

Zoom Online Consultation Guide:

Follow this simple guide, and schedule your online writing consultation today!



About Zoom

Zoom is an online video conferencing platform with audio, video, and screen sharing features. It is a reliable web-based solution for students who are unable to physically visit our on-site Writing Studio. If you are interested in more general information about Zoom, you can visit their website: <https://zoom.us/>. For additional technological support not covered in this document, you can also visit Zoom's help center: <https://support.zoom.us/>.

Hardware Requirements

In order to make use of Zoom, you will need the following:

- A computer (desktop or laptop)
- Internet Connection (E7+, Firefox, Chrome, Safari5 +, Opera 12+)
- Computer microphone (either built-in or external)
- Alternative audio source: phone (if unable to connect audio via computer)
- Optional: Headset or ear buds (helps with sound quality)
- Optional: Web cam (either built in or external)

Scheduling an Appointment

1. If you have not already done so, use the following link to register with WCONLINE: <https://cui.mywconline.com/> (select "Click here to register").
2. Log into the system using your Eagles account and password of your choosing.
3. Select a date and time for your appointment. Click on the appointment box you'd like. Available times are in white. Appointment length is 30 minutes.
4. Fill out your appointment form, and next to the question, "*What type of appointment would you like to schedule?*" indicate that you would like an "*Online Video Consultation.*"
5. Save your appointment.

Joining a Zoom Meeting

Shortly before your scheduled appointment time, you will receive an email from a CUI writing consultant, which will include a link to your Zoom meeting. The email will look something like this:

Hello,

You are invited to a Zoom meeting now.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/776969462>


Or iPhone one-tap: [14157629988](tel:14157629988), 776969462# or [16465687788](tel:16465687788), 776969462#

Or Telephone:

Dial: [+1 415 762 9988](tel:14157629988) (US Toll) or [+1 646 568 7788](tel:16465687788) (US Toll)

