

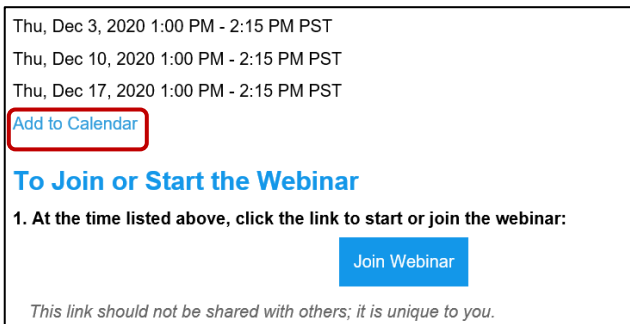
Include WIC Update Webinar Dates on Calendar

Registered staff received an email on September 9, 2020 from Margaret D [<mailto:customercare@gotowebinar.com>]. It included additional dates for the WIC Update webinars through December 17, 2020.

Please follow these steps for adding the additional dates to your calendar:

Step 1 From the September 9 email, select “Add to Calendar.”

Already registered; you’ve participated in the WIC Update Webinars in the past.



Thu, Dec 3, 2020 1:00 PM - 2:15 PM PST
Thu, Dec 10, 2020 1:00 PM - 2:15 PM PST
Thu, Dec 17, 2020 1:00 PM - 2:15 PM PST

[Add to Calendar](#)

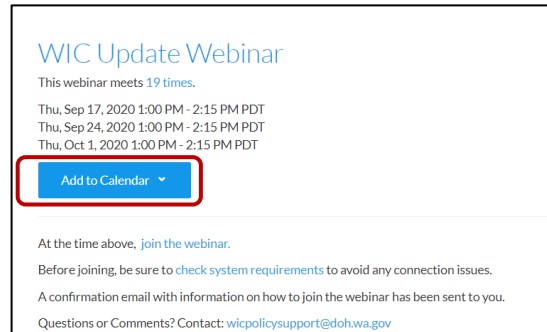
To Join or Start the Webinar

1. At the time listed above, click the link to start or join the webinar:

[Join Webinar](#)

This link should not be shared with others; it is unique to you.

Newly registered; you’ve never participated in the WIC Update Webinars. You just registered.



WIC Update Webinar

This webinar meets 19 times.

Thu, Sep 17, 2020 1:00 PM - 2:15 PM PDT
Thu, Sep 24, 2020 1:00 PM - 2:15 PM PDT
Thu, Oct 1, 2020 1:00 PM - 2:15 PM PDT

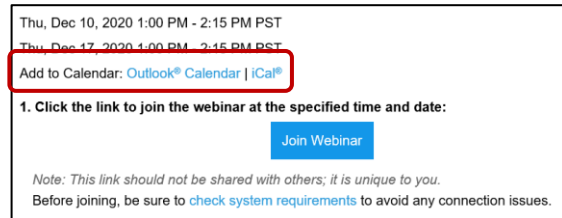
[Add to Calendar](#)

At the time above, [join the webinar](#).

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: wicpolicysupport@doh.wa.gov



Thu, Dec 10, 2020 1:00 PM - 2:15 PM PST
Thu, Dec 17, 2020 1:00 PM - 2:15 PM PST

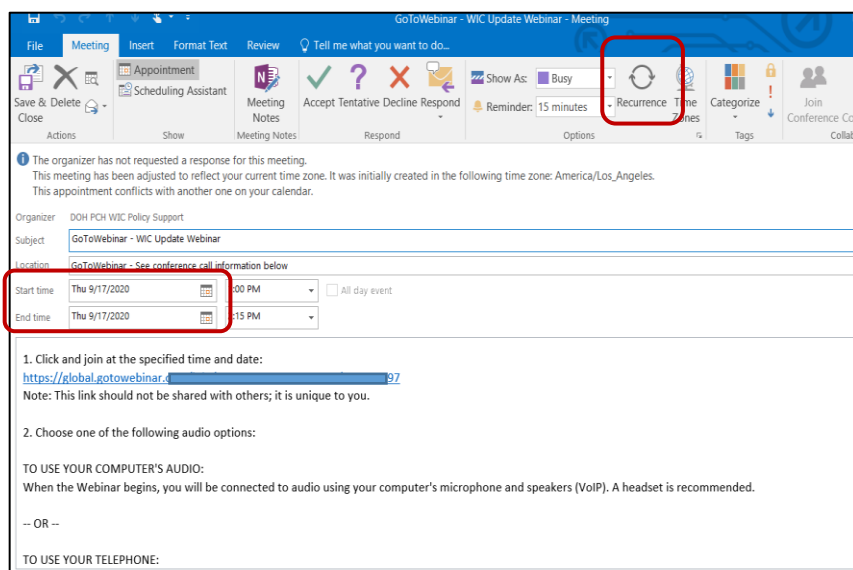
[Add to Calendar: Outlook® Calendar | iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.

