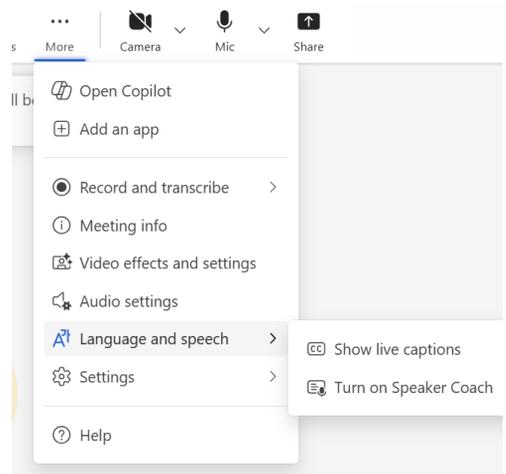




Guide to accessing the corporate welcome programme

If you are reading this, then you have probably been invited to attend our corporate welcome programme. The corporate welcome event is delivered via MS Teams as a webinar. The guide below and on the next 2 pages is designed to help you to access the session.

- 1. Using the MS Teams app:** You will have a better experience if you are using the MS Teams app to access the session. If you use a web browser you may not be able to access all of the MS Teams functionality.
- 2. Sharing a device:** If you are sharing a PC with colleagues please ensure ensure that anyone who does not log into the event contacts imperial.corporatewelcome@nhs.net. Everyone should register for the event even if they do not login. This will enable us to record your attendance.
- 3. Login:** We would encourage you to log in at least 10 minutes before the start of the event. This will allow for any technical issues. The sessions are always open at least 10 minutes prior to the start the event.
- 4. Sound:** If you experience issues with sound on the day, please check the speakers on the device you are using are not muted. Test this by accessing something like an audio or film clip via another app. If you still experience sound issues, please activate 'Captions' by going to the 'More' option on the MS Teams toolbar and selecting 'Language and Speech' and then 'Show live captions'. This will turn on captions (subtitles).



- 5. Contact us:** If you need help or support with registration, logging into the event, or other help before or on the day of the event please contact imperial.corporatewelcome@nhs.net

We hope you enjoy your corporate welcome programme

On the next 2 pages you will find a guide to the registration and login process.

Best wishes

Corporate welcome team

6. Event registration



**CORPORATE
WELCOME**

Corporate welcome

Details

The corporate welcome induction programme is designed to offer a warm welcome to Imperial, to our new starters. The programme provides an overview of key areas such as:

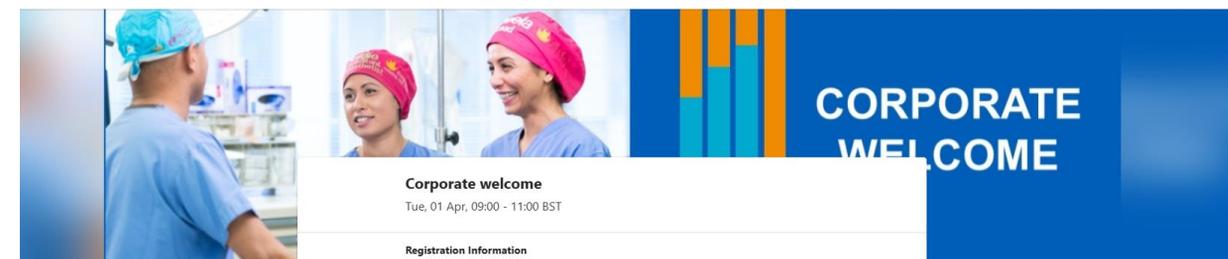
- our culture, including our values;
- our patients, including the importance of patient experience;
- our people, including support, wellbeing and benefits;
- quality and safety;
- and an overview of other key Trust objectives

Details

Tue, 01 Apr
09:00 - 11:00 BST
Online

Register

You will be asked to register for the event. We use the information you provide to add an attendance record to your LEARN account, and would appreciate if you could complete this as fully and accurately as possible.



