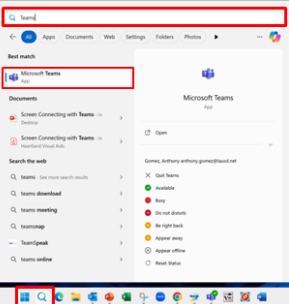

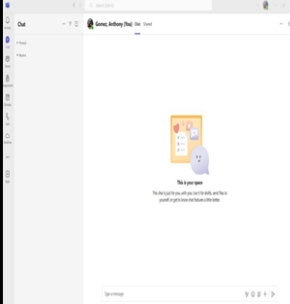


# Manager Instructions for Remote Access when Connecting with Teams

First step is Manager must open TEAMS on their managers computer follow instructions below.

1.  Search for **TEAMS** by using the search bar at the bottom of your managers computer.

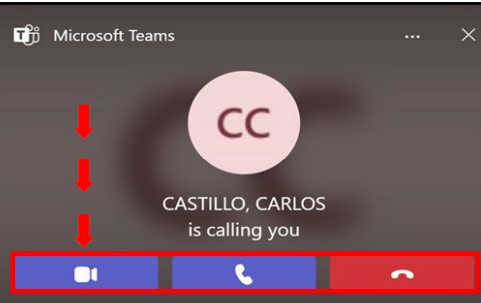
Double Click and Open **TEAMS** using the icon: 

2.  Once **TEAMS** is open, manager will wait for a video call from the assisting trainer.

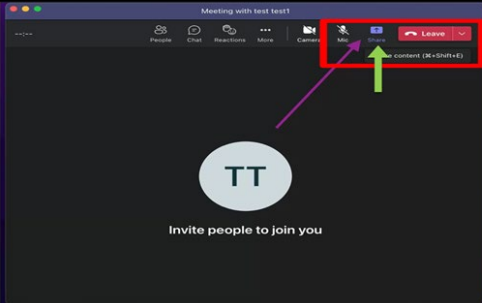
Trainer/Supervisor will video call manager.

Follow steps 3-6 once you answer the call from the trainer/supervisor.

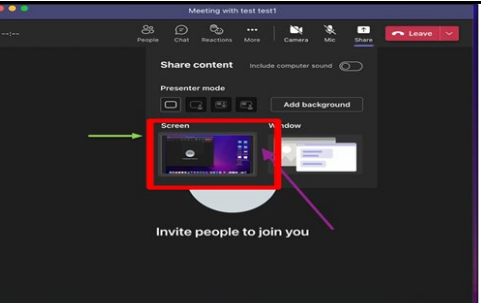
When a video call is sent to the manager the screen below will show on managers computer.

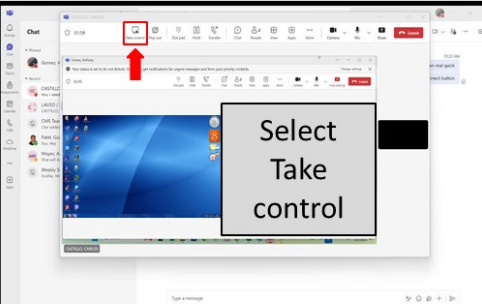
3.  Manager will answer the call on their computer using the video icon.

**Note:** manager can select phone icon if no camera at site.

4.  Manager will now select the share button at the top right of screen.

When a video call is sent to the manager the screen below will show on managers computer.

5.  When **Share** is clicked a drop down will show. Manager will share their screen showing their computer screen.

6.  Trainer/supervisor will now see Managers screen that was selected by manager.

Trainer will select **Take Control**.

A **Take Control Request** will be sent to the manager, when the manager grants access to take control, the trainer/supervisor will now have remote access.