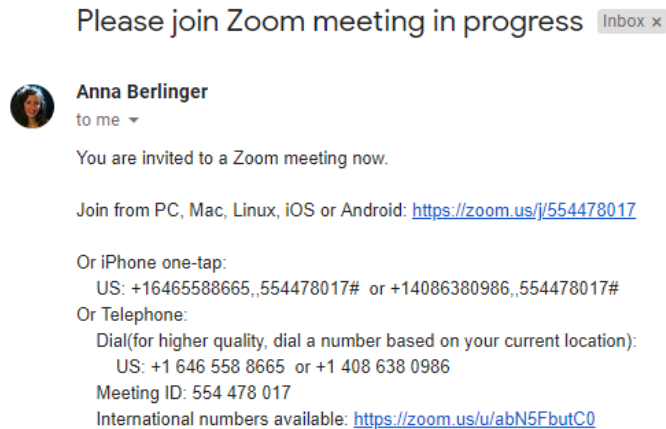


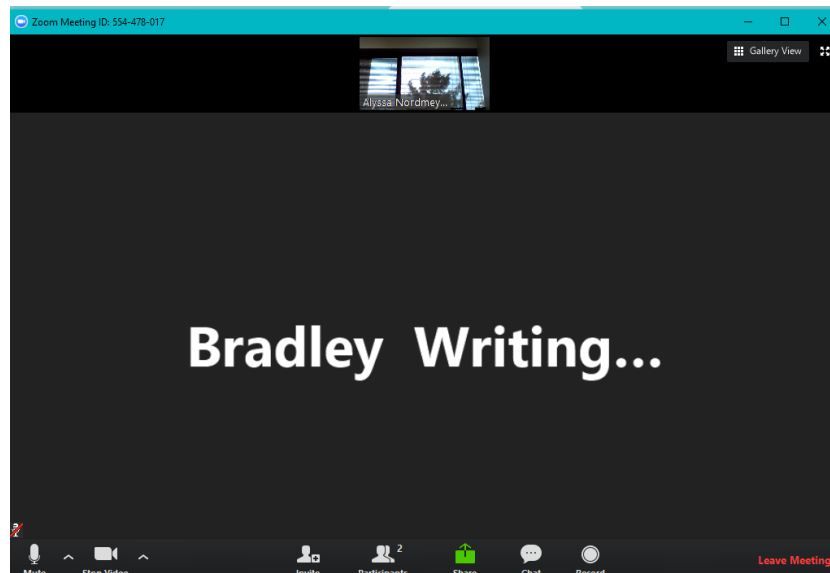
How to Use Zoom for an Appointment with a Writing Center Tutor

Our newest option, Zoom, is similar to Skype. However, you do not need to have an account to use Zoom. Plus, the program is free and easy to use! To have an appointment with a Writing Center tutor using Zoom, please follow the steps below.

1. You should receive an email from either the tutor you are having an appointment with or bradleywritingcenter@fsmail.bradley.edu
 - a. The email should look something like this:



2. Click the first link that comes after "Join from PC, Mac, Linux, iOS or Android." The link will take you to a webpage for launching the Zoom meeting
3. At the webpage for Zoom, make sure that the Zoom file downloads. If it does not download automatically, click on the "download here" link located in the middle of the webpage
4. Once the file is finished downloading, click on the download and open the file
5. A window should pop up for the chat once you open the file. You can have a video and audio call or just an audio call. The window looks like this:



6. If you are having an audio call, make sure that the microphone is unmuted (in the image, the microphone is unmuted, and if the microphone is muted, a red slash will appear over the microphone icon to show that your audio is muted)
7. If you are having a video and audio call, make sure that both the microphone and the video icons appear like they do in the image. If either the audio or video is turned off, then a red slash will appear over each icon
8. Using the green icon that says “Share” underneath it, you can easily show your essay to the tutor. To do this, you must have your essay, the prompt, and the grading rubric open on your computer
 - a. Click on the “Share” button. Another window will pop up with options for sharing your essay. Please make sure that the “Basic” tab (the default option) is selected
 - b. Once the “Basic” tab is selected, click on “Screen”
 - c. Under “Screen,” you can choose which “window” you would like to share with the tutor
 - d. Click on the “window” that has your essay, prompt, and/or grading rubric
 - e. If the essay, prompt, and/or grading rubric is saved as a Word document, they will still come up as a “window”
 - f. If the essay, prompt, and/or grading rubric are on Google Docs, Sakai, or email, you can click on the window for your internet browser that has these documents opened on Google Docs, Sakai, or in your email
 - g. Once you have clicked on the correct “window,” click on the blue “Share” button located on the lower right hand side of the window
 - h. The tutor is now able to see your screen, but cannot control your cursor (the “remote control” option does not work). When prompted, please scroll down so that the tutor can read more of the document to further assist you
9. If you are done sharing a document, you can click on the red “Stop Share” button on the top of your screen. To share another document with the tutor, follow these steps once again
10. When you are finished with your Zoom meeting, click on the red “Leave Meeting” option on the bottom right hand corner of the Zoom window. When prompted, click the blue “Leave Meeting” button that will come up in a smaller pop up window

Notes:

- These steps are for using a computer. Using an iPhone or iPad is possible, but it is much more difficult to operate and less interactive.
- There are other options you can use while having a Zoom meeting, such as adding other people, using chat, or recording the meeting, but for the sake of having an efficient meeting, you do not have to use any of these. Additionally, you can minimize or maximize the Zoom meeting window at your leisure.