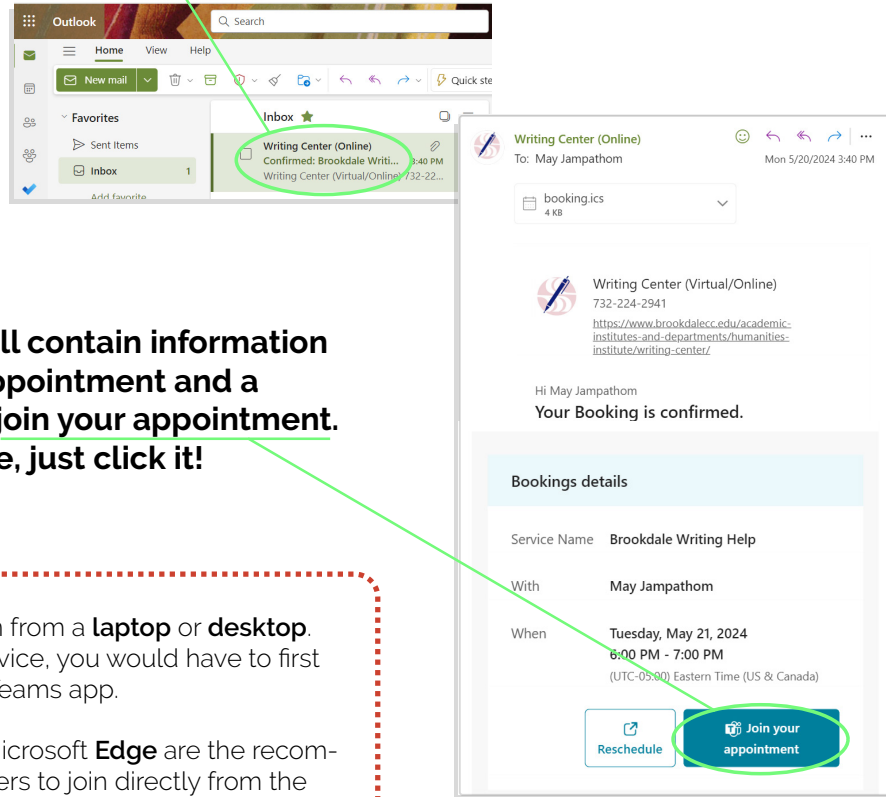


# How to Attend an Online Writing Center Appointment

1. After booking your appointment, log into your Brookdale student Outlook email to find the confirmation message and open it.

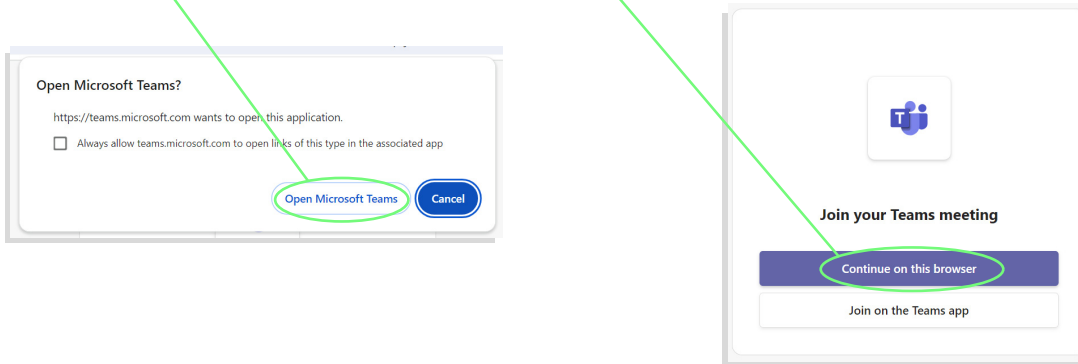


2. That email will contain information about your appointment and a handy tab to join your appointment. When it's time, just click it!

\*You should join from a **laptop** or **desktop**. On a mobile device, you would have to first download the Teams app.

\***Chrome** and Microsoft **Edge** are the recommended browsers to join directly from the web. Other browsers like Safari and Firefox may require changing your privacy settings or downloading Teams separately.

3. Then a new browser tab will open and prompt you to either: Open Microsoft Teams -OR- Continue on your browser.

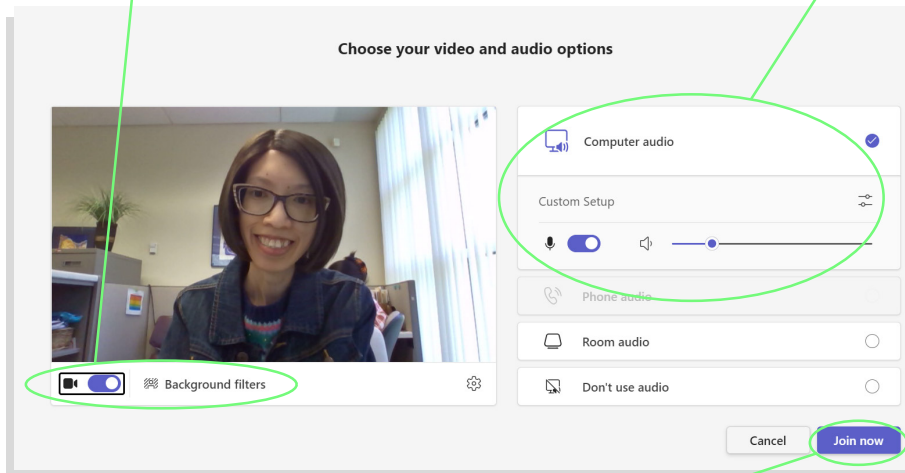


Just click and you're in! —See next page

# How to Attend an Online Writing Center Appointment

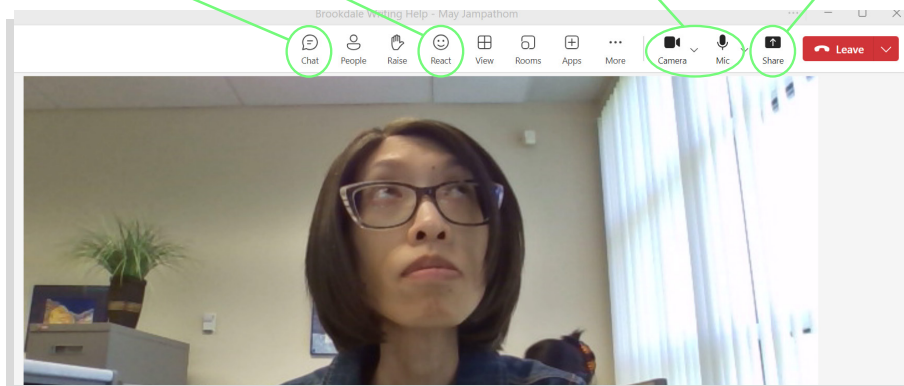
(Continued)

4. Once you're in Teams, you can choose the settings for your audio and volume, as well as your camera...



... Then click Join Now!

5. In the meeting itself, all of the tools you need will be at the top of the screen for you to chat, add a reaction, control your camera and mic, or share your screen.



\*You can always **email your tutor directly**, or [writingcenterhelp@brookdalecc.edu](mailto:writingcenterhelp@brookdalecc.edu), if you need any further assistance with connecting to your appointment.

\* Also, **keep your Outlook email accessible during your appointment** in case you need to receive or exchange any further communication with your tutor!