q=OnlineLearning>

Kind regards

2. Click on **Yes** when the **Add this internet Calendar to Outlook?** box pops up.



3. Click **Accept** on the meeting invite, it will appear in your calendar.

Designing & Delivering Webinars - Meeting

File Meeting Help Tell me what you want to do

Accept Tentative Decline Propose New Time Respond Meeting Notes Calendar

Designing & Delivering Webinars

Pen Milton
Required Sally Reading; Rahul Chacko

Accept Tentative Decline Propose New Time

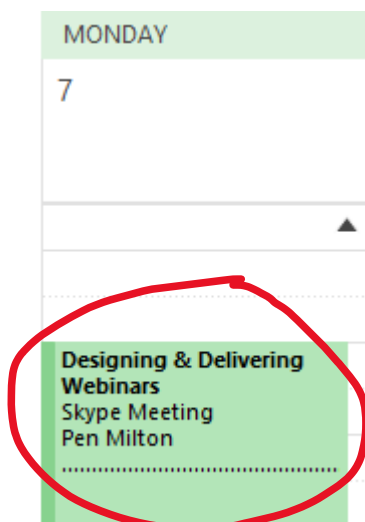
07 September 2020 10:00-12:00 Skype Meeting

[Join Skype Meeting](#)
Trouble Joining? [Try Skype Web App](#)

Join by phone
0330 2222 000 (ext 22000), 509344# (Chichester) English (United Kingdom)
[Find a local number](#)

Conference ID: 509344
[Forgot your dial-in PIN?](#) | [Help](#)

4. Join the event 15 minutes before the start time. Go into your outlook calendar, find the event, open it by double clicking on it.



5. Click **Join Skype Meeting**

Accepted on 23/09/2020 16:18.

Designing & Delivering Webinars

Organizer ● Pen Milton

Time 07 September 2020 10:00-12:00

Location [Skype Meeting](#)

Response ✓ Accepted [Change Response](#)

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

0330 2222 000 (ext 22000),,509344# (Chichester)

English (United Kingdom)

[Find a local number](#)

6. Click on **OK** and join the meeting