**CORPORATE
WELCOME**

Corporate welcome

Tue, 01 Apr, 09:00 - 11:00 BST

Registration Information

First name * Surname *

Email *

Your job role *

ICT user name (if you know it -this will help us to record your attendance) , please enter n/a if you do not know this? *

ICT user name (if you know it -this will help us to record your attendance) , please ent

Your nhs.net email address (if you know it -this will help us to record your attendance) , please enter n/a if you do not know this? *

Your nhs.net email address (if you know it -this will help us to record your attendance)

Will you be managing people in your role? *

- Yes
 No
 Unsure

Are you in one of the following roles? *

- Healthcare support worker
 Maternity support worker
 AHP support worker (physio assistant, OT assistant, rehab assistant or similar)
 Other role

I have read and agree to the Microsoft Event Terms and Conditions *

Register

Cancel

Register for the event in advance. The email you receiving inviting you to attend the event contains the link to register for the event. After you register you will receive an email with the link to the event. However this can take time to come through. If you register in advance you will leave time to receive the email containing the link.

[Microsoft Privacy Policy](#), [Privacy Policy](#).

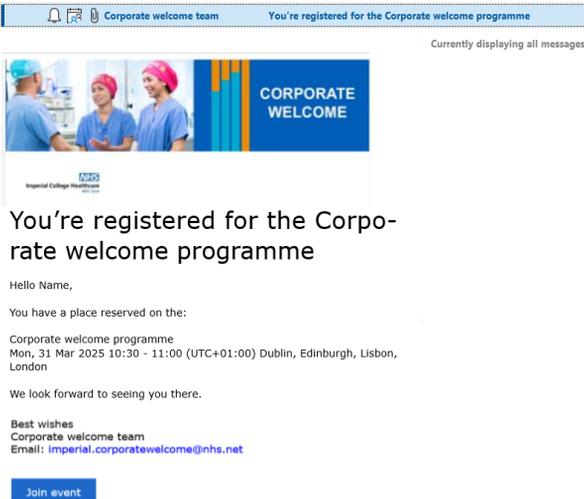
This event is powered by Microsoft Teams, under the direction of the meeting organiser. The data processing that occurs for purposes of this event is subject to the terms of the meeting organiser.

7. Confirmation and logging in

Once you have registered you will receive an email to confirm your registration, and a calendar invitation will be added to your Outlook Calendar. Both of these will include a link to join the event.

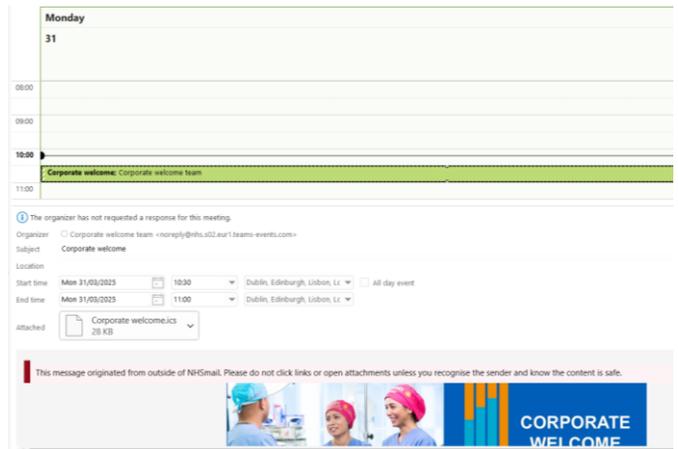
Do not share the login link with anyone else. This is linked to your registration details and attendance will be allocated to you for any logins connected to this link. If a colleague would like to attend the event and doesn't have a link, please share the original invitation to allow them to register themselves.

Email confirmation



The screenshot shows an email header with the sender 'Corporate welcome team' and the subject 'You're registered for the Corporate welcome programme'. Below the header is a banner image with three healthcare workers and the text 'CORPORATE WELCOME'. The main body of the email reads: 'You're registered for the Corporate welcome programme', 'Hello Name,', 'You have a place reserved on the: Corporate welcome programme, Mon, 31 Mar 2025 10:30 - 11:00 (UTC+01:00) Dublin, Edinburgh, Lisbon, London', 'We look forward to seeing you there.', 'Best wishes, Corporate welcome team, Email: imperial.corporatewelcome@nhs.net', and a blue 'Join event' button.

