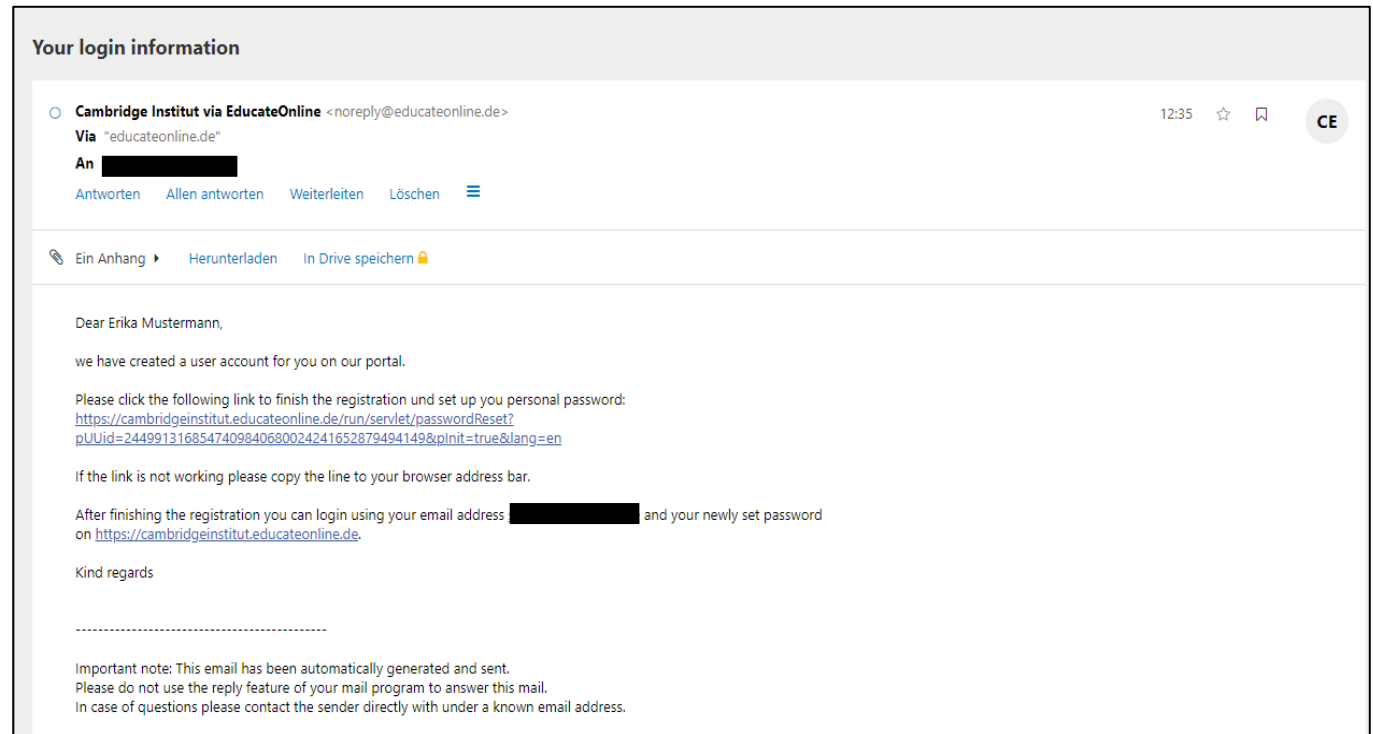


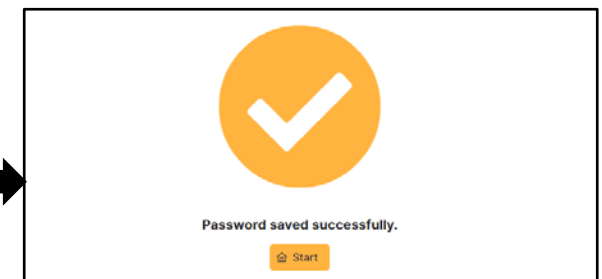
SETTING UP YOUR ACCOUNT

1. „Your login information“: After we have created your profile, you will receive an invitation link via email to create your own password.



2. The link provided in the email will guide you to the online portal, where you will be prompted to create your password

The screenshot shows a web form titled "Set password". The text reads: "Your account has been set up. Please enter your password and confirm it to complete the setup." There are two input fields: "Password" and "Confirm password", both with eye icons for visibility. At the bottom is an orange button with a checkmark icon and the text "Set password".



