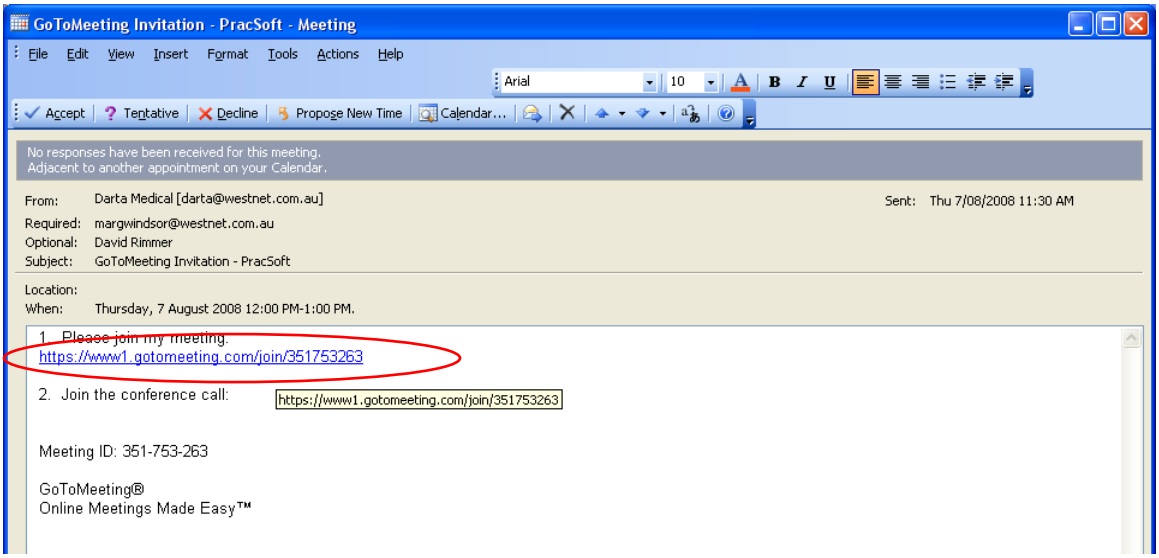
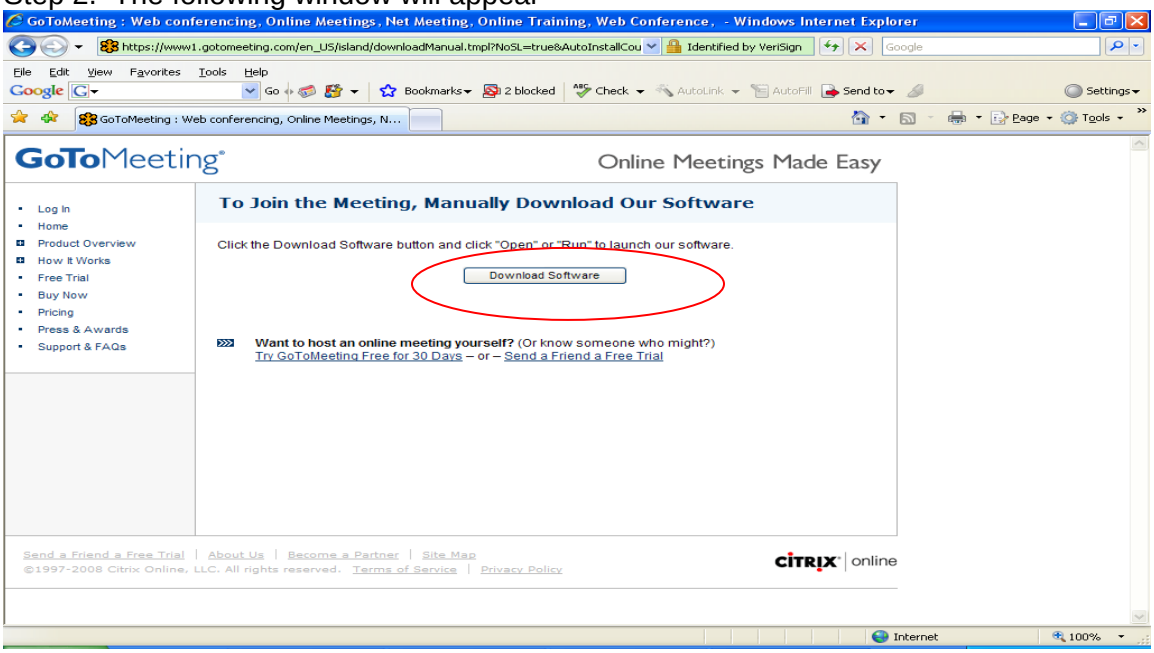
Instructions for Accessing Remote Training

