

## Zoom Online Tutoring or Mentoring Sessions

1. Once you work out the day and time of your meeting with a Guru, you will receive an email invitation that looks like the screenshot on the left. Please **check your time zones** to make sure the times match! The Guru might also just send you an email with the link. Accept the event and click “Send the response now” as shown in the screenshot on the right, or save the email with the link.

**Tutoring Session**

WM Wilson, Kristen M.  
Today, 9:35 AM  
Harlan, Kelley L. ✉

Required: Wilson, Kristen M.; Harlan, Kelley L. ✉

When: Mon 7/16/2018 12:00p - 12:30p  
Where: <https://eku.zoom.us/j/543520253>

✓ Accept ? Tentative ✗ Decline ⌚ Propose new time

No conflicts

Hi there,

Kristen Wilson is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://eku.zoom.us/j/543520253>

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Accept event ✗ Decline ⌚ Propose new time

Accept event  
Edit the response before sending  
Send the response now  
Don't send the response

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2. Once you accept the event, it will send to your EKU email (OWA or Outlook) calendar. If you use OWA or Outlook, this is a good way to set reminders and save the information.

Microsoft Corporation [US] | <https://outlook.office.com/owa/?realm=nymail.eku.edu&path=/calendar/view/Month>

Office 365 Outlook

Search Calendar

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Aug 1	2	3	4

Monday, July 16, 2018

12:00p Tutoring Session  
30 minutes <https://eku.zoom.us/j/543520253>

3. When it is time for the connection, you can click the link in the email. It will also be available to you if you click on the calendar appointment (if you chose that as an option). It will pop up through the internet. You may have to click on the Zoom launcher as pictured below.

<https://eku.zoom.us/j/543520253>

zoom

Support English

A download should start automatically in a few seconds.  
If not, [download here](#).

If you cannot download or run the application, [join from your browser](#).

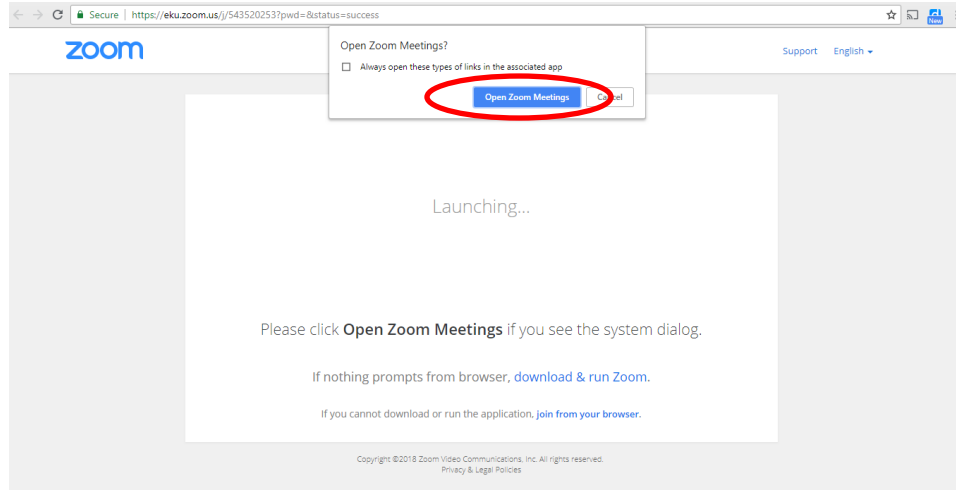
Click Zoom\_launcher.exe.

Zoom\_launcher.exe

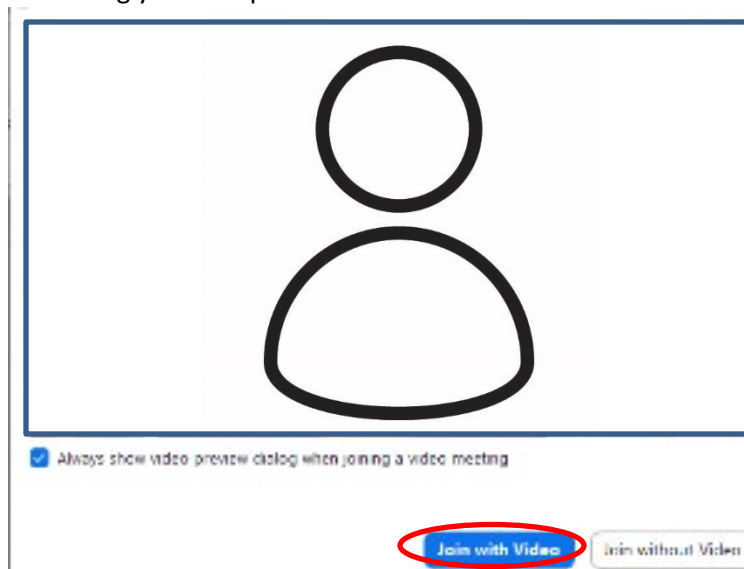
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4. Once you launch Zoom, you will need to click on Open Zoom Meetings.



5. You may have to permit using your computer's audio and video and click "Join with Video."



6. You can test your speaker and microphone by clicking the "Test speaker and microphone" prompt. After that, click "Join with Computer Audio."

