

Team members access and download classes/education session event details to their calendar from the PromisePoint homepage. Virtual Classrooms may also be launched directly from PromisePoint. This flyer details how to add an event to an electronic calendar (e.g., Outlook) and/or how to launch an education session within PromisePoint.

Add a Class/Session to an Electronic Calendar

My Upcoming Classes, on the PromisePoint homepage, displays all classes/sessions in which you have been enrolled. This is also where you will find the options to save the event to your calendar and/or launch a virtual session.

STEP 1: Navigate to PromisePoint at [Northern Light Health Login \(promisepoint.com\)](https://www.northernlighthealth.com/promisepoint).

STEP 2: Login using your username and password.

STEP 3: **My Upcoming Classes** (upper right) displays your classes/sessions.

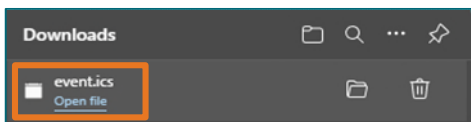
STEP 4: To add a class/session your calendar, click [View details](#).

- Driving directions are provided here for live, in-person classes.
- Virtual education sessions contain instructions for accessing the event.

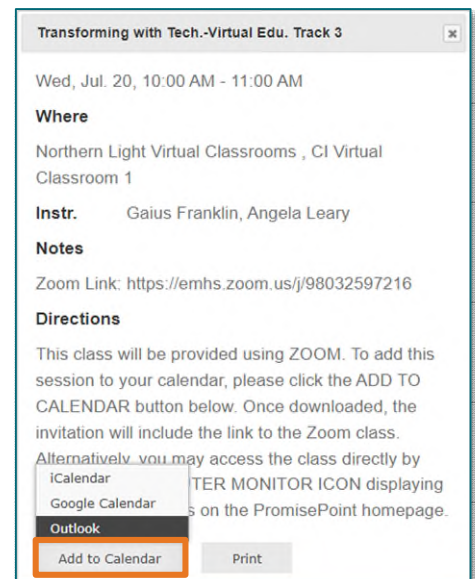
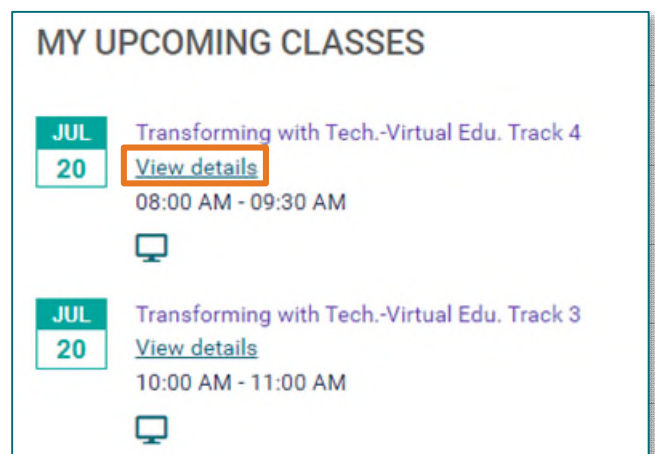
STEP 5: To add the event to your Outlook calendar, click **Add to Calendar** (lower left).

STEP 6: Select desired calendar option. (To add to your Northern Light calendar, use **Outlook**.)

STEP 7: The event downloads. (This may look different, depending on what operating system you are using.)



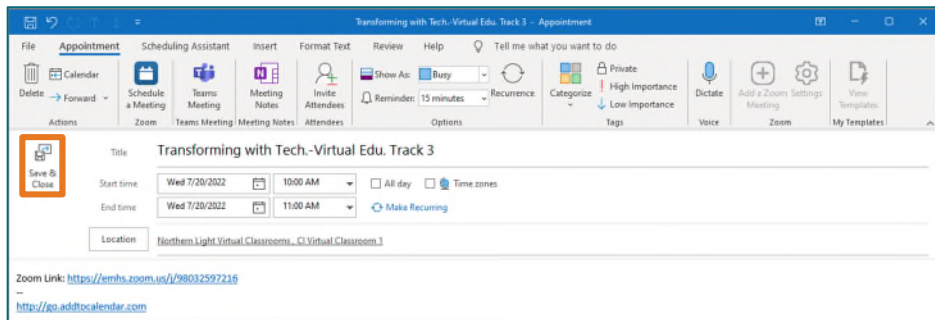
STEP 8: Click [Open file](#) to open the downloaded event.



