How to Make/Attend your Zoom Tutoring Appointment

Hello! Tutoring will be on Zoom this semester. If you would rather have an in-person session, you must first meet with the tutor once for a tutoring appointment via Zoom at least once. You can ask the tutor or email tutoring@rochester.edu. Please note that it is up to our tutors and some may not feel comfortable meeting in-person. Any in-person tutoring will also be conducted while following the campus-wide social distancing rules such as face masks worn at all times, not sharing physical materials, and maintaining 6 feet apart. Please reach out if you have any questions.

1. Make your appointment as you would normally on WC Online. If you are not already registered on our WC Online system, you can register by following the instructions here on our 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.

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 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 do 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:

![Zoom Invite Email Example](https://example.com/zoom-invite-email.png)
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 be sent to the meeting waiting room- wait for your tutor to let you in.**

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.

6. Questions/concerns? Email tutoring@rochester.edu.