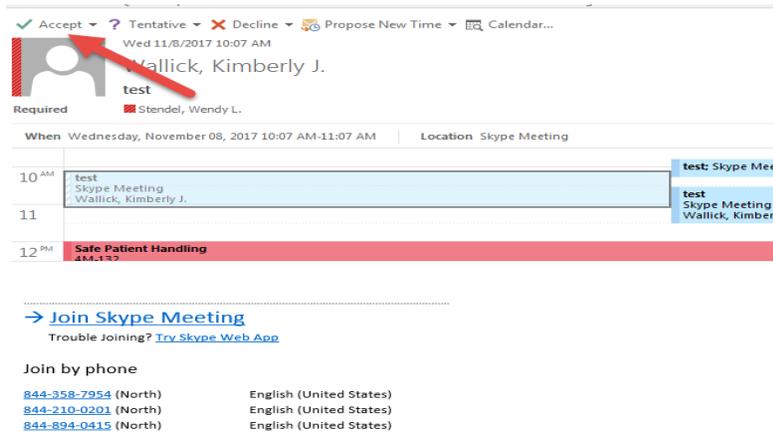
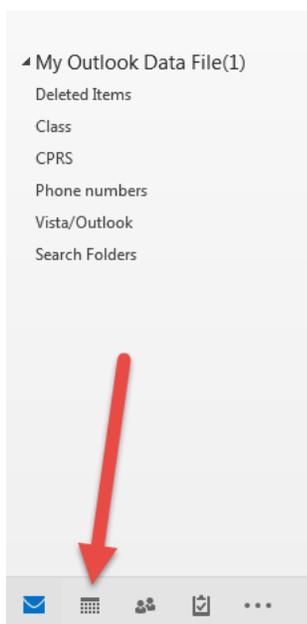


Skype Participant Directions

1. Accept the skype meeting request in your Outlook email inbox. The skype meeting will automatically be sent to your Outlook calendar.



2. Click on the Outlook calendar icon located on the bottom left of your Outlook email screen.



3. Locate the skype meeting on your calendar. Double click to open the meeting. Click on “Join Skype Meeting.”

[Join Skype Meeting](#)

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

Join by phone

[+16122130804](#) (Dial-in Number)

English (United States)

[Find a local number](#)

Conference ID: 520638781

[Forgot your dial-in PIN?](#) | [Help](#)

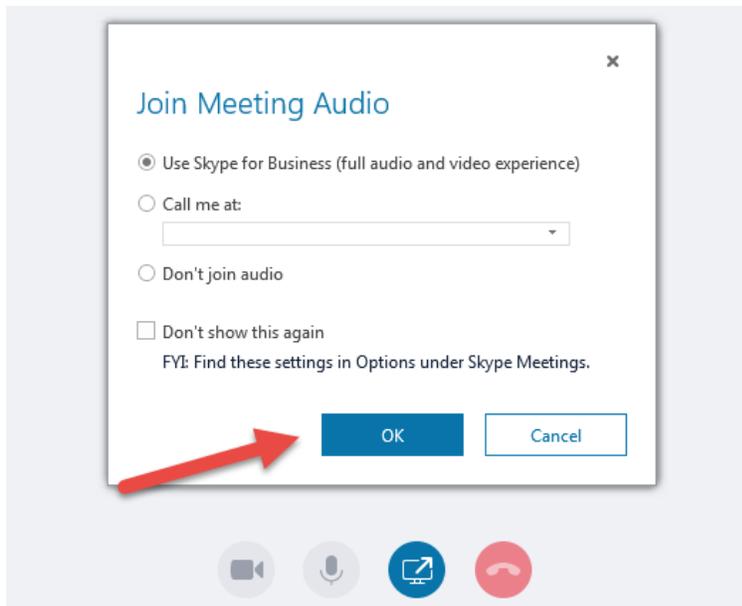
Hint: If you are using a desktop computer rather than a laptop, you will probably need to also call in using the **phone number** in the invitation along with the **conference ID number**. This is because most desktop computers do not have speakers or a microphone. The phone functions as your speakers and microphone. If you just want to listen, you can plug a headset into the desktop computer and listen that way. Each individual should adjust sound volume themselves using the audio icon at the bottom of their screen. Looks like this:



