

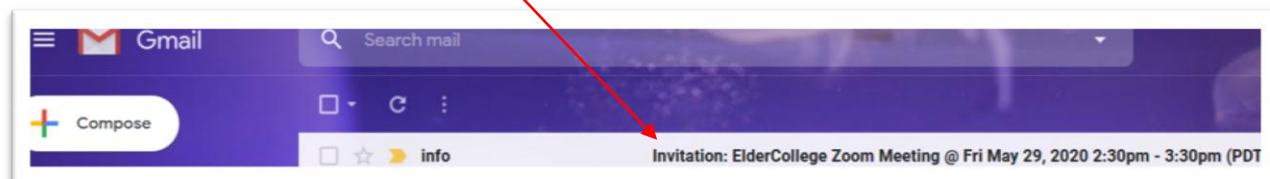
Using Your Virtual Calendar(s) to Manage Meetings

When you register to attend an ElderCollege course either in person or using Zoom, you will receive a calendar invitation with the scheduling and/or meeting details.

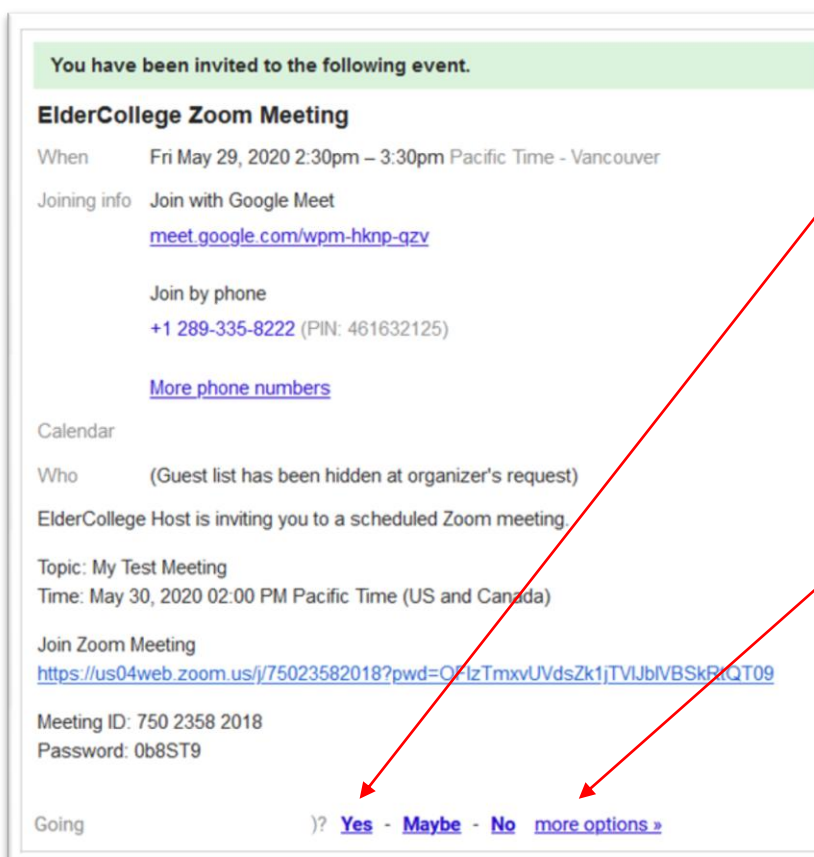
The invitation will be sent to the email address in your Amilia account.

