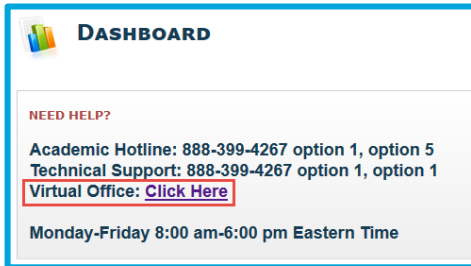


The Virtual Office is a way to connect with teachers to get support and tutoring when you need it!

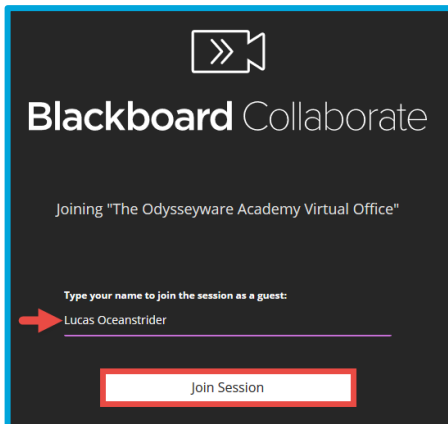
IMPORTANT

Browsers: Use Google Chrome or Mozilla Firefox to access the Virtual Office

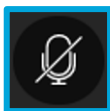
1. On the DASHBOARD, click the link next to "Virtual Office".



2. Enter your FIRST and LAST name and click **JOIN SESSION**.



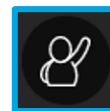
3. After joining the session, follow the prompts to allow microphone and camera permission.
4. Use the communication tools to connect with a teacher.



Mute/Unmute Audio



Share your webcam



Raise your hand

5. Click the purple button to start a chat with the teacher and even share your screen with them.



The teacher can help you troubleshoot anything else once you're logged in.

Need help? Call the Academic Hotline at 888-399-4267