

Vestigo Online Training

Required Setup Instructions

What you will need to participate in Vestigo Online Training:

EQUIPMENT

1. Internet Connection

If you are working from home, your home broadband will be sufficient.

2. Device to access Long Arm®

You will need a Long Arm® accessible device and will need to be logged in to Long Arm® for the duration of the training.

YOU WILL NEED YOUR LONG ARM LOG IN DETAILS. IF YOU DO NOT HAVE THIS INFORMATION, PLEASE CONTACT YOUR ORGANISATIONS SPOC TO OBTAIN THIS. IF THEY ARE NOT AVAILABLE, PLEASE EMAIL support@ii-solutions.co.uk – THIS MUST BE DONE PRIOR TO THE START OF THE TRAINING SESSION.



3. Second Internet Device to access Online Classroom



We use the 'GoToTraining' application for the Online Classroom. To access this, you will need a 2nd internet connected device. This can be a second laptop (Windows or Mac, An iPad or Tablet, even a smart phone)

If using a Tablet or Smartphone you can download the GoToTraining APP for free from the APP or Play Store, if you are using a 2nd computer you can access through the browser.

A personal device is fine for this purpose as it is only used to access the online classroom.

Training Setup



1. Long Arm Device (Laptop/ PC)
2. Online Classroom Device (Laptop/ PC / iPad etc)
3. Headset (If Available, plugged into your second Device).



4. Getting Connected to GoToTraining

Once you have purchased an online training session, you will receive an email invite containing a link and a training event number. Either of these can be used to access the training session.

Tablets & iPads

Go to the respective App Store or Google Play Store and search for GoToTraining by 'LogMeIn'. Download this app to your device.

Laptops/ PC/ Mac

Browse to:

<https://www.gotomeeting.com/en-gb/training/join-training>

JOIN A CLASS

Ready to learn something new?

To connect to an online training, enter the training ID provided by the organiser.

Join a Class (Enter numbers only)

[Contact Help](#) ▶

[Hold your own trainings with a 7-day free trial](#) ▶

Here you can enter the class number (this will be in your invite) & your email address.

Once complete, click join and you will enter the classroom.

You can test your audio and mic from here.

We recommend using a headset throughout the sessions.

5. Once you have joined the class

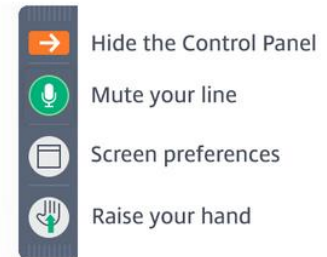
What to Expect Next:



If you arrive before the organiser, you'll see a window confirming you're successfully connected.



When the class starts, the GoToTraining control panel will appear on your screen.



Use these icons to manage your participation.

Please ensure that your mic is muted in the GoToTraining control panel, this will reduce echo and feedback for all participants.

6. Prior to training – Test your setup

You can test that GoToTraining works on your devices by joining a test lesson via the GoToTraining App.

[Click here to join Test Session](#)

7. System Check

You can also check your device is compatible with GoToTraining here:

[Click here to check your System](#)

Help & Tips

If you are accessing GoToTraining from a force networked PC/ Laptop you may need to ask your IT department to allow it.