Connecting with your tutor is both quick and easy. Please review the following steps and images to be certain your appointment begins on time.

(Prior to your appointment, make sure to send your paper to our Gmail account, waynestate.writingcenter@gmail.com, by 9:00 a.m. on the day of your appointment).

1. Log into your Gmail account
2. Within the first 10 minutes of the hour, your tutor will contact you through Google Hangouts (Note: These first 10 minutes are to allow your tutor to log in, upload your document to our Google Drive, and send you a message). **Your appointment is not guaranteed to start on the hour – it will start within the first 10 minutes.**
   a. The invitation to begin the appointment will appear as shown below:

3. Click “Accept” in the Hangout Invite Window to open the chat dialogue box. Your tutor will then send you a link to your document that they have uploaded to our Google Drive.
4. Finally, once you and your tutor have connected, your tutor will call you with the Google Hangouts Video Chat feature:

You are ready to begin your appointment! Simply click “Answer” and the video chat window will open.