Meeting ID: 776 969 462

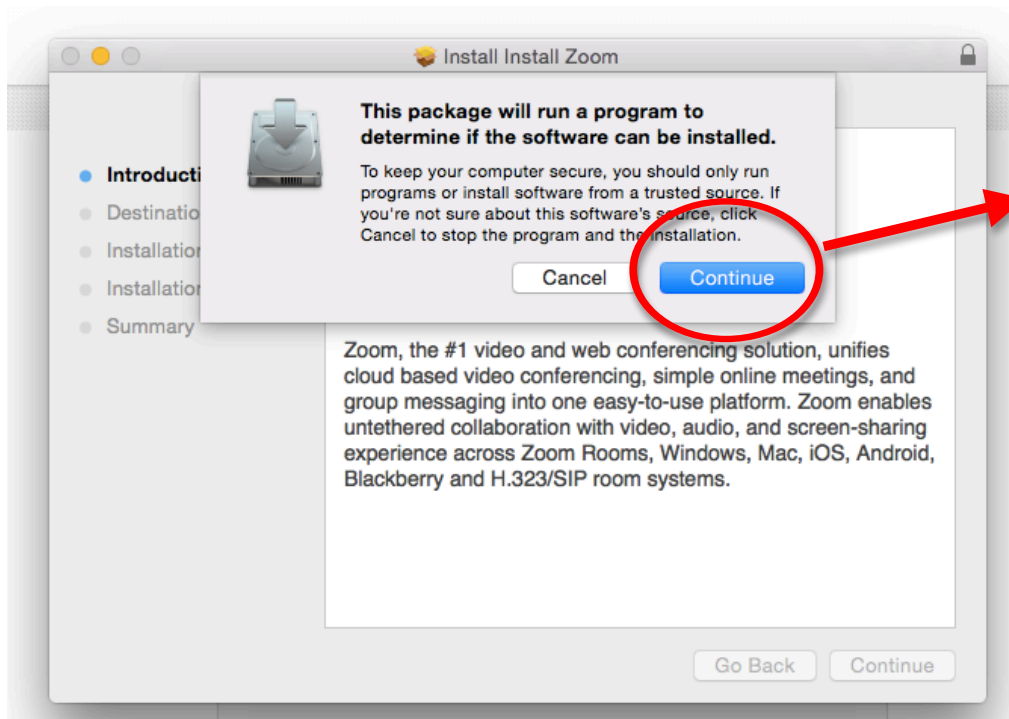
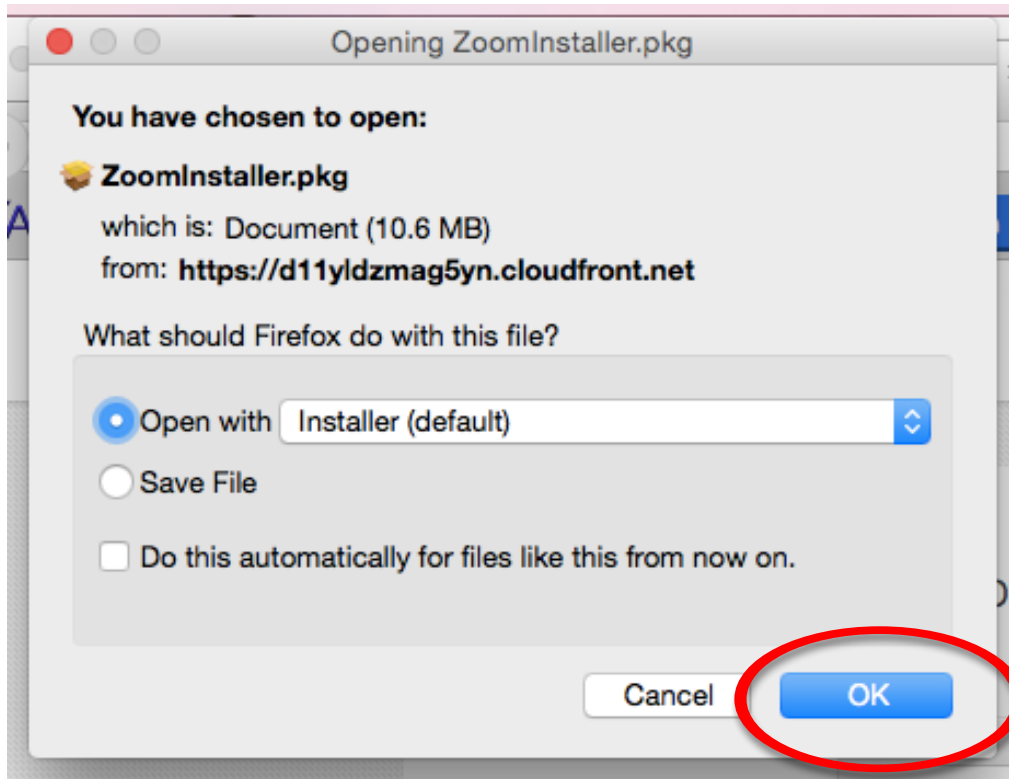
International numbers available: <https://zoom.us/join>



Click the link provided.

We are not currently using the join by phone option.

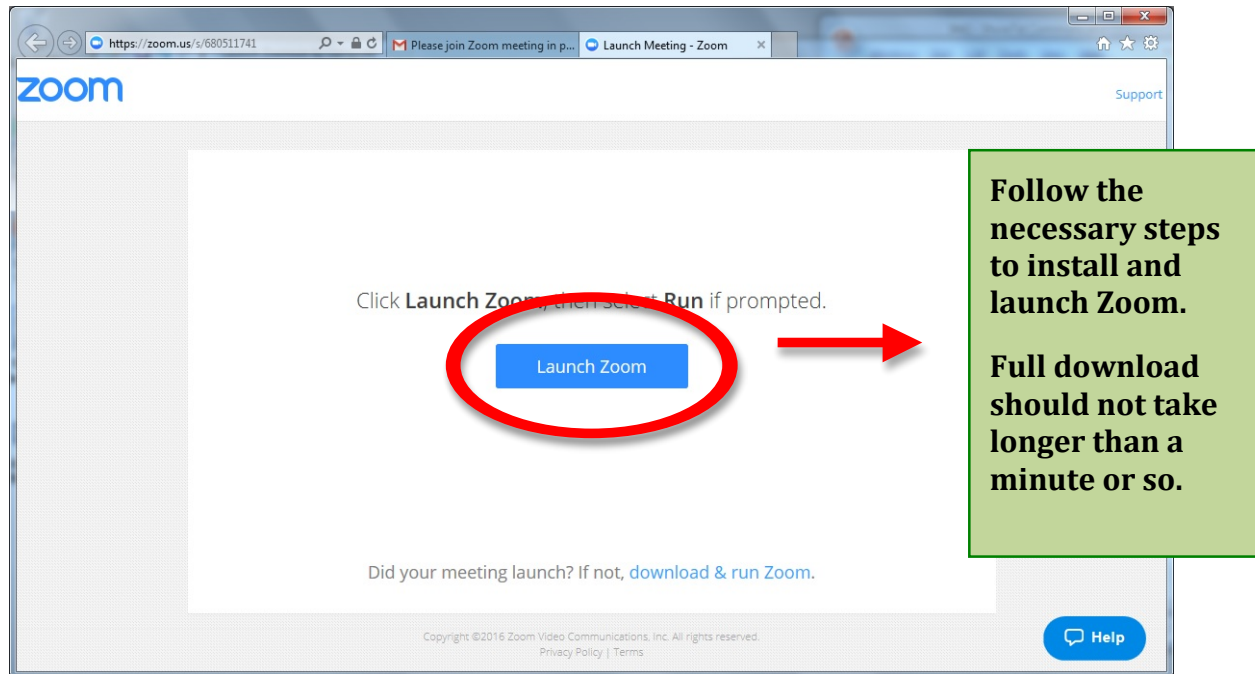
After you click the link, you will be prompted to install and launch Zoom. If you have a Mac, you might see something like this:



