

Integrated Renewal Program – Zoom Webinar Registration Instructions

1. Fill out your name and email address within the Webinar Registration page and click “Register”.

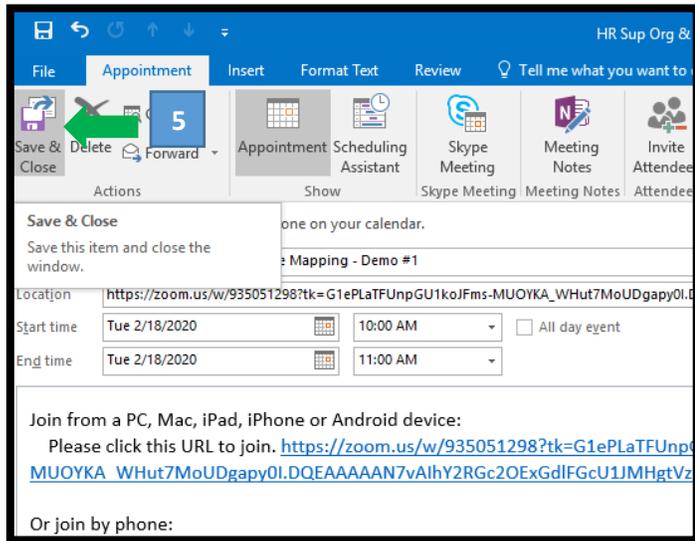
2. If you are registering in advance, click on the “Add to calendar” drop down arrow and select “Outlook Calendar (.ics)”, and proceed to Step 4.

Click on the drop down arrow

3. If you are registering at the time of the session, click the URL to join the live webinar. Your steps to join are now complete.

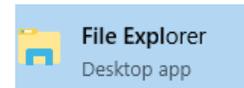
4. Click on the (.ics) file download at the bottom of your web browser to open it within Outlook. If you receive a prompt asking you to open, save or cancel the file, click “open”.

- After Outlook opens, click “Save & Close” to save the event within your calendar. If Outlook does not open after you click the .ics file, refer to the instructions below
- On the day of the event, open your Outlook invitation and click on the URL to join to the Call-In.

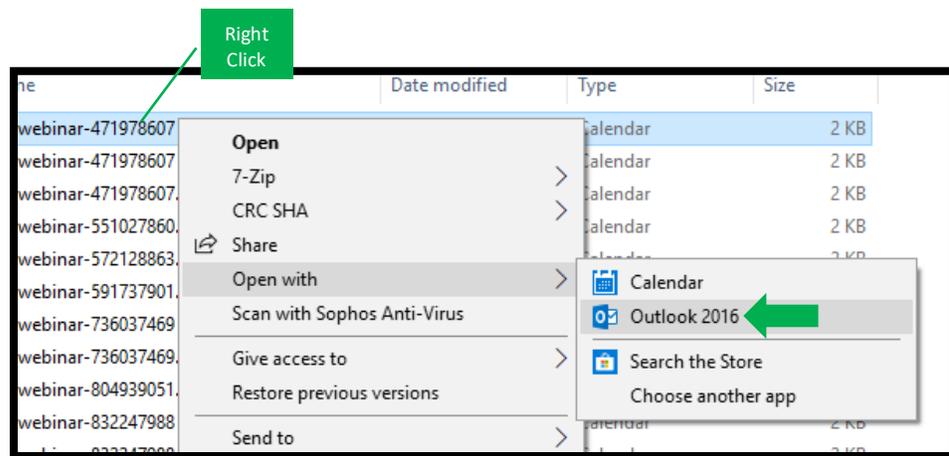


If the Zoom .ics download does not open within your UBC Outlook calendar

If the Zoom .ics file does not automatically open within your UBC Outlook calendar as shown in Step 6, go to your Downloads folder within File Explorer and sort your Downloads by the most recent date.



Next, right click on the webinar .ics file, and click “open with” and select Outlook (*note – you may have a different date depending on the version of Outlook you use*).



Once this is complete, refer back to Step 6 to save the event in your calendar.