

# INTERPRETING SERVICES QUICK CONNECT GUIDE

## 1. Select Interpreting Services.



## 2. Select Start Here!



## 3. Fill out the request form.

**Interpreting Services** ?

**Requester Information**

Email

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**Interpreter**

Interpret English To:  
I don't need an interpreter

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**Date And Time**

Immediate Or Scheduled  
Scheduled

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Date	Time
01/16/2018	07:29 PM

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Duration	Time Zone
15 minutes	Eastern Time (US and Canada)

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**Connect Others**

Email Or Phone Number

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**SCHEDULE**

Be sure to use your secure, school-provided email address in your request.


Professional interpreters are available live for all your communication needs.

Choose NOW, or SCHEDULED for a time more than 15 minutes from now.

Auto invite email or text contacts immediately after confirmation. Phone-invited participants called after joining.

4. Check your email to confirm your request.

## You're Almost There...



You must click the link provided in your email to confirm the connection.


5. Click the link provided in your email to approve your request.

We have received your request. [Click here to approve this request.](#)

**Other email or text invited participants and any interpreter requests will be sent out automatically when you approve your request.**

6. Click the **JOIN** button no more than 15 minutes prior to the start of your event.

## Your Connection Is Confirmed



Emails or text messages have been sent to your attendees. Anyone invited by phone call will be called automatically after you have joined the connection.

You have also been sent an email with links to join, manage, or cancel this connection.

**Details**

Start: Sun - Jan 14, 2018 - 10:02 PM  
End: Sun - Jan 14, 2018 - 10:32 PM

**Attendees**

Email: kconf@getconnectivity.com

**JOIN** ACTIONS

**Once you join, phone call invited participants will be called automatically.**