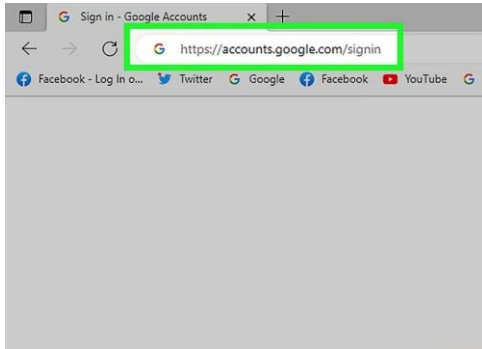




MENTORING SESSIONS FOR TRAINEES

HOW-TO
FOR TRAINEES

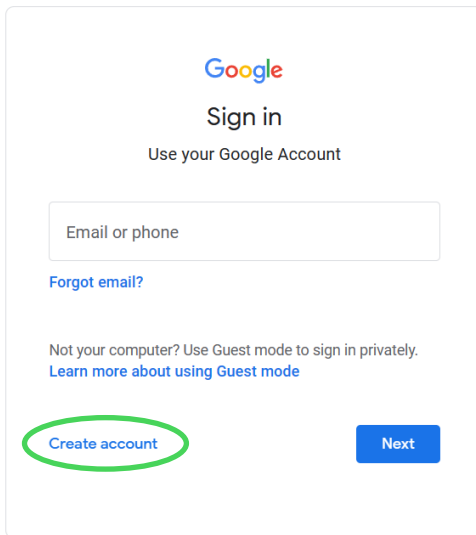
PART 1 – CREATE A GMAIL ACCOUNT



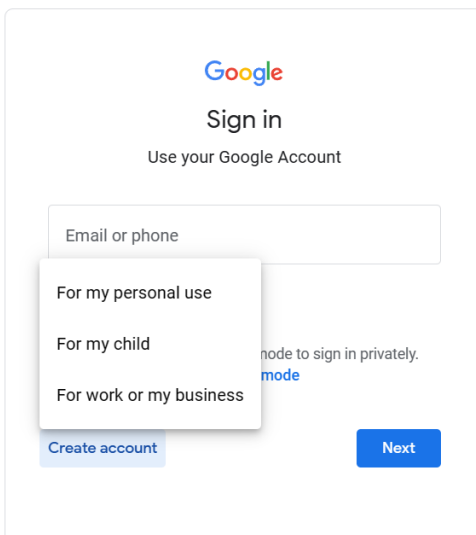
1. Go to: <https://accounts.google.com/signin>.

You can do this on any browser, even the browser on your smartphone or tablet!

If you already have an active google account, please proceed to Part 2.



2. Click on "Create account" and fill in the required information.



3. Select "For my personal use".

Google

Create a Google Account

Enter your name

First name

Last name (optional)

Next

4. Come up with a username. Click “Next”.

By default, your username will become your new Gmail address (it will be "yourusername@gmail.com").

If your username is taken or not available, you will be given several related options, or you can try a different one.

5. Fill out the rest of the required information.

You will need to enter your first and last name, your birthday (for age verification), your gender, your phone number in case you lose access to your account, and a verification email address. You also need to enter which country you reside in.

The mobile phone number is recommended but not required. If you don't have a phone number, you can skip this step.

Click “Next” to continue through the account verification process.

Google

Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

-
-
-
-

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking “More Options” below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](#)).

MORE OPTIONS ▾

Cancel

I agree

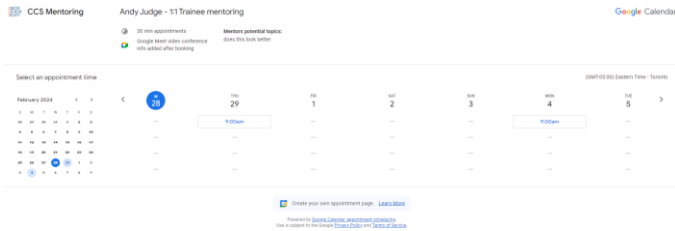
6. Agree to the privacy policy. Take the time to read the entire privacy policy so that you are aware of what Google can and can't do with your personal information. Check the box if you agree to Google's terms.

After clicking I agree, your account is created!

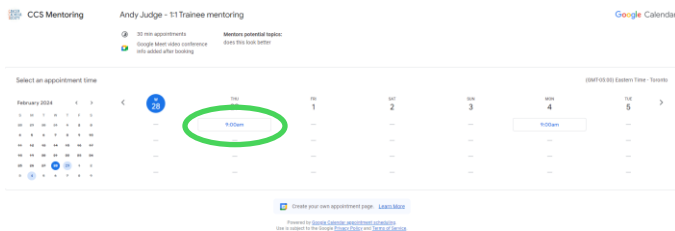
PART 2 – BOOK A MENTORING SESSION

1. [Click here](#) to view the list of mentors.

2. Click on the calendar link of the mentor with whom you wish to book a mentoring session.



3. The mentor's calendar, with their available timeslots, will appear.



4. Click on the time (of the date that you want).

5. A pop-up window will appear. Enter your first name, last name, email address, as well as the topics that you wish to discuss with the mentor. Click on "Book".

Andy Judge - 1:1 Trainee mentoring
Thursday, February 29 - 9:00 - 9:30am
(GMT-05:00) Eastern Time - Toronto

Google Meet video conference info added after booking

Your contact info

First name


Last name

Email address

Topics to discuss


Cancel

We recommend that you do put some notes as this will help the mentor structure and better prepare for the session.




Booking confirmed
Email sent to

4 Andy Judge - 1:1 Trainee mentoring
MAR Monday · 9:00 – 9:30am
(GMT-05:00) Eastern Time - Toronto

 Join with Google Meet
New to Google Meet?
[Learn more](#) about getting started.

Need to change?
[Cancel your appointment](#)

 **Google** Calendar
Create your own appointment page
[Learn More](#)

Close

6. A booking confirmation will pop-up.

Click on “Close”.

PART 3 – CONFIRMATION OF APPOINTMENT

Appointment booked: Andy Judge - 1:1 Trainee mentoring (Marie Laplante) @ Fri Mar 22, 2024 9am - 9:30am (EDT) (CCS Mentoring)

CCS Mentoring
to me, marielaplante

Mon, Feb 26, 9:58AM (2 days ago)

Mar 22
Andy Judge - 1:1 Trainee mentoring (M...
View on Google Calendar

When: Fri Mar 22, 2024 9am - 9:30am (EDT)

[More options](#)

Agenda
Fri Mar 22, 2024

No earlier events

9am Andy Judge - 1:1 Trainee mentoring (M...
No later events

Andy Judge - 1:1 Trainee mentoring (Marie Laplante)
Friday Mar 22, 2024 - 9am - 9:30am (Eastern Time - Toronto)

[Join with Google Meet](#)

Booked by
Marie Laplante
marielaplante@gmail.com

Topics to discuss
I would like to discuss medical devices.

Mentors potential topics:
does this look better

Meeting link
meet.google.com/vja-ftpb-lam

Test your setup any time before your appointment.

New to Google Meet?
[Learn more](#) about getting started.

[Create your own appointment page. Learn more](#)

Both you and the mentor will receive the same confirmation email.

PART 4 – CANCELLING SESSION

1. Go to your calendar.

2. Select the appointment that you wish to cancel. Click on it once.

3. A window will appear. Click on “Cancel appointment”.

The session will be removed from your calendar.