STEP 9: The event opens as an **Outlook Appointment**.

- In-Person Classes: Driving Directions appear in the body of the appointment.
- Virtual Education Sessions: The link to the event appears in the body of the appointment, allowing you to access the session directly from your calendar.

STEP 10: Click **Save and Close** to save the meeting to your calendar.



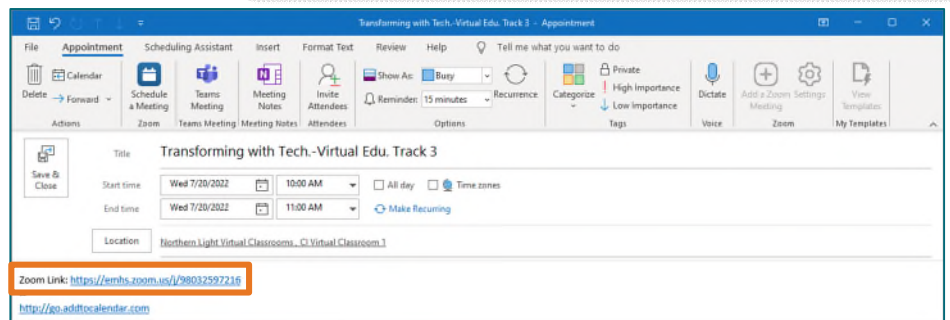
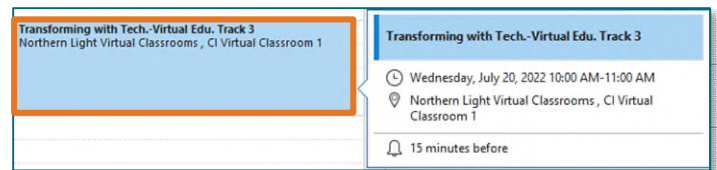
Launch a Virtual Class (Two Options)

Option One: Electronic Calendar

If you have followed the workflow above to save a Virtual Session to your electronic calendar, on the day of class, you will be able to join it from there.

STEP 1: Double-click to open the appointment on your calendar.

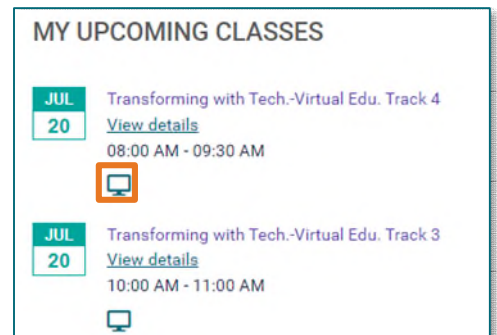
STEP 2: Click the Session Link in the body of the event.



Option Two: PromisePoint Homepage

STEP 1: Login into PromisePoint.

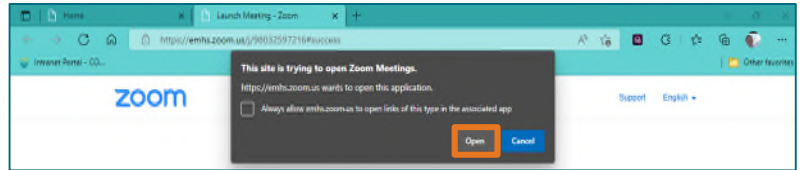
STEP 2: Click the computer monitor icon below the event.



STEP 3a: If the Teams or Zoom application is installed on your device, the application will launch and you will be taken to the meeting.

STEP 3b: If Teams or Zoom is not installed on your device, you will need to join the meeting through the web browser.

- Zoom: When the web browser opens, click **Open** to be taken to the meeting.
- Teams: When the web browser opens, click **Join Meeting** to be taken to the meeting.



Join meeting