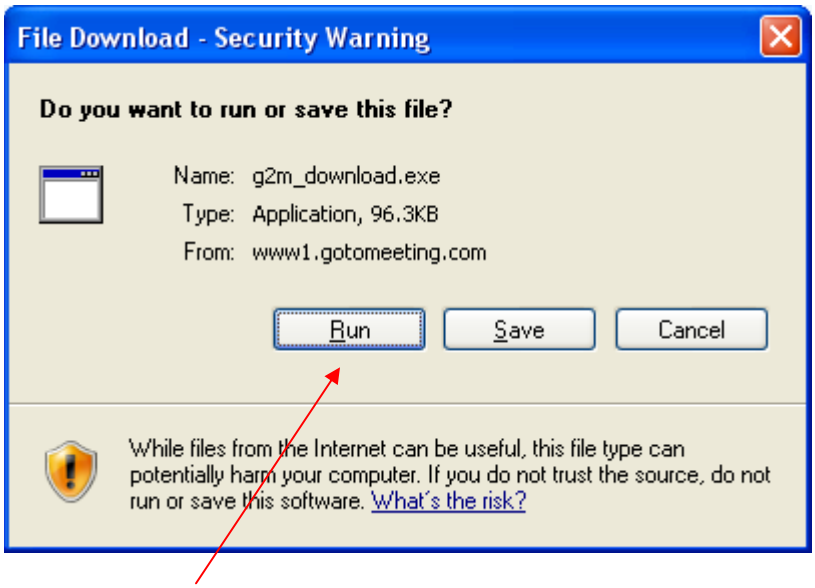
Step 1.
You must be connected to the Internet for our sessions
You will receive an email inviting you to join a meeting.
If you use Microsoft Outlook this will automatically insert a reminder into your calendar if you click “accept” and remind you when your meeting is due at which time you click on the link.
If you don’t use Outlook, at the appointed time go to the original email and simply click on the link.



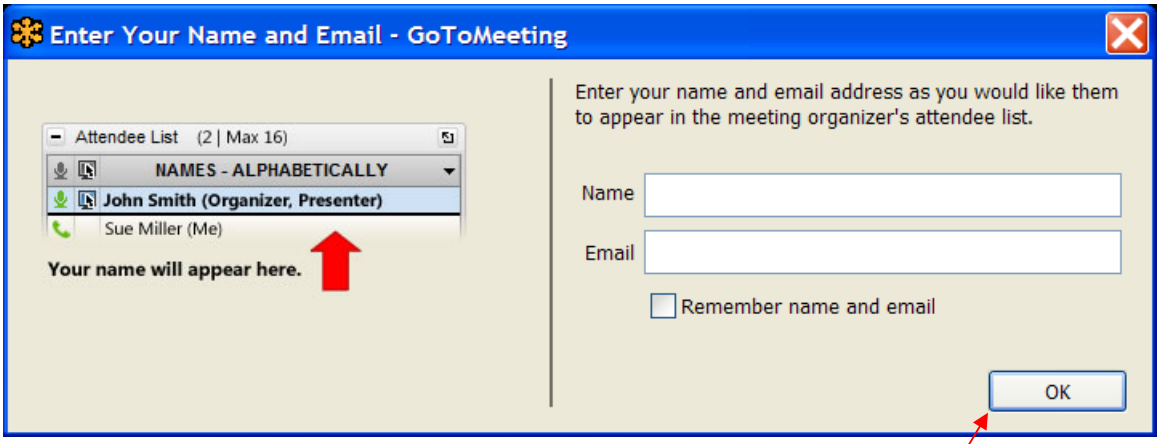
Step 2. The following window will appear



Download the software which is a very small “thin client” program allowing you to view the presenter’s screen and if you permit, allowing the presenter to see your screen. The software stays on your computer so if you have repeat sessions step 2 and 3 are no longer necessary

