**Since each OLLI class uses the same link each week, it is helpful to find a way to manage your class links.**

**Here are suggestions for keeping your OLLI Zoom links accessible and organized.**

Set up an “OLLI Class” folder in your email. Once you receive your class link email, move the email over to your “OLLI Classes” folder. You can find more information [here](https://www.businessinsider.com/how-to-create-folders-in-gmail) for Gmail or Outlook [here](https://support.microsoft.com/en-us/office/organize-email-by-using-folders-0616c259-4bc1-4f35-807d-61eb59ac79c1).

Create a spreadsheet in Excel or a document in Word. You can add each class name, date, time, and Zoom link.

You can create a folder on your Desktop and keep information about each of your classes there. Click [here](https://www.officearticles.com/misc/create_a_folder_on_your_desktop_in_microsoft_windows.htm) to learn how to make a folder.

Add Classes to your Google Calendar. Add the Zoom link in the “Notes” section. For more information, click [here](https://support.google.com/calendar/answer/72143?co=GENIE.Platform%3DDesktop&hl=en).

You can also star emails in Gmail. Click [here](https://support.google.com/mail/answer/5904?co=GENIE.Platform%3DDesktop&hl=en) for more information.

Search your email for the title of the class or the name of the staff host who sent it to you (ex. Beethoven or Heidi.Wright). Click [here](https://www.businessinsider.com/how-to-search-gmail) to learn more.