

## VILT Requirements

Virtual Instructor-Led Training (VILT) sessions are hosted using Webex Training and launched in Nest. To ensure you can successfully connect and attend VILT sessions please review the following technology requirements.



Computer/laptop must be used during VILT sessions, no tablets or personal devices.

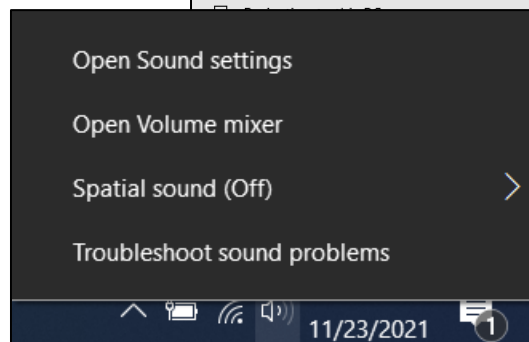
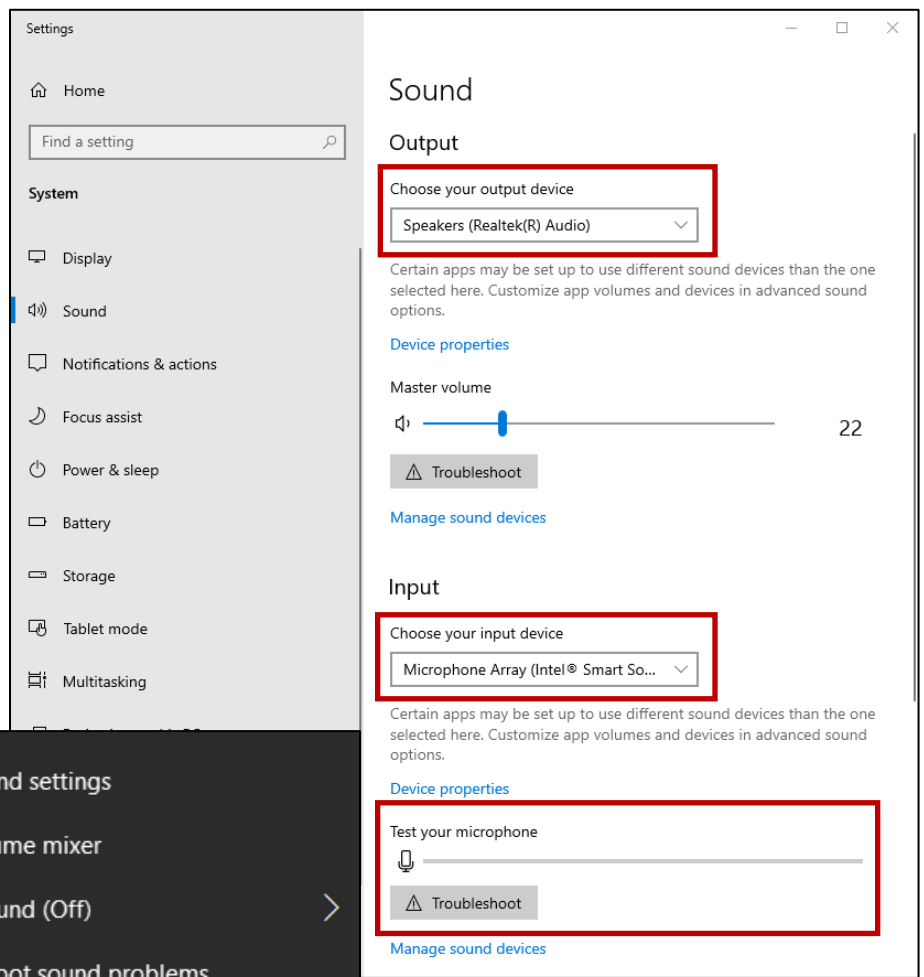
Use the latest version of Chrome, Firefox, or Microsoft Edge internet browser. Internet Explorer is **not** supported.



