

To save the zoom link to your calendar

To save the zoom link to your calendar read the confirmation email down to the fourth paragraph that reads:

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Password: 767546

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Click on the link that represents the online calendar that you use. “add to calendar” will save to an outlook calendar, “add to google calendar” will save to a google calendar, and “add to yahoo calendar” will save to a yahoo calendar.

When you click on the link to “add to calendar” a .ics file will automatically download. Once the download is complete, open the file. In the upper left side of the calendar invitation click “save and close.” The appointment for all 5 of the remaining sessions should then be saved on your outlook calendar and the zoom link that is unique to you will also be saved in the notes section of the appointment. The calendar is automatically set to give you a reminder 10 minutes before the class starts. If you would like update that, you can open the calendar appointment and on the “appointment series” tab in the 6th box there is a reminder option. Click on the down arrow and choose when you would like to set your reminder for. Then click “save and close.”

When you click on the link to “add to google calendar” you will be prompted to sign into your google account and then allow zoom to change and edit your calendar. You must click “allow” to make the calendar appointment. Once you click allow, the class information will automatically populate the google calendar information. Take this opportunity to edit the reminder time if you would like it to be longer than 10 minutes. Click save

When you click on the link to “add to yahoo calendar” you will be prompted to sign into your yahoo account. The calendar should automatically open and an appointment with the class information will automatically populate the google calendar information. Take this opportunity to edit the reminder time if you would like it to be longer than 10 minutes. Click save.