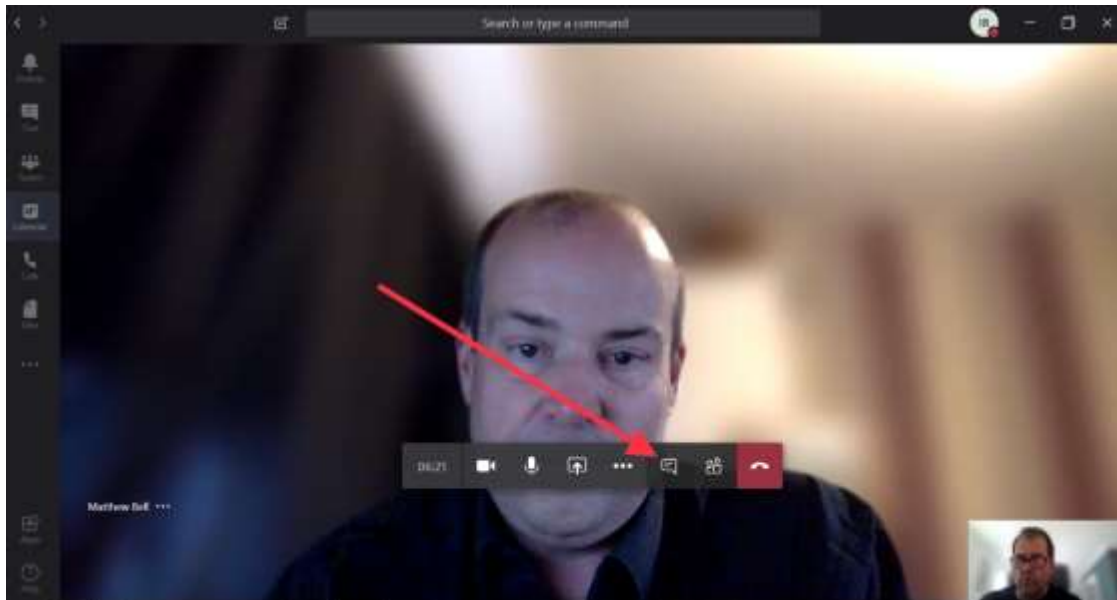


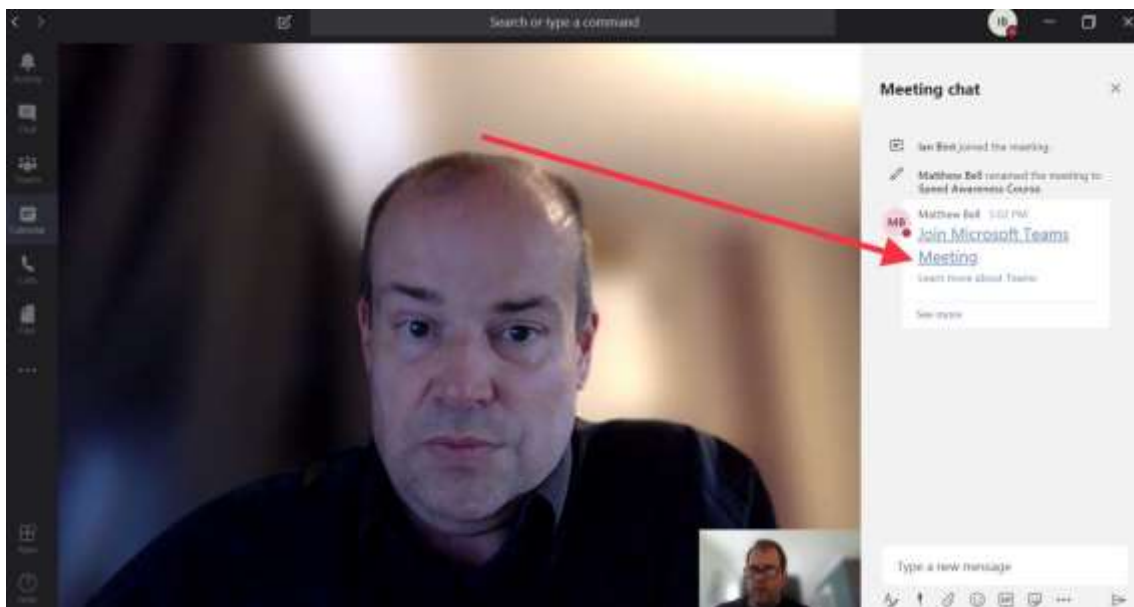
User Guide for the Identification Check on **Windows**

