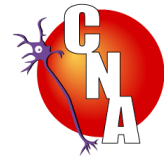


# ZOOM HELP SHEETS



## FIND AND REGISTER FOR A MEETING OR WEBINAR

### FIND A MEETING

To find CNA meetings:

1. Open a new tab in your web browser: Click “+” plus sign at the top
2. In your browser address bar, type: [CalgaryNeuropathy.com](https://CalgaryNeuropathy.com) and Press Enter
3. Scroll down the CNA webpage until you find: **UPCOMING EVENTS**
4. Find the meeting you want to register for
5. Click on the details of the meeting you want to register for

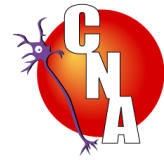
### REGISTER FOR A MEETING

1. In the meeting you’ve selected, scroll down until you find [Click here to register](#)
2. When you float over those **purple** words, the cursor (arrow) will change to something else (usually a hand). That change means it’s a link. Click on the link.
3. A new window will appear (*see right*) that asking for your First Name\*, Last Name\*, Email Address\* and Confirm Email Address.\*
  - a. You must enter all the fields
  - b. The two email addresses must match
4. If you can’t see the **Register** button, scroll down
5. Click **Register**

Topic	CNA AGM and Fire & Falls Prevention		
Description	Community Safety Officer, Todd Berry will discuss key messages about fire safety and fall prevention. Topics such as cooking safety, proper use of space heaters, smoke and carbon monoxide alarms and the maintenance of these alarms. We also want to provide tips to make your home more safe and help prevent trips and falls. Medical calls make up over 50% of the calls the Calgary Fire Department responds to.		
Time	Apr 20, 2022 01:00 PM in <a href="#">Mountain Time (US and Canada)</a>		
First Name*	<input type="text" value="Linda"/>	Last Name*	<input type="text" value="Petiot"/>
Email Address*	<input type="text" value="Linda@CalgaryNeuropathy.com"/>	Confirm Email Address*	<input type="text" value="Linda@CalgaryNeuropathy.com"/>
* Required information			
Information you provide when registering will be shared with the <a href="#">account owner</a> and host and can be used and shared by them in accordance with their Terms and Privacy Policy.			
<input type="button" value="Register"/>			

*Registration Example*


# ZOOM HELP SHEETS







## SAVE MEETING DETAILS – Choose one option only

**Option 1 – Calendar:** Once you've registered, the window will change to the following:

Meeting Registration Approved

Topic	CNA AGM and Fire & Falls Prevention
Description	Community Safety Officer, Todd Berry will discuss key messages about fire safety and fall prevention. Topics such as cooking safety, proper use of space heaters, smoke and carbon monoxide alarms and the maintenance of these alarms. We also want to provide tips to make your home more safe and help prevent trips and falls. Medical calls make up over 50% of the calls the Calgary Fire Department responds to.
Time	Apr 20, 2022 01:00 PM in <a href="#">Mountain Time (US and Canada)</a>  <a href="#">Add to calendar</a> ▼
Meeting ID:	876 6555 6445
To Join the Meeting	
Join from a PC, Mac, iPad, iPhone or Android device:	
Please click this URL to join. <a href="https://us02web.zoom.us/j/87665556445?tk=eZM-j_NWqjY8Tivz8AcUSpy1IR9OIhDHH1U2UraaGA.DQMAAAAUaUY73RZsTIY2ZFFTV1RTMjNVVU9YWXNWMWxBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&amp;pwd=cE5KbEV5TDZzWIVyVUVsaTNIYTIQQT09">https://us02web.zoom.us/j/87665556445?tk=eZM-j_NWqjY8Tivz8AcUSpy1IR9OIhDHH1U2UraaGA.DQMAAAAUaUY73RZsTIY2ZFFTV1RTMjNVVU9YWXNWMWxBAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&amp;pwd=cE5KbEV5TDZzWIVyVUVsaTNIYTIQQT09</a>	
To Cancel This Registration	
You can <a href="#">cancel</a> your registration at any time.	

### *Registration Approved Example*

- a. If you use an electronic calendar, click:  [Add to calendar](#)▼
- b. You can then select the calendar you use:
  -  Google Calendar
  -  Outlook Calendar (.ics)
  -  Yahoo Calendar

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OR

**Option 2 – Save the email:** You will also receive an email with the same information. If you don't use a calendar, **save the email for the day of the meeting**

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OR

**Option 2 – Save the information:** Write down the **Meeting ID and Passcode** to be entered into Zoom on the day of the meeting