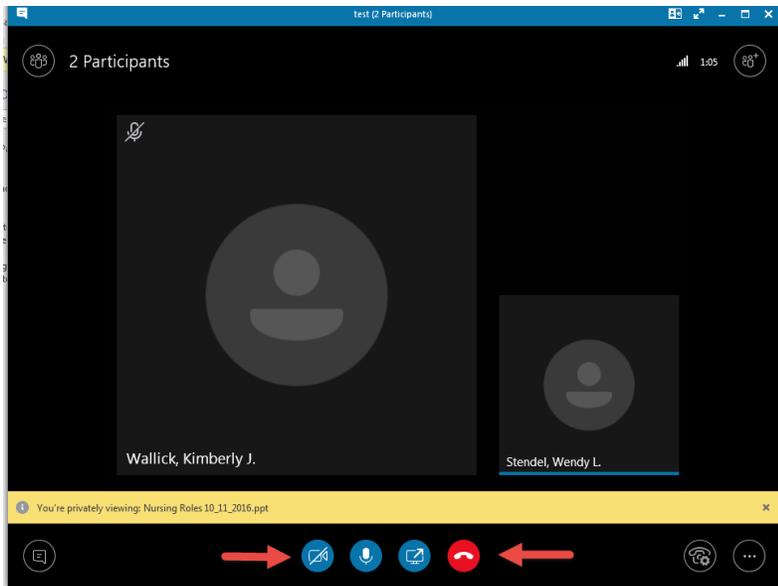
Your keyboard function keys (“F” keys) also may control sound. On my computer it is **Fn+F2** for louder and **Fn+F1** for quieter. Your keyboard may be different.

Questions can be sent to the presenter using the instant messaging (IM) function in Skype.

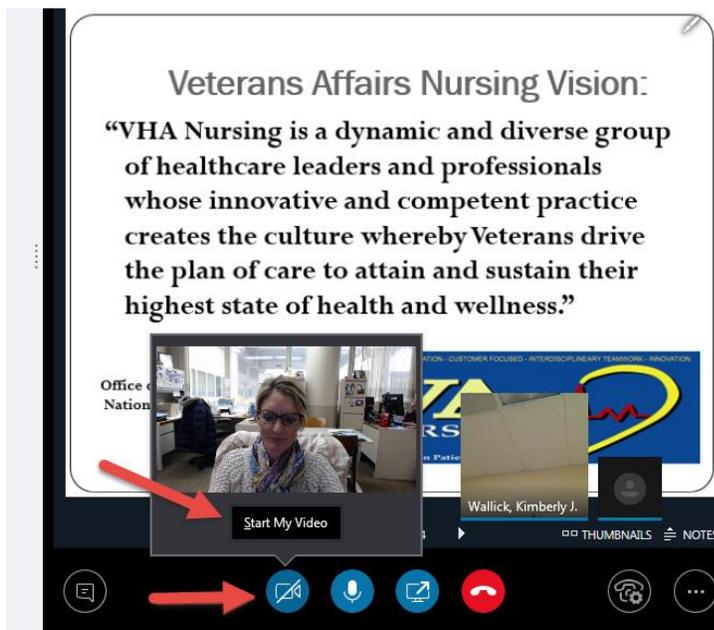
4. A box will pop up titled “Join Meeting Audio.” You will be using Skype for Business and click OK.