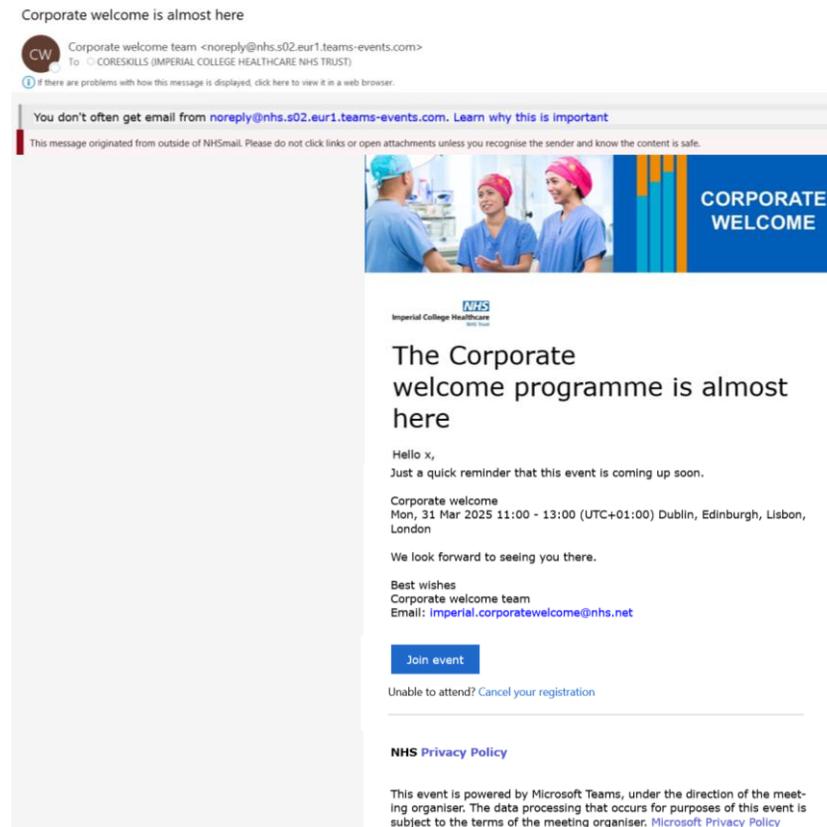
Calendar invitation



The screenshot shows a calendar view for Monday, 31st March. An event titled 'Corporate welcome, Corporate welcome team' is scheduled from 10:30 to 11:00. Below the calendar is a detailed invitation card with the following information: Organizer: Corporate welcome team; Subject: Corporate welcome; Location: Dublin, Edinburgh, Lisbon, Lx; Start time: Mon 31/03/2025 10:30; End time: Mon 31/03/2025 11:00; Attached: Corporate welcomeics (28 KB). A warning message states: 'This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.' The banner image from the email confirmation is also present at the bottom.

Final reminder

On the day you will receive a final email reminder which also includes a link to join the event.



The screenshot shows a final reminder email. The header includes the sender 'Corporate welcome team' and the subject 'Corporate welcome is almost here'. The main body of the email reads: 'Corporate welcome is almost here', 'You don't often get email from noreply@nhs.s02.eur1.teams-events.com. Learn why this is important', 'This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.', 'The Corporate welcome programme is almost here', 'Hello x,', 'Just a quick reminder that this event is coming up soon.', 'Corporate welcome, Mon, 31 Mar 2025 11:00 - 13:00 (UTC+01:00) Dublin, Edinburgh, Lisbon, London', 'We look forward to seeing you there.', 'Best wishes, Corporate welcome team, Email: imperial.corporatewelcome@nhs.net', and a blue 'Join event' button. At the bottom, there is a link for 'Unable to attend? Cancel your registration' and a link to the 'NHS Privacy Policy'. A footer note states: 'This event is powered by Microsoft Teams, under the direction of the meeting organiser. The data processing that occurs for purposes of this event is subject to the terms of the meeting organiser. Microsoft Privacy Policy'.