

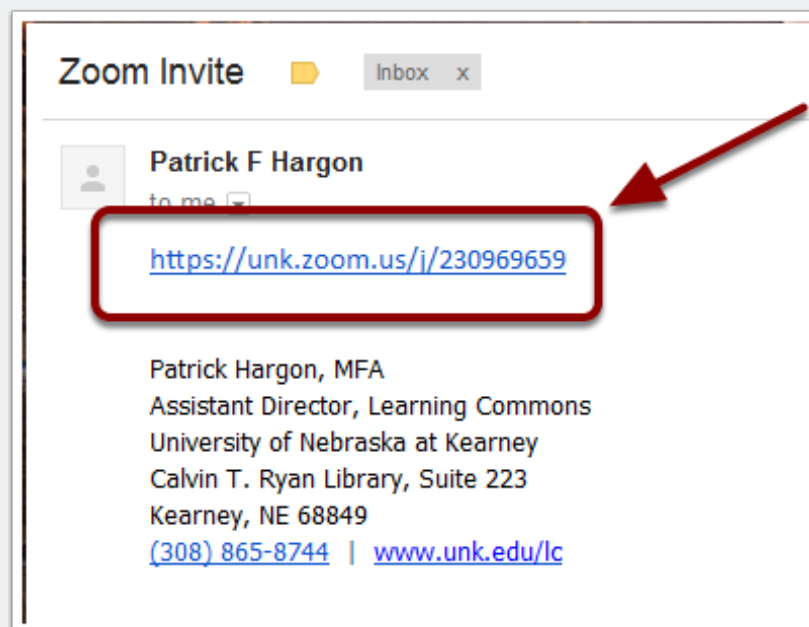
LIVE ONLINE eTUTORING--Making an Appointment

To Do Before your Appointment

1. Make an appointment by PHONE only. Call the Learning Commons Welcome Desk at [308-865-8905](tel:308-865-8905)
2. You must make an appointment at least **24 hours in advance (no "walk-ins" allowed)**.
3. Email your paper to writingcenter@unk.edu BEFORE your appointment.

Joining Your Appointment: URL Invitation

Your writing tutor will send you a link for your appointment. The email will come from the writingcenter@unk.edu address.

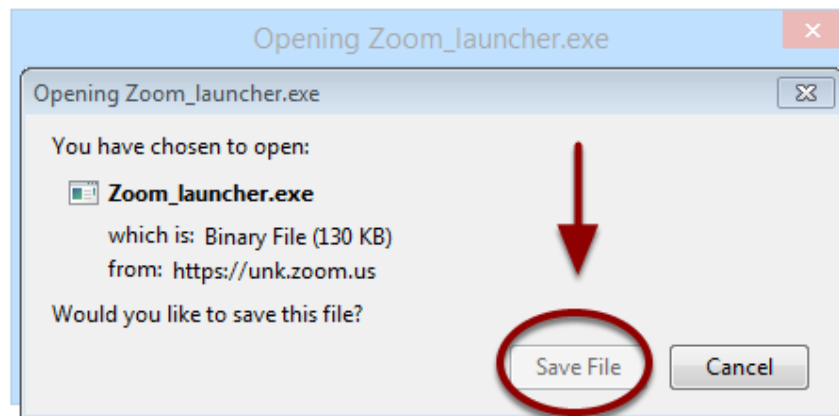


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Running ZOOM--USE FIREFOX

The url invitation link will bring up a window to use Zoom. Click "Save File."

1. When prompted, select **Save File**.

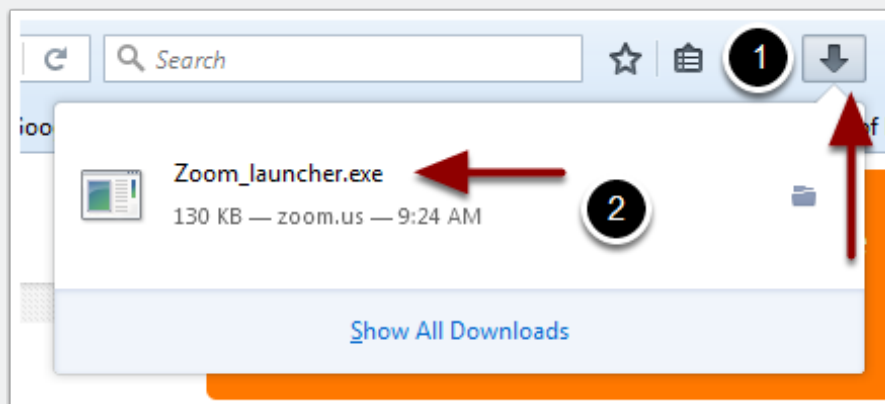


A download should start automatically in a few seconds. If not, [download here](#).

