

# VIRTUAL CLASSROOM QUICK CONNECT GUIDE

## 1. Select Virtual Classroom.



## 2. Select Start Here!



## 3. Fill out the request form.

**Create A Virtual Classroom** ?

**Instructor Information**

Email

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**Class Date And Time**

Immediate Or Scheduled  
Scheduled

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Date: 01/16/2018      Time: 06:47 PM

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

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**Remote Classroom Contacts**

Email Or Phone Number

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**Interpreter**

Interpret English To:  
I don't need an interpreter

**SCHEDULE**

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

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.

Professional interpreters are available live for all your communication needs.

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.**