

Attending a Zoom Consultation through WCOOnline

Helpful Hints brought to you by EMU's University Writing Center

This document includes instructions for attending a Zoom consultation scheduled through WCOOnline and troubleshooting tips for common difficulties.

Attending Your Zoom Consultation

To attend a Zoom consultation that you scheduled through WCOOnline:

1. When it is time for your appointment, go to the EMU University Writing Center WCOOnline website (<https://emich.mywconline.com>).
2. Log in using your emich email and WCOOnline password. This will take you to the **Written Undergraduate Summer 2021** schedule.
3. Click on the **drop-down menu** next to the current date and schedule title (Written Undergraduate Summer 2021). Select **Zoom Undergraduate Summer 2021**.
4. Hover over **the white down arrow** next to “Welcome, [Your Name]” message on the left of the screen (see Fig. 1). A menu of options will appear.
5. Hover over **My Appointments**. A list of your upcoming appointments will appear in a menu to the right (see Fig. 1).
6. Click on the correct **date and time** of the appointment. A pop-up box containing your appointment information will appear.
7. Click on the Zoom room box next to **LOCATION:** (this is in the gray box that provides the Staff/Resource biography). This will take you to the consultant's Zoom room, where they will admit you for your appointment.

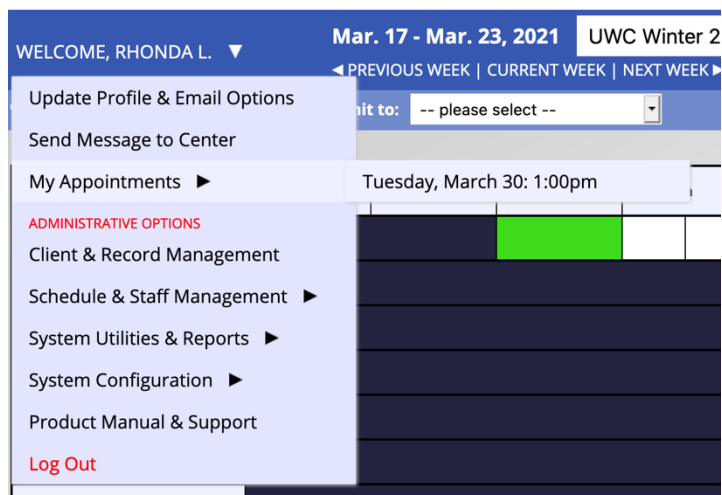


Figure 1: This is a screenshot of the WCOOnline Zoom Appointments schedule. The white down arrow, described in step 4, is at the top, to the left of the name. My Appointments is third in the list that appears when you hover over the down arrow, described in step 5. As a student, you will have fewer options since you will not have administrative options.

Troubleshooting Tips

If you have followed the instructions and are still not able to access the Zoom consultation, try one of the following:

- Log out of any email accounts that may be interfering with your emich Zoom account, and then log into your emich Zoom account using your emich ID (<https://emich.zoom.us>).
- Locate the consultant's email address, which should appear in the appointment box directly above the Zoom room link (see step 7, above). Email the consultant to tell them you are having trouble; they may be able to send you an alternate link or invitation.