Follow the below steps to complete your ID check using Windows.
Only do this when instructed to do so by your course presenter.

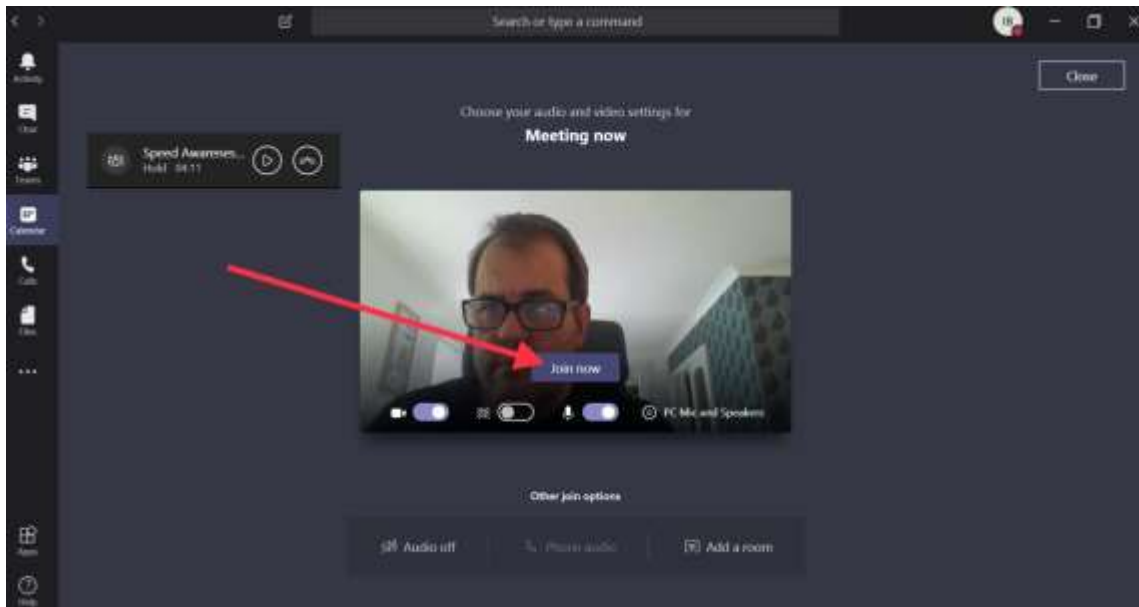
Step 1 – Hover your mouse over the control bar and click the Conversation button.