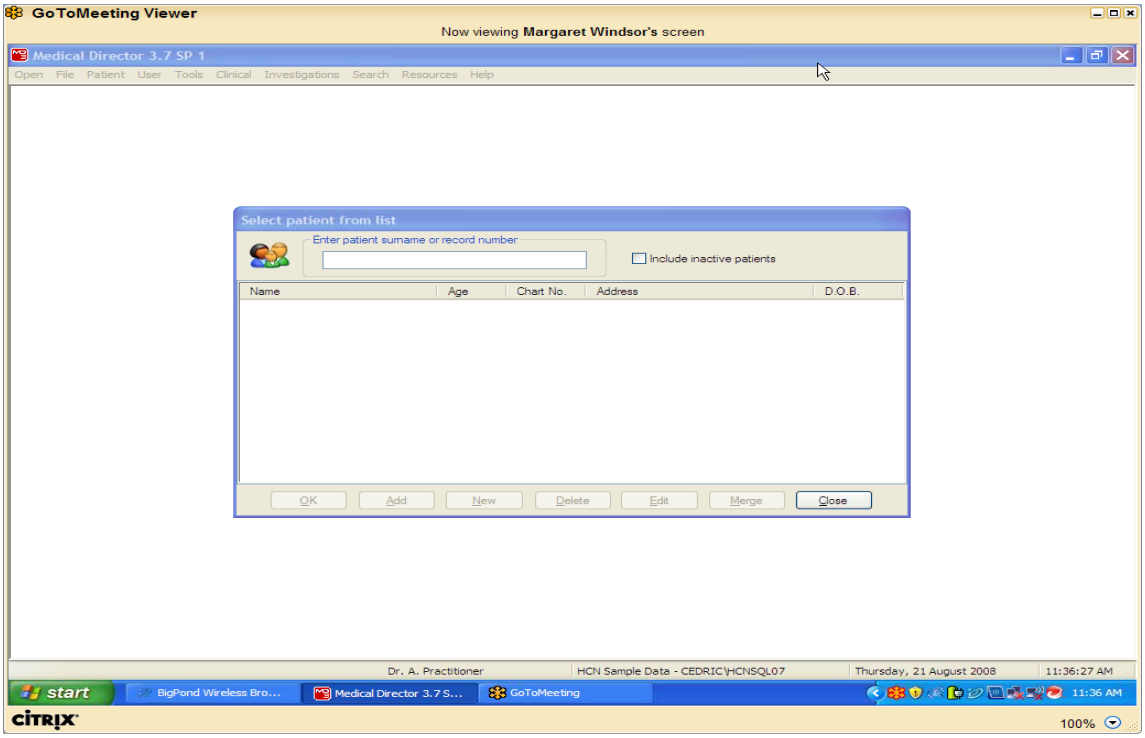


Step 3. Click Run

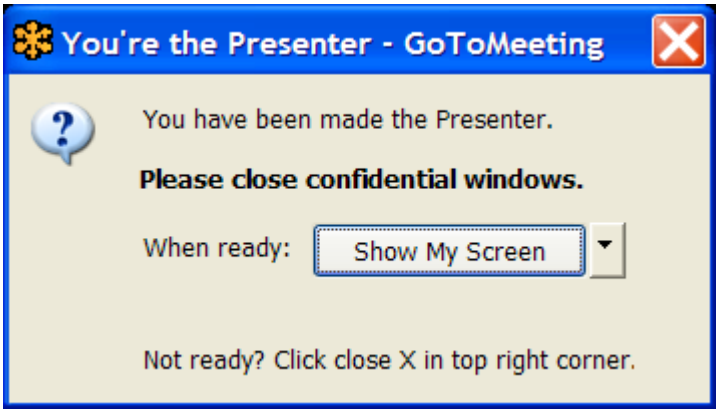


Step 4. You will then be prompted to enter your name and the email address to which the invitation was sent so that presenter knows you are on line. Click OK

Your screen will then look like this



You are ready to start the training session sharing mouse and keyboard control with the presenter. You will be trained on the presenter's "teaching" database which you share on your screen.
If you are doing the training from a computer which has access to your "live" Medical Director or PracSoft, you have the option of permitting the presenter to share your own screen which allows our trainers to trouble shoot and teach on your own system.



You have control at all times and any actions by our trainers are visible to you, in the same way that any actions by you in the "teaching" database and screen are visible to the trainer.