

BUILDING PRODUCTIVE PEOPLE AND STRONGER TEAMS FOR A HEALTHIER WORKPLACE

Zoom Registration Help Sheet

Step 1

When you select the Zoom Registration Link, you will be presented with this screen/window.



You will find your name and email address should already be automatically filled out. Simply select "Register as shown above.

Step 2

You then get another screen with the Zoom Meeting Link and an option to "Add to Calendar".



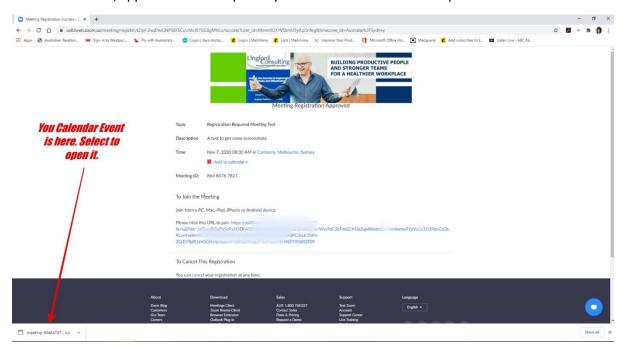




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Step 3

A Calendar event/appointment will open in your Browser. Select this to open and save it.



Step 4

Save and close your Calendar event and you are done.