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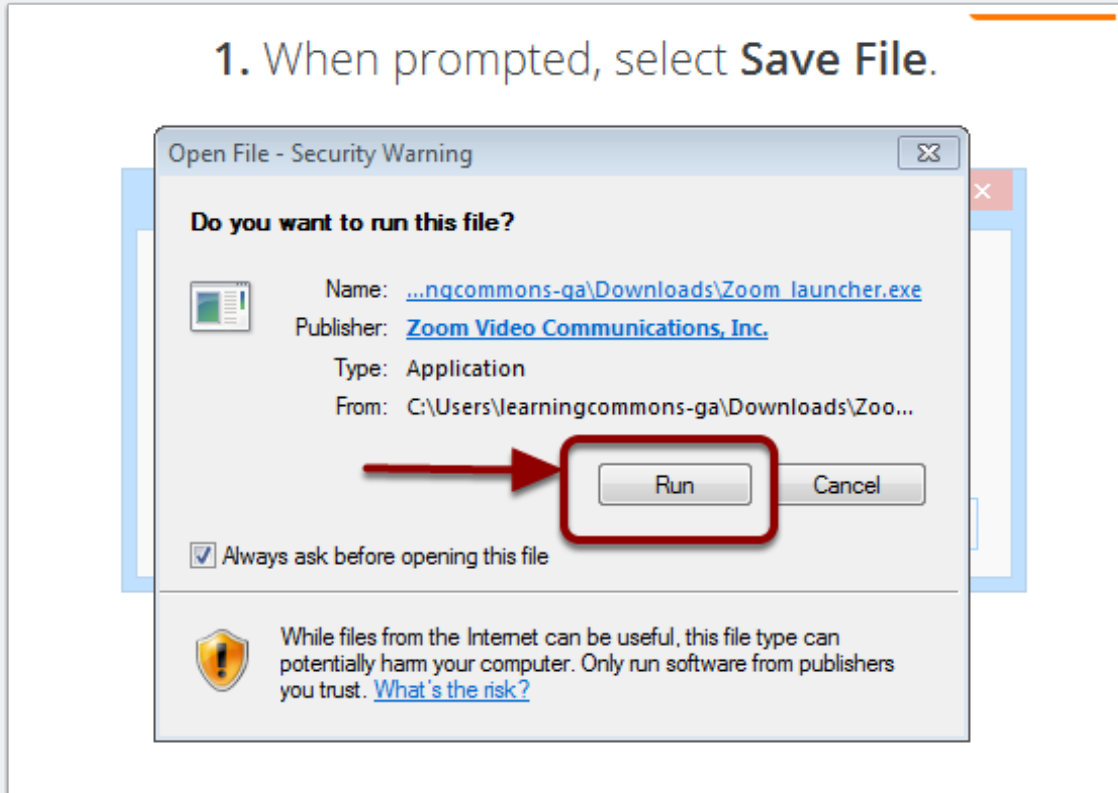
Downloading Zoom

Once you've saved the file, click on the arrow in the top right corner of the screen, then click "Zoom_launcher."



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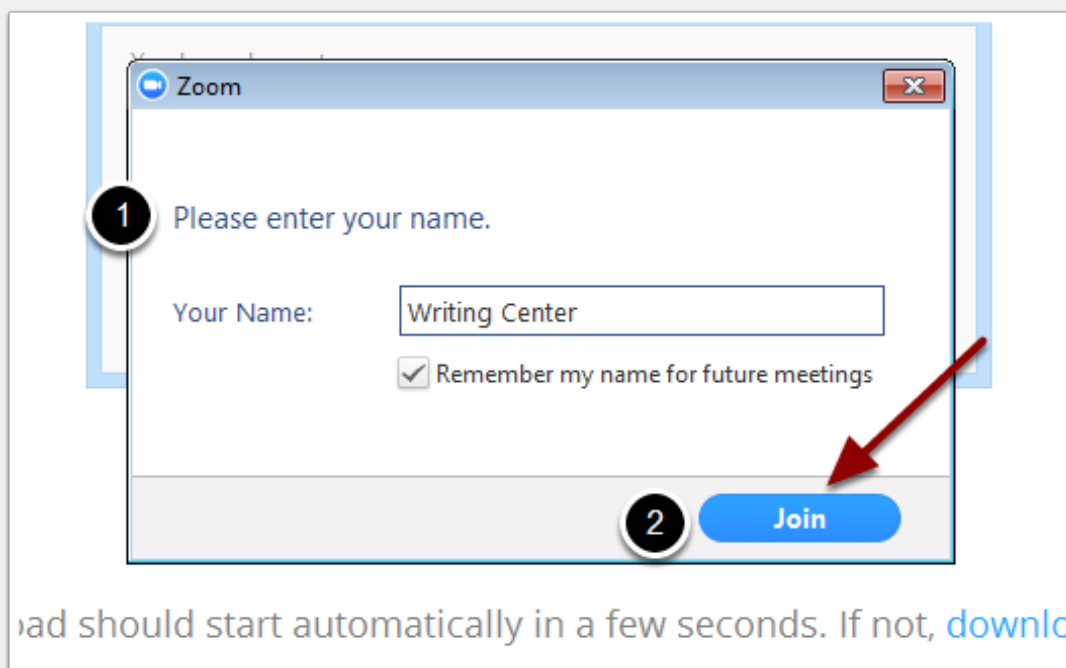
After clicking the download, you will see this box. Click "Run"



