



Zoom Consultation

Thanks to modern technology, you can have a face to face tutoring session without coming in the Writing Center! In addition to the many other services offered at The “Write Place,” you can also have your writing reviewed virtually and speak to a writing tutor through the Zoom app. Follow these steps to set up your Zoom Consultation!

Note:

- Zoom appointments can only be booked 24 hours (or more) in advance. No same day Zoom conferences will be scheduled
- You will need a phone, computer or mobile device that has a web cam
- You do not have to have a Zoom account. You simply need the meeting ID which will be included in the Zoom invite that we send

Book your Appointment from our Website:

1. Go to our website (from the A&M main page under Academics & Retention The Writing Center is listed first in the dropdown menu in the left corner)
2. Writing Center--<http://www.aamu.edu/academics/academic-support-retention/writing-center/>
3. Click on “Book your Zoom Consultation”
4. Complete a form for Zoom conference and upload a copy of your draft
5. You will receive an email confirmation and link to Facebook page where you can book your appointment.
6. A Zoom invite will be sent to Facebook Messenger and your email confirming your appointment

Book your Appointment from Facebook:

1. You can go directly to Facebook to book your appointment.
7. After your appointment is booked, you will be directed to our website--
<http://www.aamu.edu/academics/academic-support-retention/writing-center/>
2. Click on “Book your Zoom Consultation”
3. Complete a form for Zoom conference
4. **You will receive a confirmation e-mail from The Write Place with instructions for uploading your essay** (*you will also receive an automatically generated confirmation of your submitted form, but do not reply to this email*)
5. Reply to The “Write Place” email and upload a copy of your draft
6. Put your first and last name in the subject line of the email
7. Attach your paper or draft as a **WORD DOCUMENT** (if you don’t have word, save as .txt or .rtf file—NO .PDF, .JPG or .PNG!)
8. You will receive an email confirmation with a link to the Zoom conference
9. The Zoom link will also be sent to Facebook Messenger

To Cancel Your Appointment:

Go to Facebook where the appointment was scheduled and click “Modify”

We encourage you to come by The “Write Place” when you can to speak to a tutor directly. Walk-ins are welcome or you can schedule an appointment through GradesFirst.