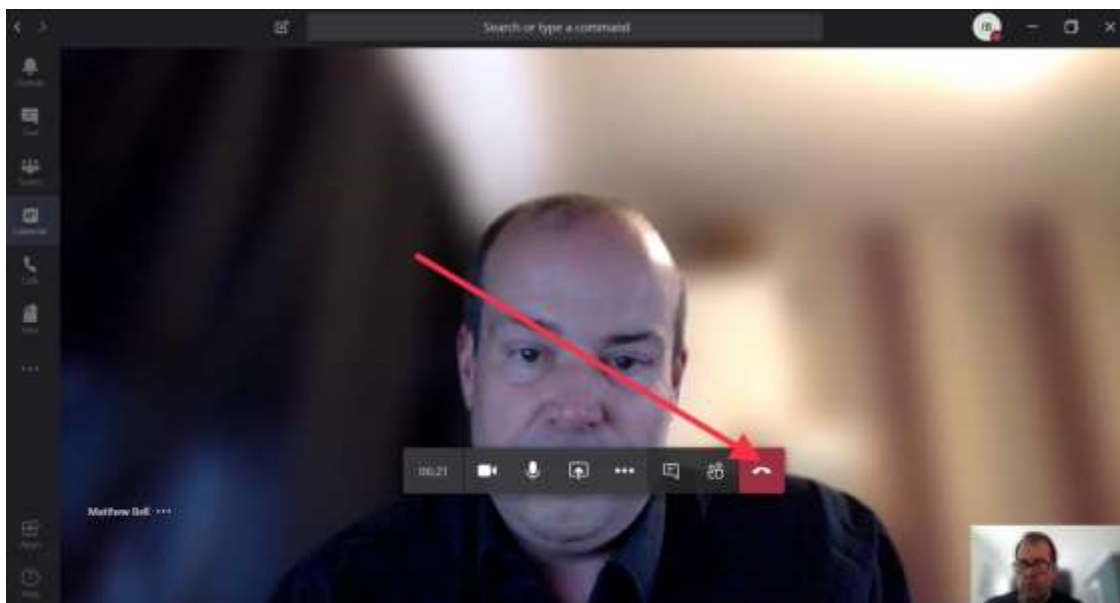
Step 2 – Click on the 'Join Microsoft Teams Meeting' link.



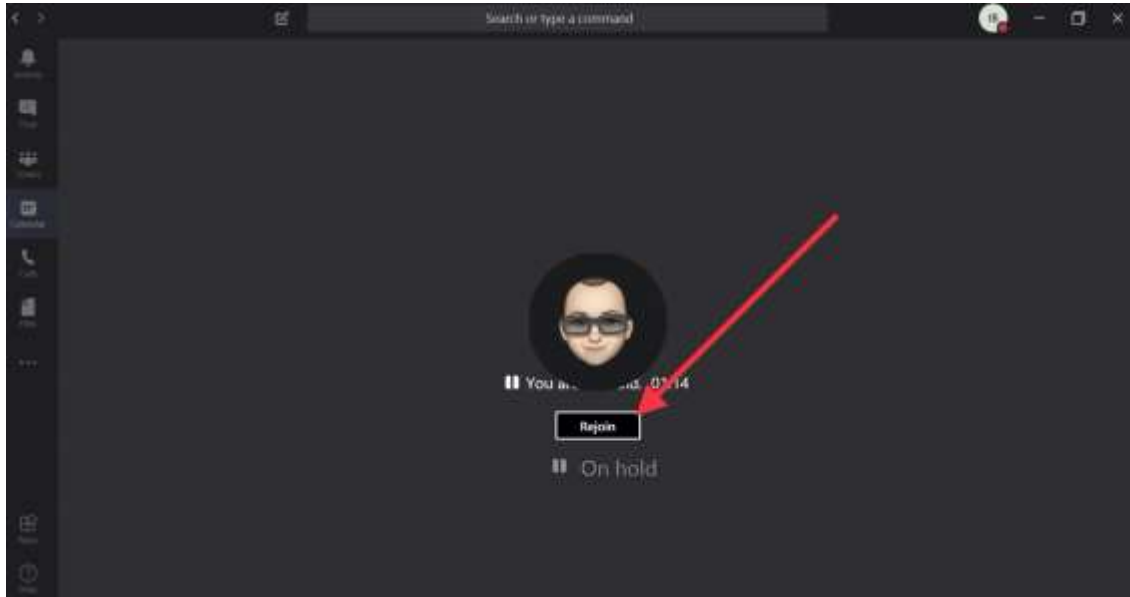
Step 3 – Click 'Join now'.



Step 4 – Once you've had your ID checked you will be asked to hang up this call by tapping the red button to re-join the course.



Step 5 – Click rejoin to return to the course meeting.



If you are waiting for more than 2 mins to re-join the course, or to be let back in, please close the call down and re-click the link in the joining pack.