

How to Make/Attend your Zoom Tutoring Appointment

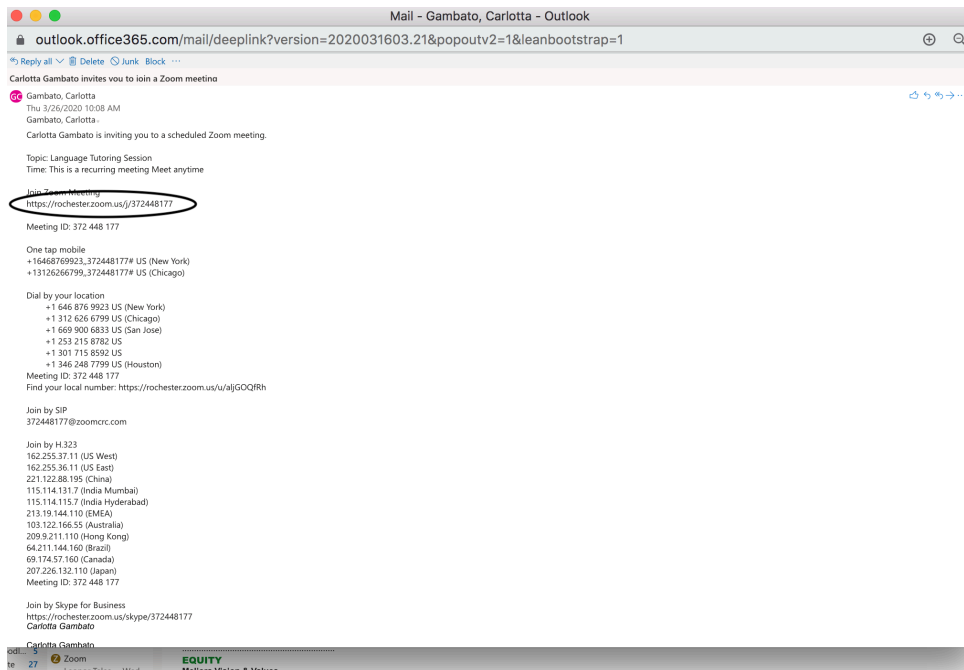
Please keep in mind not all of our tutors are able to accommodate tutees via Zoom. If the language you are learning in class does not have tutoring and you have questions, please get in touch with your professor.

Please be patient with us, as Zoom has been a last-minute resource to be able to offer remote tutoring, and many tutors are just learning how to use the software.

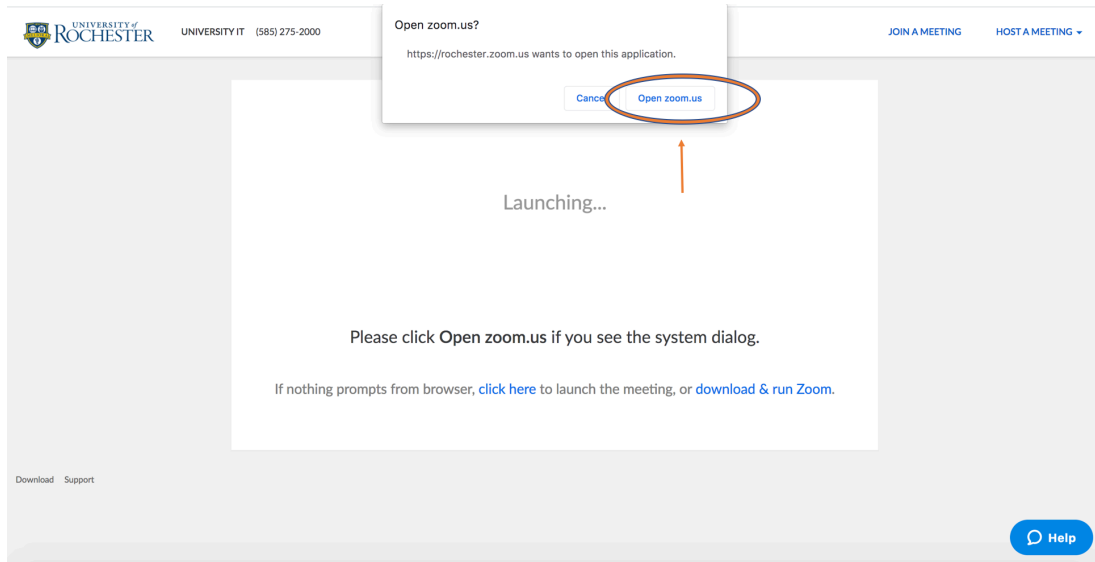
1. Make your appointment as you would normally on WC Online and at least 24 hours before the requested date. If you are not already registered on our WC Online system, you can register by following the instructions [here](#) on CETL website.

2. Make sure you have Zoom downloaded. You can do so by going to <https://rochester.zoom.us/> and clicking the download link at the bottom of the screen. a. Note: We highly suggest familiarizing yourself with the software prior to your session. Tutorials are available here: <https://tech.rochester.edu/zoom-tutorials/>. While the link you receive from the tutor (see example below) will enter you into the meeting, it is helpful to have already tested your audio and/or video prior to the appointment.

3. Your tutor will send you an invitation to Zoom at least 12 hours prior to your appointment. If you don't receive anything from them, you should email your tutor. Their email is available to you on WC Online- click on your appointment slot and their email will be on the form near their bio. The Zoom invite email will look like this:



4. Copy and paste the Zoom Meeting link into an internet browser to launch the Zoom meeting. You'll need to click on 'Open zoom.us.app' to access the meeting. You will see your tutor in the meeting as soon as you join.



5. Click 'Join with Computer Audio' or test your speaker and mic. You may also use the audio and video options at the left-hand side of the bottom menu panel to adjust or turn off your video/audio. Your tutor needs to be able to hear and speak to you. There is also a chat box in the middle of the panel in case you are having technical difficulties

