



VIEW Training



Dear VIEW Club,

We invite you to participate in our upcoming “Square Reader – General Information” webinar training session **throughout July-August!** Anyone interested is welcome to attend.

We will be hosting four **1-hour sessions** and participants are asked to choose and book one of those sessions.

Please note: The Smith Family/VIEW no longer uses Zoom for meeting or training. These sessions will be provided in **Microsoft Teams** which works like Zoom and enables online meetings, webinars, chats, screen sharing, and file sharing.

Do you need an account to use Microsoft Teams?

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow the steps to join as a guest.

For more information please go to <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508#:~:text=You%20can%20join%20a%20Teams,select%20Join%20Microsoft%20Teams%20Meeting>.

What will I learn?

By the end of the session, participants will be able to:

- Understand general information about Square Reader
- Know how to use Square Reader and purchase the device
- How to set up the account

Who can attend this training?

We invite all Club Treasurers, Assistant Treasurers, Secretaries, and other members who are interested, to join our Microsoft Teams webinar session.

How to participate Microsoft Teams webinar session?

Each **participant will be required to register for Microsoft Teams webinar session prior to the session.** Please see the attached “*How to join Microsoft Teams webinar session*” information page.

Please choose the date & time that best suits you and **register for only ONE session** by clicking on the registration link.

How to join the Microsoft Teams webinar session I registered for?

When the date and time of the session arrives – To attend the session please go to your confirmation email and click on “**Join event**” button at the time of the session. Or click on the link provided in the reminder email which will be emailed to you prior the session.