3. After finishing the registration you can login using your email address and your newly set password on <https://cambridgeinstitut.educateonline.de>.

The screenshot shows the user portal interface. At the top, there is a navigation menu with the following items: Events (with a dropdown arrow), My Web Conferences, Online consultation, My Schedule, and Know-How. On the right side of the header, there are icons for Service (a speech bubble), Language (a flag), and a Login button (with a right arrow icon).

The main content area is titled "Individueller Bereich" in orange. Below the title, there is a paragraph of text: "In diesem Bereich können Sie Informationen zu Ihrem Unternehmen oder sonstige für Ihre Kunden und Mitarbeiter relevanten Dienstleistungen und Produkte beschreiben. Diese Informationen können Sie über Ihre Portal-Verwaltung unter dem Menü "Mein Konto" > "Startseite (Portal-Home)" erfassen." Below this, another paragraph states: "Des Weiteren können Sie über Ihre Portal-Verwaltung die auf dieser Seite dargestellten Bereiche (News, Willkommen, Events) jeweils ein/ausblenden, deren Reihenfolge ändern und zwischen verschiedenen Darstellungsmodi wechseln. Wenn Sie alle benutzerdefinierten Bereiche (News, Veranstaltungen, Indiv. Bereich) ausblenden, wird ein Standard-Begrüßungstext angezeigt."

At the bottom of the page, there are three large, colorful buttons with icons and text labels:

- A blue button with a white icon of a tablet displaying a grid, labeled "News".
- A green button with a white icon of a calendar with a plus sign, labeled "Events".
- A dark blue button with a white icon of two overlapping speech bubbles, labeled "Book online appoinment".

On the right side, there is a white login form box. It contains the text "Login with your email address and password." followed by two input fields: one for email (with a person icon) and one for password (with a lock icon and a toggle eye icon). Below the input fields is an orange "Login" button with a right arrow icon. At the bottom of the form, there is a link: "Request new password »".

HOW TO JOIN YOUR ONLINE CLASS

You will receive an invitation to your online class via email.

For evening group courses, you will receive one invitation email for each month.

For intensive group courses, you will receive one invitation email for the whole block.

For private tuition, you will either receive an email for each session, or a single email with several sessions.

Booking confirmation

Cambridge Institut via EducateOnline <noreply@educateonline.de> 13:41 ☆ 📌 CE

Via "educateonline.de"

An [REDACTED]

Antworten Allen antworten Weiterleiten Löschen ☰

2 Anhänge ▶ Herunterladen In Drive speichern 📁

Dear Erika Mustermann,

we have made a booking of the event "General English CE 3 (1.45 pm)" from 29.05.2024 to 29.05.2024 for you.
You can access the event details via the this link
<https://cambridgeinstitut.educateonline.de/users/eventDetails/30709/30723/schedule>.
There you also have the possibility to cancel your participation in the event.

In order to attend this event you may use your portal schedule or this direct link
<https://cambridgeinstitut.educateonline.de/run/meeting?d=30709:61547:356731;>

Please make sure you always use a current version of Google Chrome, Mozilla Firefox or Microsoft Edge for MS Windows or macOS .

Kind regards
Your cambridgeinstitut team

Important note: This email has been automatically generated and sent.
Please do not use the reply feature of your mail program to answer this mail.
In case of questions please contact the sender directly with under a known email address.

You have two options to access the virtual classroom. For example, you can utilize the **direct link** provided in the email.

The virtual room will be opened by your teacher or a staff member. If the room is not opened yet, you will be taken to a waiting page. Please refresh this page close to the starting time of the class. You will be automatically taken to the online class.

Booking confirmation

Cambridge Institut via EducateOnline <noreply@educateonline.de> 13:41 ☆ 📧 CE

Via "educateonline.de"

An [REDACTED]

Antworten Allen antworten Weiterleiten Löschen ☰

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In order to attend this event you may use your portal schedule or this direct link
<https://cambridgeinstitut.educateonline.de/run/meeting?id=30709:61547:35673>

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Kind regards
Your cambridgeinstitut team

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Direct link



General English CE 3 (1.45 pm)

This event starts on 29.05.2024 at 02:30 PM CET/CEST.

Hello Erika Mustermann!

Your registration for this event has been confirmed and you may enter the virtual room after it has been started by your host.

This page will be refreshed automatically and the virtual room will be started when it's available. If you can not attend after the planned begin, please contact your instructor.

