In order to use Zoom, you will need access to a computer or other device that is connected to the internet or cellular service and has a microphone and/or webcam.

If you do not have a microphone or a webcam, please see the Telephone Dial-In instruction on page 5 of this document.

MAKING AN APPOINTMENT:

The first step to receive tutoring from the Virtual Writing Center is to schedule an appointment.

To schedule an appointment with the Virtual Writing Center, visit the online tutoring appointment portal. If you do not have an account or are not sure how to schedule an appointment, please see the Tutoring Appointment Quick Guide.

JOINING A MEETING:

There are four (4) ways to join a Zoom meeting:

- Through a direct link
- From the Zoom website
- Zoom app on your computer
- Through telephone dial-in

Through a Direct Link:

1. Navigate to the Tutoring page in CMConnect under the Students tab. You will need to sign in to see the page.
2. Locate the Virtual Writing Center Schedule (see below) and click on the link associated with the day you made the tutoring appointment with the Writing Center.
3. The link will take you to a page that indicates Zoom is launching, and a prompt box will appear. Select **Open URL:Zoom Launcher**.

![Launching...](image)

*Please click Open Zoom Meetings if you see the system dialog.*

*If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.*

![Open URL:Zoom Launcher?](image)

**Open URL:Zoom Launcher?**
- [ ] Always open these types of links in the associated app

[Open URL:Zoom Launcher] [Cancel]

4. You will be prompted to join the meeting using the computer’s audio

![Choose ONE of the audio conference options](image)

**Choose ONE of the audio conference options**
- **Phone Call**
- **Computer Audio**

![Join Audio Conference by Computer](image)

**Join Audio Conference by Computer**
- Test Computer Mic & Speakers

[Automatically join audio by computer when joining a meeting]
Through the **Zoom website**:  
1. Go to the zoom website ([https://zoom.us/join](https://zoom.us/join))  
2. Enter the meeting ID (see the schedule for the Meeting ID that corresponds to the day of your appointment)  
3. Select “Join”  
4. Follow the instructions outline in steps 3 & 4 on the previous page to join the meeting

![Join a Meeting](image)

Through the **Zoom App on your computer**  
1. If Zoom is installed as an app on your computer, open the program and select “Join a Meeting”
2. Enter the Meeting ID (see the schedule for the Meeting ID that corresponds to the day of your appointment)
3. Enter your name
4. Select “Join” to begin the meeting.

5. You will see the message below until the tutor begins your appointment.

Through **Telephone dial-in**

1. On your phone, dial the teleconferencing number: 1-646-558-8656 OR 1-669-900-6833
2. Enter the Meeting ID on your keypad when prompted (see the schedule for the Meeting ID that corresponds to the day of your appointment)