

This will then take you to the **Registration** screen. On this screen you will find the **Event details**, including the **Time, Date** and the **application** used to run the session, as well as the name of the **Trainer/Speaker** hosting the session. Once you have confirmed that this is the correct session for you, input your **Contact Details** and select **Register now**.

Please note that the confirmation email will be sent to whichever email address you use to register for the event.

Intro to Smarter Working

Event details

02/12/2021, 10:00 - 02/12/2021, 11:00
Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London
Microsoft Teams meeting

Speakers

Charlotte Bryceson
Senior Capacity and Capability Manager

Register for this event * Required

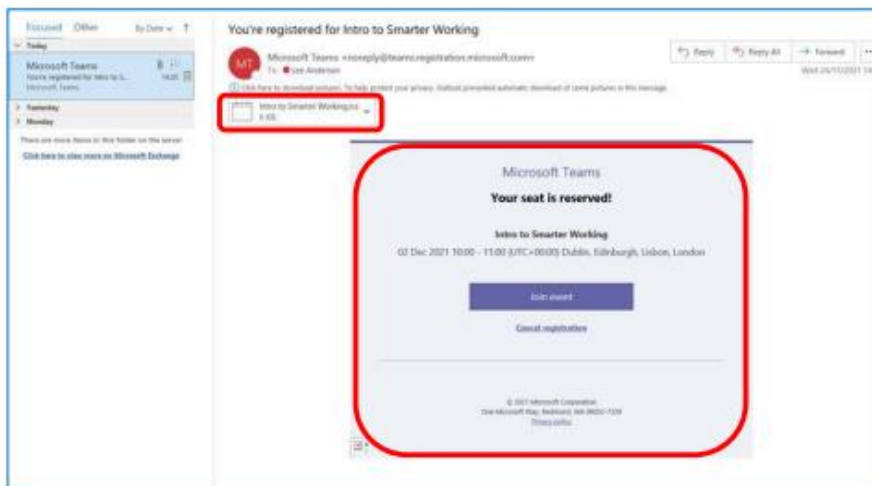
First name *

Surname *

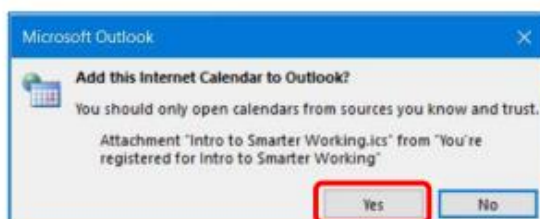
Email *

Register now

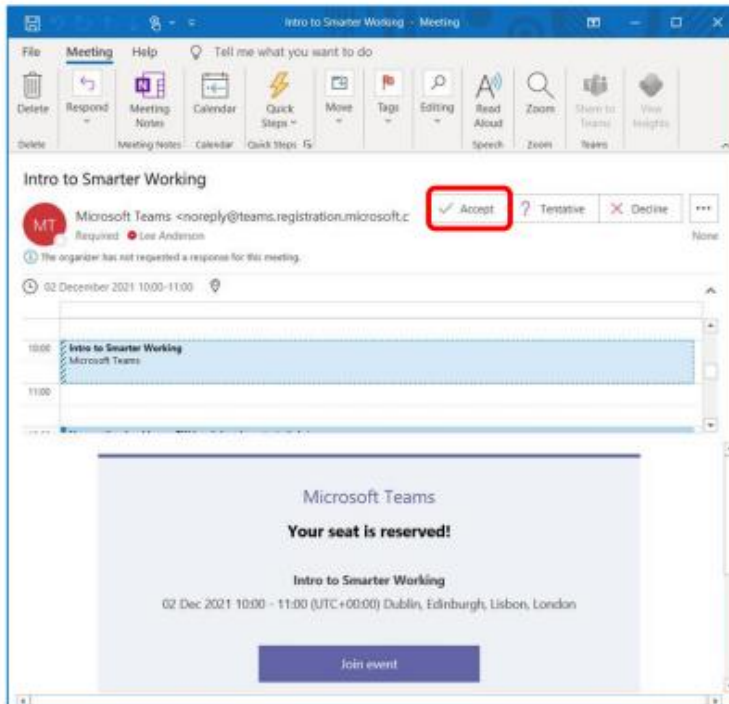
You will then receive a confirmation email in your inbox from Microsoft. In the email you will find the details of the session.



Double click on the **.ICS** attachment.



Click on **Yes**.



A calendar appointment will then be created with details of the training.

Click on **Accept**.

This will now appear in your calendar.

The benefit of doing this is that if the event date or time are changed it will automatically be updated in your calendar.