**Check your Sound settings**, make sure your speakers and microphone are on and the correct devices are selected.

Click the drop down under **Output** to change your speaker and the drop down under **Input** to change your microphone device.

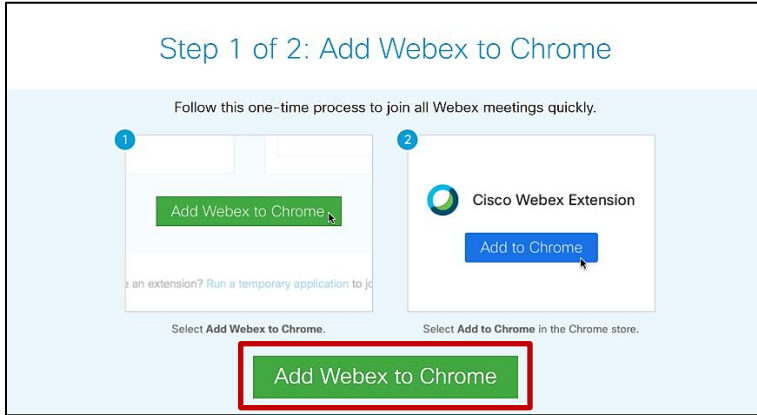
You can test your microphone by speaking, if working you will see blue appear in the bar next to the microphone icon.



Right click your sound icon and select **Open Sound settings** to view and/or change your settings.

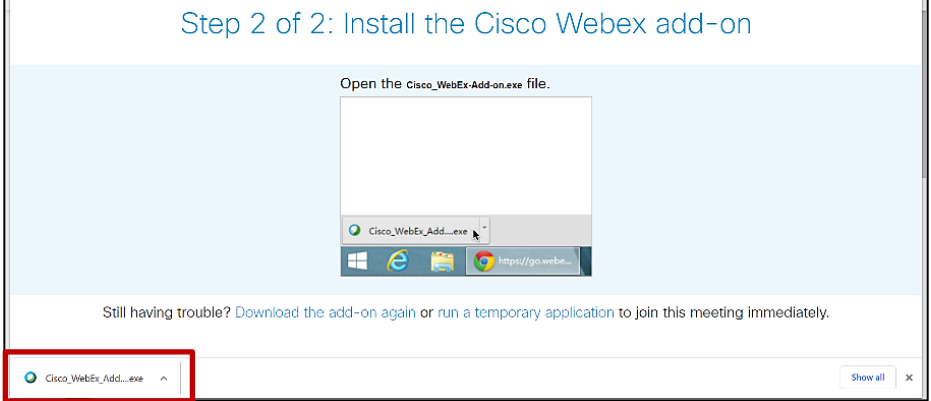
### Webex

The Cisco Webex extension is highly recommended for full functionality during the training session. If the Webex extension is not already installed on your computer you will be prompted to download and add it while joining the session.



When prompted, click **Add Webex to Chrome** to start the plug-in download. You may also download the Cisco Webex extension directly from the Google Chrome web store.

Follow the prompts to add the extension and start the download. Once the download has completed, click the .exe file titled **Cisco Webex Add-On** in the bottom left corner of your screen. After installation is completed you will automatically join the Webex session!



<b>Topic:</b>	HR351 - Employee Data Setup and Maintenance
<b>Host:</b>	CardinalLearning YellowGroup
<b>Audio Conference:</b>	US Toll +1-517-466-2023 US Toll Free +1-866-692-4530 <a href="#">Show all global call-in numbers</a>
<b>Access code:</b>	2438 077 5575
<b>Attendee ID:</b>	192691
<b>Training session number:</b>	2438 077 5575

Audio Conference

1 Use your phone or computer to join this audio conference.

> Use Phone

Use Computer for Audio

Call Using Computer

Test speaker/microphone

If you are unable to utilize your computer for audio you may dial in and use a phone as your audio/microphone. The dial in information is displayed on the screen. Be sure to keep Webex on your computer for your video!

When joining the Webex session you will be prompted to join the Audio Conference. Click **Call Using Computer** to utilize your computer audio/microphone.