Gmail and Google Calendar

If you are using Gmail, you will receive an email that looks like this:



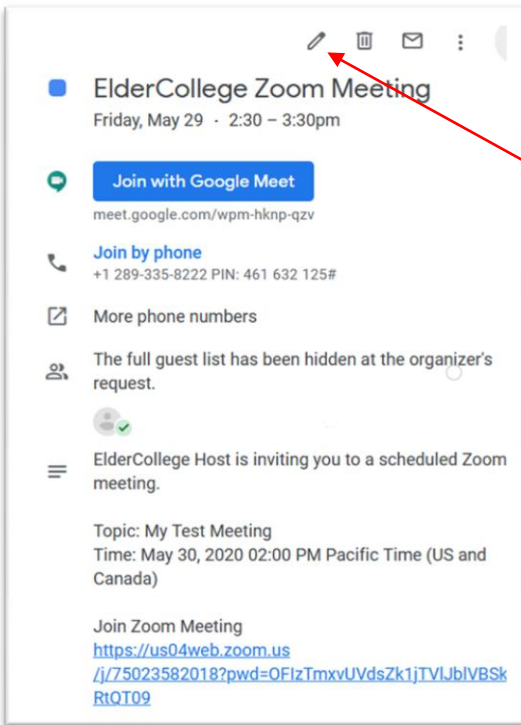
Click on it to see the details that will look like this:



From this email, you have the option to accept the invitation by clicking **Yes** (it will automatically be added to your Google calendar with the default settings of 30 minute reminder by email). This is the fastest and easiest option.

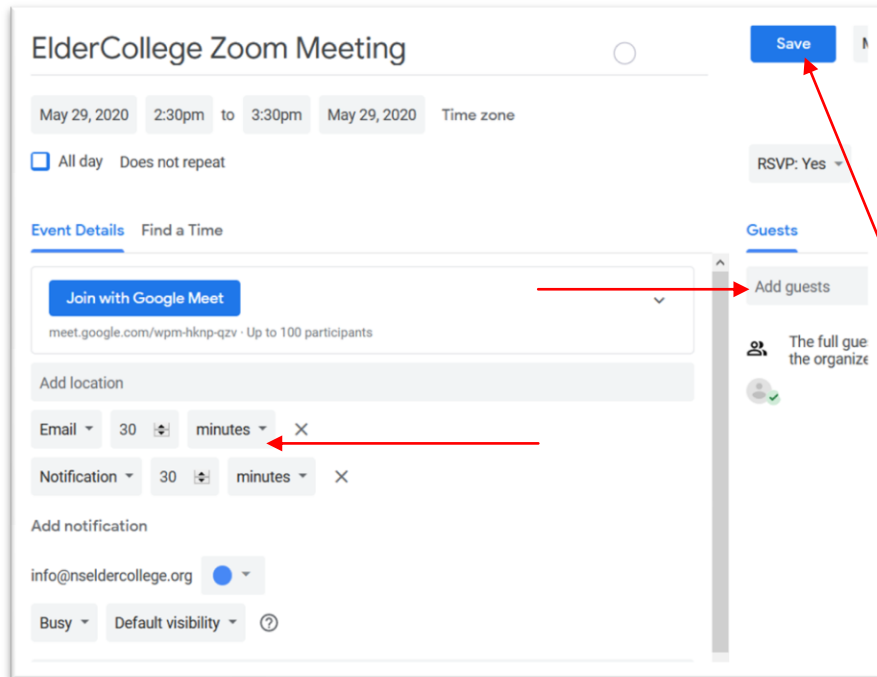
OR

You can edit the appointment with your own settings by clicking on **More Options**. A new pop-up window will appear.



From this pop-up window, you can see the summary details, including the edit “pencil” button.

Click on this to open full meeting details pop-up.



From here, you can change the notification time, the colour of the appointment, and if you are using two virtual calendars, you can send the appointment to your secondary email in the Add Guests field.

Click **Save**.

The calendar entry should now be in your Google calendar.

When you are ready to find the meeting ID and password, it is in both your Gmail and your Google Calendar.

Other Email and Calendars

The same type of experience will apply, no matter which email and calendar you use whether it is Outlook, Hotmail, Yahoo, iCloud, etc.

Once you receive the emailed invitation, click **Yes** or **Accept**, and the meeting will be added to the calendar associated with that email program. Depending on the email program, the emailed invitation may disappear, so simply open the calendar to find the meeting details.

You will always be able to edit the calendar entry to customize it, by clicking on the calendar entry.