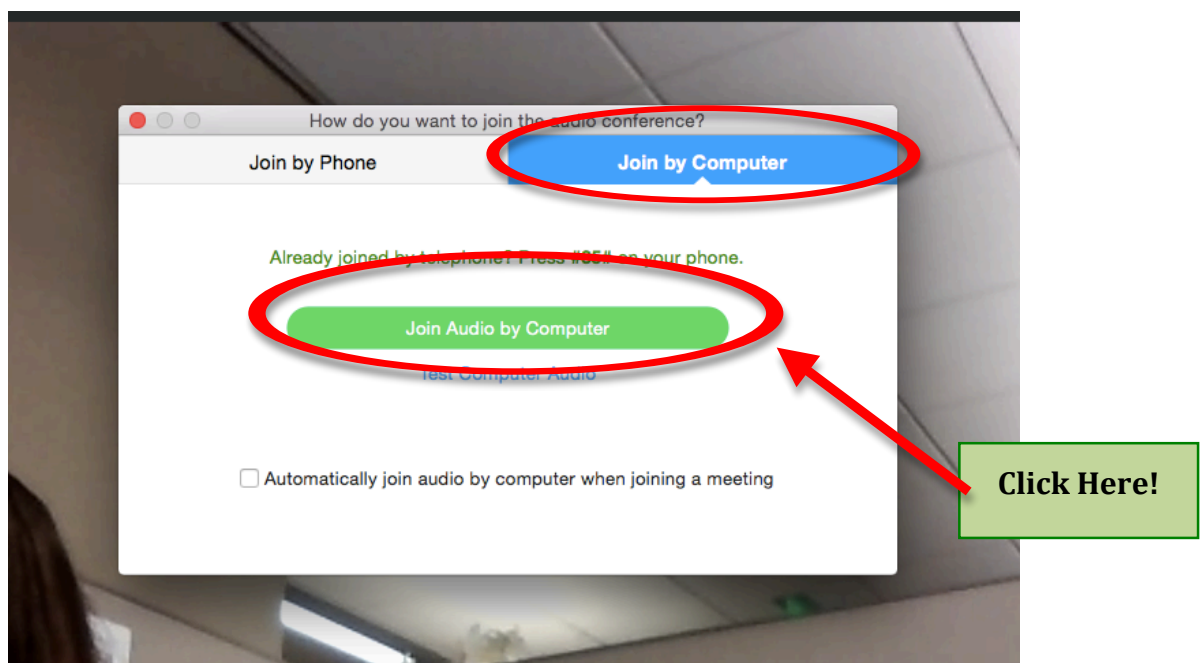
Follow the necessary steps to install and launch Zoom.

Full download should not take longer than a minute or so.

If you have a PC, you might see something like this:



After launching Zoom, you will be prompted to join the meeting with your writing consultant. Make sure "Join by Computer" is highlighted in blue, and then click "Join Audio by Computer":



Congratulations! You can now begin your Zoom Online Consultation!