Step 2 Review the Start and End dates. Open Recurrence.



GoToWebinar - WIC Update Webinar - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Appointment Scheduling Assistant Meeting Notes Accept Tentative Decline Respond Show As: Busy Reminder: 15 minutes Recurrence Times Categorize Join Conference Cor

Save & Delete Close Actions Show Meeting Notes Respond Options Tags Collab

The organizer has not requested a response for this meeting. This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/Los_Angeles. This appointment conflicts with another one on your calendar.

Organizer: DOH PCH WIC Policy Support
Subject: GoToWebinar - WIC Update Webinar
Location: GoToWebinar - See conference call information below

Start time: Thu 9/17/2020 1:00 PM All day event
End time: Thu 9/17/2020 2:15 PM

1. Click and join at the specified time and date:
<https://global.gotowebinar.com/join/1234567890>
Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

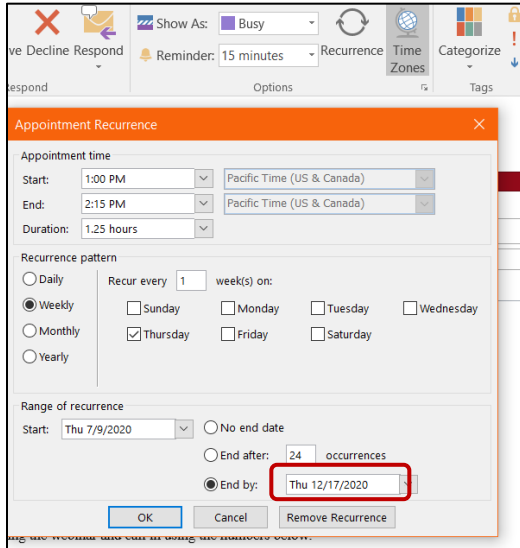
TO USE YOUR COMPUTER'S AUDIO:
When the Webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

-- OR --

TO USE YOUR TELEPHONE:

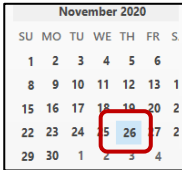
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Step 3 With the Appointment Recurrence pop-up open, change “end by” date to December 17, 2020. Save.

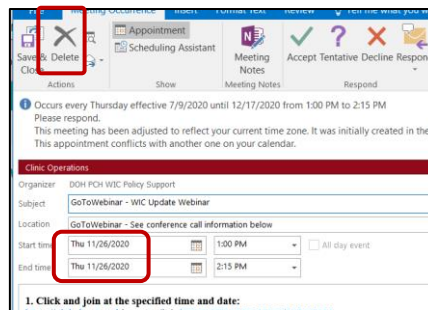
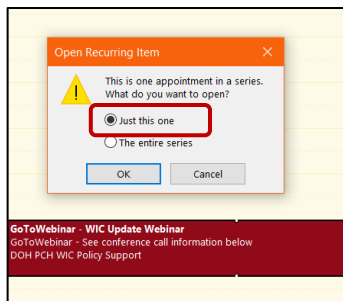


Step 4 Delete November 26, 2020 (Thanksgiving holiday).

- Go to November 26th on your calendar.



- Click on the WIC Update Webinar meeting. Select “Just this one.”
- Confirm the date is November 26, 2020. Select “Delete.”



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DOH 961-1226 September 2020