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Setting up Zoom

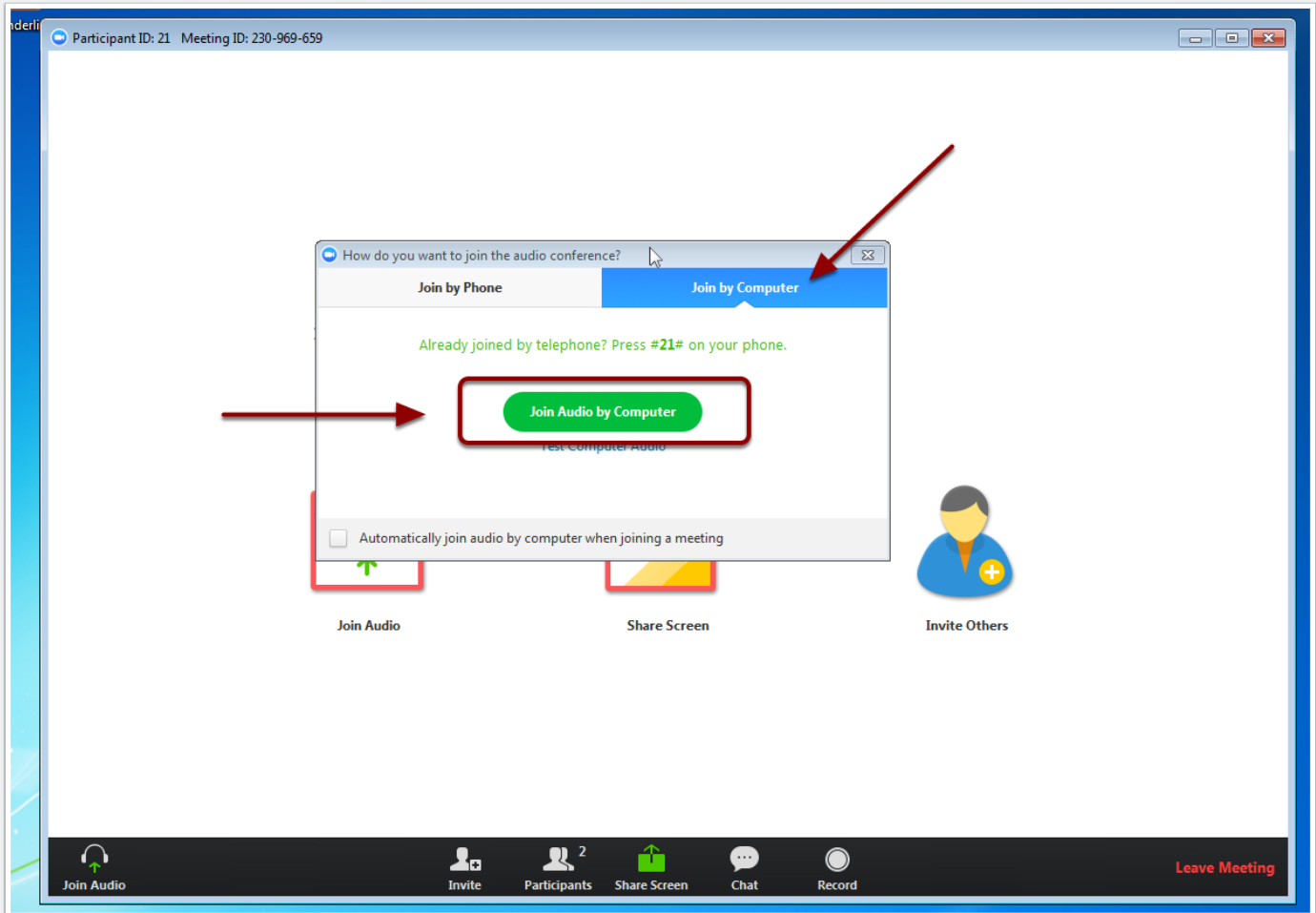
After clicking "run," enter your name. Then click "Join"



LIVE ONLINE eTUTORING--Making an Appointment

Joining with sound

To hear your tutor, click "Join by Computer." Then click the green "Join Audio by Computer" button.



LIVE ONLINE eTUTORING--Making an Appointment

You have successfully joined your meeting!

When this screen appears, you know you are in your Zoom conference. You should now be able to hear your tutor and see your paper loaded on his or her screen.

The black panel at the bottom of Zoom is your control panel. From here, you can

- chat with your tutor using the "Chat" icon if the audio cuts out.
- end the meeting by clicking the "Leave Meeting" button on the far right side.

Have a great session!

