



Resource Requirements

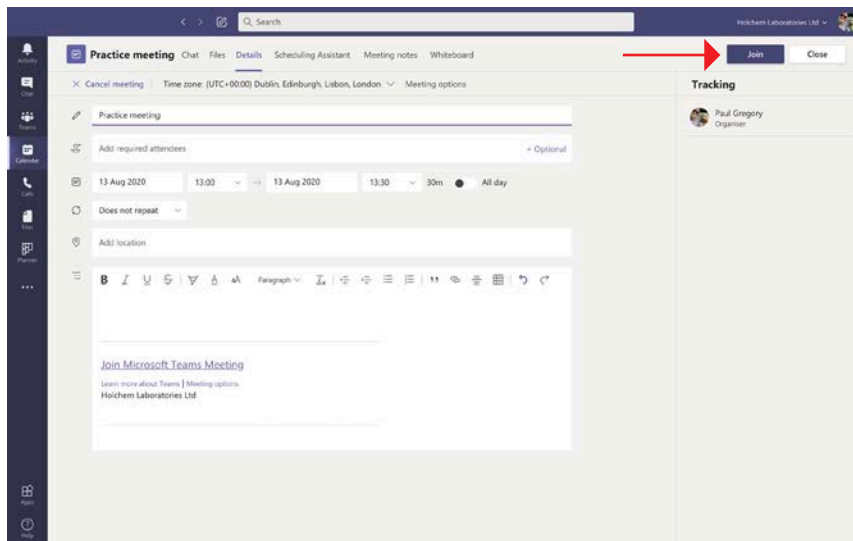
Bandwidth (up/down) Scenarios

30 kbps	Peer-to-peer audio calling
130 kbps	Peer-to-peer audio calling and screen sharing
500 kbps	Peer-to-peer quality video calling 360p at 30fps
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps
500 kbps/1 Mbps	Group Video calling
1 Mbps/2 Mbps	HD Group video calling (540p videos on 1080p screen)

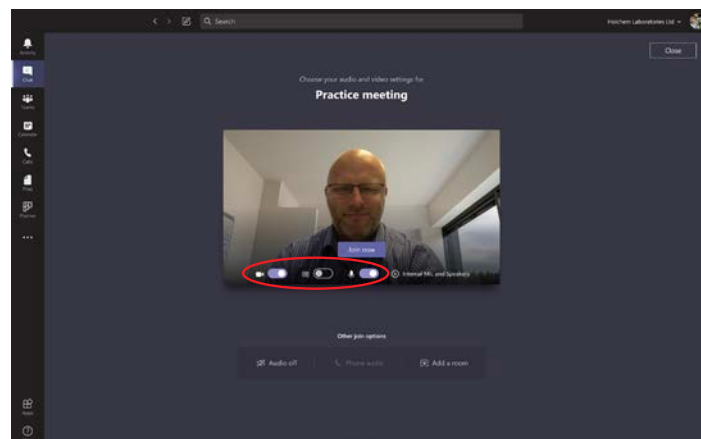
1. A strong and stable connection is required, please check with your IT department.
2. A device with a front-facing camera.
3. A microphone and speakers, a conference speaker with a microphone in the centre of the group works well, relying on the laptop microphone for a group will mean people at the back of the room are difficult to hear.
4. Access to Microsoft Teams
5. Sufficient battery for the duration of the course if not using a power cable.
6. It is strongly recommended that you use a laptop or computer for this course as that will allow for the best possible experience. If using a mobile device, a stand would be advisable. If using one device for a group, connect to a large screen to ensure all can see the presentations.
7. If several devices are connecting in the same room, headphone with a microphone is advisable.
8. A quiet location so as not to be disturbed during the course.
9. Prior to the event, conduct a practice session to ensure everything is working correctly.
10. Any training materials required for the course will be sent out prior to the day of the course.

To Join the Meeting

- From the calendar within the Teams App, click on the meeting and ensure you have accepted.
- At the top right-hand side of the screen, click the “Join” button to connect to the training course.



- Ensure that when you join, your Microphone and Video are switched on.



- If you are placed into the “lobby” when joining the course, the tutors will be notified and admit you to the course.
- During the course we would ask you to use the raised hand to highlight to the tutor that you have a point to raise. We may ask you to mute your microphone at points during the course.

