INSTRUCTIONS:

1. Navigate to the Learning Module.

2. Browse the Catalog for the course you wish to take.

3. Click “Enroll” beneath the Course name.

4. Click “Enroll” in the Available Offering section.

5. Click “Add to Calendar”.

6. Look at the bottom left corner of your screen for an iCalEvent – double click to open or use the menu arrow to open.

7. Click “Accept” on the meeting request.

8. The meeting is now posted on your Outlook calendar.

9. Go to the Ignite Training Lab for your event.