

HOW TO FIND YOUR LINK AND WATCH A <u>RECORDING</u> OF AN ALUMNAE COURSE

- 1. Open the email associated with your NBO account and course enrollment. If you maintain more than one email address, check all of them.
- 2. Scroll down to find an email from Norris Virtual. Recordings are available for <u>six</u> days following each lecture. This is an example of what you should see:

Norris Virtual

Alumnae of NU Continuing Education Recording for Course A - September 16th

Dear Continuing Education Attendee, Passcodes are currently disabled. Please click on the link below https://events.zoom.us/e/hub/channel/eEy7herqSPaJ2neoYhZ2Jg/recording/Oe8r2MqoTxKYe_J2YnoGj

3. Open the email for the date of the course you want to view. This is an example of what you should see:



Norris Virtual

□Inbox - Google 3:50 PM

Alumnae of NU Continuing Education Recording for Course A - September 16th

To: Undisclosed recipients:;

Dear Continuing Education Attendee,

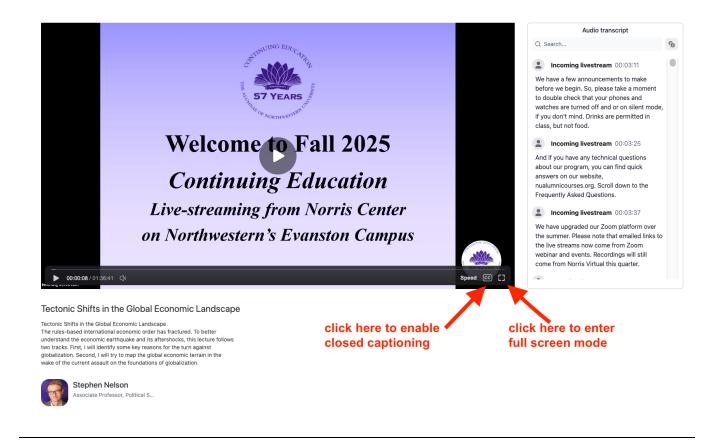
Passcodes are currently disabled. Please click on the link below to view the recording. Enjoy!

https://events.zoom.us/e/hub/channel/eEy7herqSPaJ2neoYhZ2Jg/recording/Oe8r2MqoTxKYe_J2YnoGjQ

4. Click on the link.

Note: <u>Sometimes</u> Zoom will prompt you to log into your Zoom account first. We have upgraded our software and are working to find out why this happens intermittently.

Either way, you will end up in a Zoom window that looks like this:



- 5. Click the Play button. There is about one minute of announcement slides with music that rotate before class begins.
- 6. At this point, you may customize your viewing experience by clicking on the icons in the lower right of the recording window:
 - click on the box to enter full screen mode
 - click on CC to toggle closed captioning on/off
 The font size of closed captioning will depend on your browser settings.
 Making your screen smaller or larger +/- will depend on your device.