



## I WANT MY COURSES TO AUTOMATICALLY POPULATE MY CALENDAR

When you receive your payment confirmation email from audienceview.com, you will see an option to import your course(s) to various calendar apps. Do not use this option. The NBO platform is programmed with the beginning date/time and the ending date/time. That means the entire period would be added to your calendar.

**HOWEVER, it is possible for each of your lectures to populate your calendar through the Zoom platform if you have registered for the live stream using the link in your payment confirmation email.**

1. After you register on Zoom, you will receive a confirmation email from Norris Virtual [noreply@zoom.us](mailto:noreply@zoom.us). Open the email and scroll to the bottom. There is an **Add to Calendar** option. Click on the appropriate calendar application.

Thank you for registering for Course B: Musical Excursions. You can find information about this webinar below.

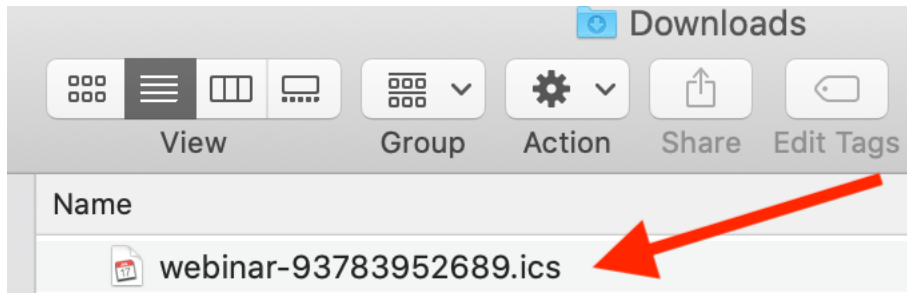
Course B: Musical Excursions	
Date & Time	Jan 9, 2024 01:00 PM Central Time (US and Canada) Jan 16, 2024 01:00 PM Central Time (US and Canada) Jan 23, 2024 01:00 PM Central Time (US and Canada) Jan 30, 2024 01:00 PM Central Time (US and Canada) Feb 6, 2024 01:00 PM Central Time (US and Canada) Feb 13, 2024 01:00 PM Central Time (US and Canada) Feb 20, 2024 01:00 PM Central Time (US and Canada) Feb 27, 2024 01:00 PM Central Time (US and Canada)
Webinar ID	937 8395 2689
Passcode	967772

**Add to:**  Google Calendar  Outlook Calendar(.ICS)  Yahoo Calendar

If you need help accessing the live Zoom session, or have questions about your registration, registration transactions/charges, or accessing this week's recorded lecture, please fill out this form:

<https://app.smartsheet.com/b/form/441b7f3680244273b3058419f22ac9f3>

2. Open the Downloads folder on your device and you will see something like this:



3. Click on it and all nine lectures should populate your calendar application.

# January 16, 2024

Tuesday

