

## Copa Calendars How to Attend

1. Please click on the plus (+) sign to expand the program or service calendar you want to see.



2. Find and click on the group, class, or event you are interested in.

Mon	Tue	Wed	Thu	Fri
26	27	28	29	30
10am Life@Copa	11am Music and Zumba Clas	10am Life@Copa	11am Music and Zumba Cla	10am Life@Copa
11am Music and Zumba Cla		11am Music and Zumba Clas		11am Music and Zumba Cla
1pm Zumba and Music Clas		1pm Zumba and Music Clas		1pm Zumba and Music Clas
3	4	5	6	7
10am Life@Copa 11am Music and Zumba Cla 1pm Zumba and Music Clas	11am Music and Zumba Cla:	10am Life@Copa 11am Music and Zumba Cla: 1pm Zumba and Music Clas	11am Music and Zumba Cla	10am Life@Copa 11am Music and Zumba Clas 1pm Zumba and Music Clas

- •
- 3. A calendar invite will pop-up and include a zoom link with contact information.

When	Wed, April 28, 11:30am - 12:30pm
Description	Please click this link to join the Test Copa Calendar group, class or event https://azpir.zoom.us/1234567890 If you have any questions please call or email First Name Last Name First.Last@copahealth.org (555)555-5555

- i. The zoom link will allow you to join the group, class or event on the day and time posted on the calendar invite:
  - a. you can copy and paste the zoom link to your own personal calendar or,
  - b. you can come back to Copa Calendars <u>https://copahealth.org/copa-calendars/</u> on the day and time of the group class or event and click on the zoom link directly from the calendar invite.
- 4. If you have any questions about the group, class or event please email or call the host/instructor provided on the calendar invite and they will be able to help you.
- 5. If you need more instructions on how to use zoom please visit our telehealth webpage <a href="https://copahealth.org/copa-health-telehealth/">https://copahealth.org/copa-health-telehealth/</a>