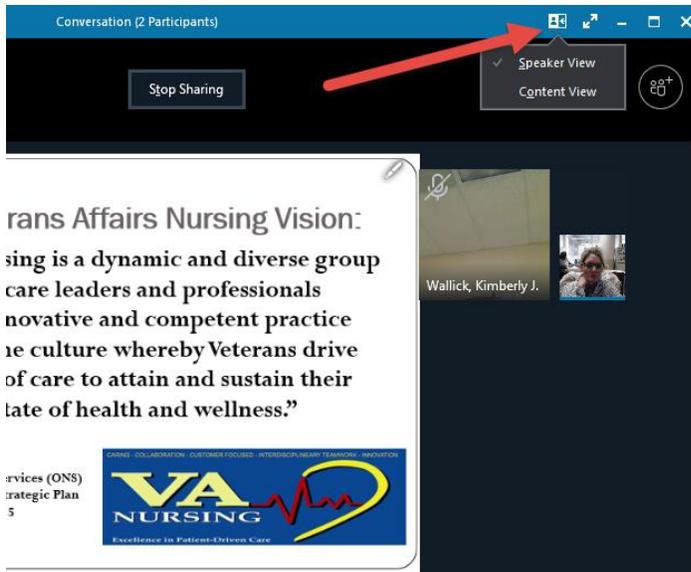
5. A black screen (stage) will pop up with the participants. The icons located on the bottom of your black screen allow you to turn on the skype camera, mute/unmute the microphone, add content to share, or end the skype session. **Mute the microphone in Skype or on your phone itself so that background noise (cough, sneeze, chewing, etc.) does not carry into the meeting.**



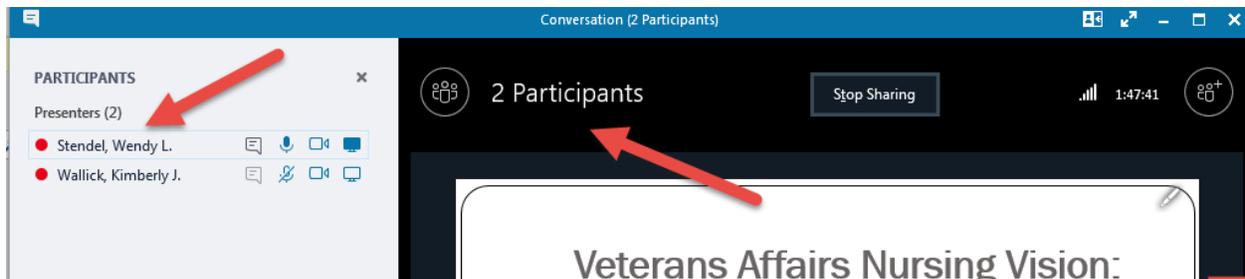
6. Please do not turn on the Skype camera unless you are directed to by the instructor. If you do, you will be visible to everyone in the meeting.



7. On the top right hand corner, you can choose to "Pick a layout." "Speaker View" will show the presenter and other participants. "Content View" will remove the skype images.



8. On the upper left hand side of the stage you will see a box labeled "Participants." This is where you will find our name.



9. At times, the presenter may mute the audience. You can still ask questions. On the bottom, left hand side of the stage, there is an IM icon. Click on this icon and begin typing your question.

Conversation (2 Participants)

2 Participants Stop Sharing 1:53:43

PARTICIPANTS

Presenters (2)

- Stendel, Wendy L.
- Wallick, Kimberly J.

[Invite More People](#) [Participant Actions](#)

CONVERSATION

Thursday, November 09, 2017

Hi!

Veterans Affairs Nursing Vision:

“VHA Nursing is a dynamic and diverse group of healthcare leaders and professionals whose innovative and competent practice creates the culture whereby Veterans drive the plan of care to attain and sustain their highest state of health and wellness.”

Office of Nursing Services (ONS)
National Nursing Strategic Plan
2011-2015

VA NURSING
Excellence in Patient-Driven Care

CARING · COLLABORATION · CUSTOMER FOCUSED · INTERDISCIPLINARY TEAMWORK · INNOVATION

SLIDE 3 OF 34 THUMBNAILS NOTES

