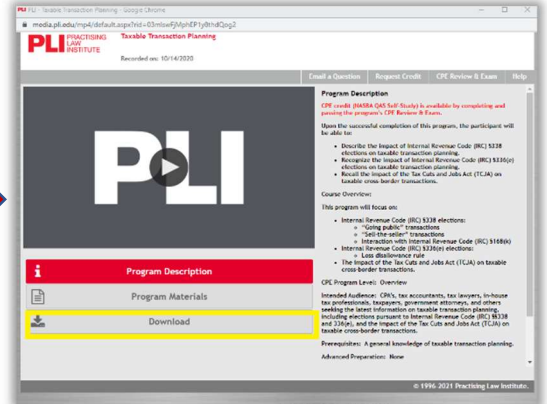
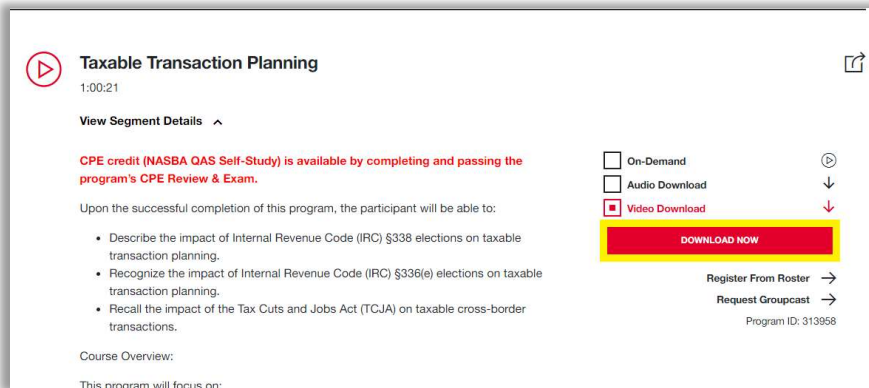
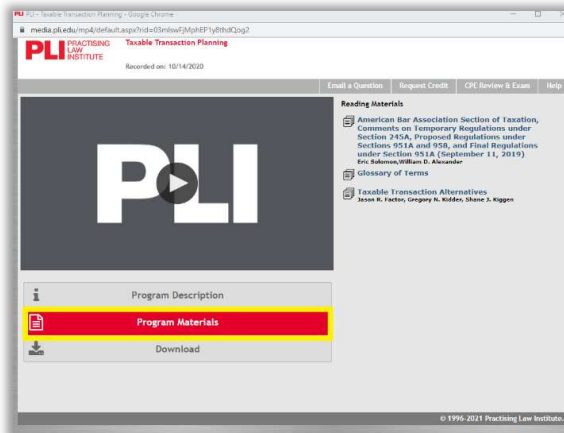


Launching A Virtual Groupcast (Microsoft Teams)

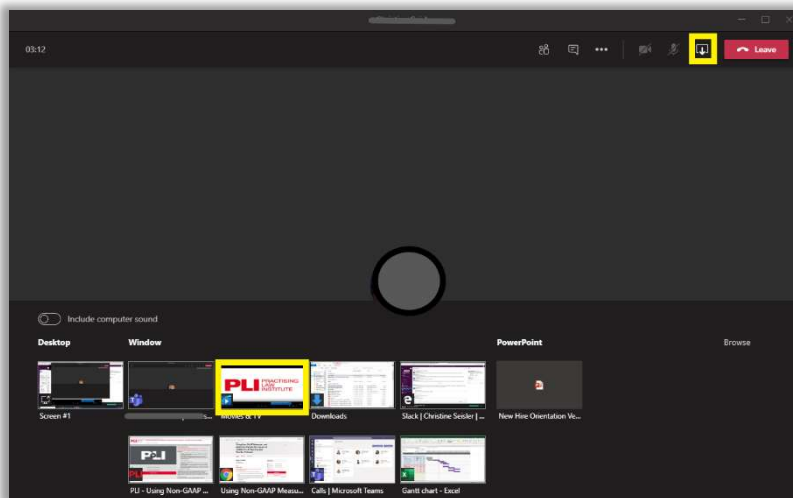
1. On the program's web page, move the radio button from On-Demand to **Video Download** and then click the red button labelled **Download Now**. In the new window, click **Download**. This will bring up a small pop-up notifying you that there will be an authorization code announced during the program. Press **Click here to download** to save the file locally.



2. Next, click on **Program Materials**. This will take bring up a list of links to relevant course handbook chapters and presentation materials like slides or handouts. Copy these links or download the PDFs and provide them to all groupcast participants.



3. On the day of your program, begin your Microsoft Teams video call with your colleagues. Also launch the MP4 file you downloaded in step 1 in your desktop's media player. When you are ready, select the icon with an arrow in a box, next to the **Leave** button in the top right of the window. Select your media player and click to share. Make sure all participants have received their attendance form, and know they need to copy down the authorization code.



4. After your groupcast has finished, make sure to complete Form A (for virtual groupcast hosts). Please collect credit request forms from attendees, and submit everything to groupcasts@pli.edu.