[Refresh](#)

Alternatively, you can access the virtual classroom by logging in to your Educateonline account and clicking on 'My Schedule'. Locate your online class within the schedule and click on it. A window displaying details about the class will pop up. At the bottom left corner of this window, you will see a 'Enter virt. Room' button. The button will turn from light green to dark green and become active once the room has been opened by the teacher or a staff member. Simply click on it, and you will be instantly transported to the virtual classroom. If the button is still inactive (see picture) once the course has officially started, please refresh the page.

The screenshot displays the 'My Schedule' page in the Educateonline system. The main interface shows a weekly calendar view for the period from May 27 to June 2, 2024. The days of the week are listed at the top: W 22, Mon 5/27, Tue 5/28, Wed 5/29, Thu 5/30, Fri 5/31, Sat 6/1, and Sun 6/2. The time slots range from 5am to 8pm. A class titled 'General English CE 3 (1.45 pm)' is scheduled for Wednesday, May 29th, from 1:45 pm to 3:00 pm. This class entry is highlighted in a light green box. An inset window is overlaid on the bottom right, providing details for the selected class. The inset window includes the following information:

- Event:** General English CE 3 (1.45 pm)
- Tutor:** [Redacted]
- Start Time:** 29.05.2024 01:45 PM
- Realisation:** Web conference with audio and video
- Event materials:** Recordings
- Refresh:** A button to refresh the content.
- File Upload:** A section for uploading files, with a '+ Add file(s)' button and a message 'No documents found'.
- Buttons:** At the bottom left of the inset window, there is a light green button labeled 'Enter virt. room' and a blue button labeled 'New pre-event inquiry'. At the bottom right, there are buttons for 'Event details' and 'Close'.

A black arrow points from the highlighted class entry in the calendar to the 'Enter virt. room' button in the inset window.

DOWNLOADING EVENT MATERIALS

Your teacher may upload course material directly to Educateonline for you to download.
There are two ways to access this material.

1. You can use the link provided in your invitation email.

Booking confirmation

Cambridge Institut via EducateOnline <noreply@educateonline.de> 13:41 ☆ 📧 CE

Via "educateonline.de"

An [REDACTED]

Antworten Allen antworten Weiterleiten Löschen ☰

2 Anhänge ▶ Herunterladen In Drive speichern 🔒

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Kind regards
Your cambridgeinstitut team

Important note: This email has been automatically generated and sent.
Please do not use the reply feature of your mail program to answer this mail.
In case of questions please contact the sender directly with under a known email address.

Details for event

Realisation
Web conference with audio and video

Duration 🔍 Show dates
06.06.2024 - 06.06.2024

Content
General English CE 3 (18.25h)

Max participants
10

Documents 2 🔄 Refresh

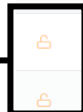
Drag & drop files into this area or select files using the button to start uploading.

+ Add file(s)

File 1F

- 📄 Grammatik_1.pdf
- 📄 Vokabeln_2.pdf

Click here to download the material.



2. You can log on to <https://cambridgeinstitut.educateonline.de> and click on 'My Schedule'. Locate your online class within the schedule and click on it. A window displaying details about the class will pop up. Under 'Event Materials' you can find the documents.

The screenshot shows a weekly calendar interface. The top navigation bar includes 'Web Conferences', 'Online consultation', 'My Schedule' (highlighted), and 'Know-How'. The calendar is for the week of May 27 to June 2, 2024. The days of the week are: Mon 5/27, Tue 5/28, Wed 5/29, Thu 5/30, Fri 5/31, Sat 6/1, Sun 6/2. The time slots range from 5am to 8pm. A class event is scheduled for Wednesday, May 29, from 01:45 pm to 03:00 pm, titled 'General English CE 3 (1.45 pm)'. A black arrow points from this event to the detailed view below.

The screenshot shows the details for the event 'General English CE 3 (18.25h)'. The tutor is redacted. The start time is 06.06.2024 06:25 PM. The realisation is 'Web conference with audio and video'. There are two tabs: 'Event materials' (active) and 'Recordings'. A 'Refresh' button is present. Below is a blue area for uploading files with a '+ Add file(s)' button. At the bottom, there is a table of event materials.

File ↑↓	Uploaded by ↑↓	Approval for attendees	Approval for tutors
↓ Grammatik_1.pdf	[Redacted]	✓	✓
↓ Vokabeln_2.pdf	[Redacted]	✓	✓

Click here to download the material.