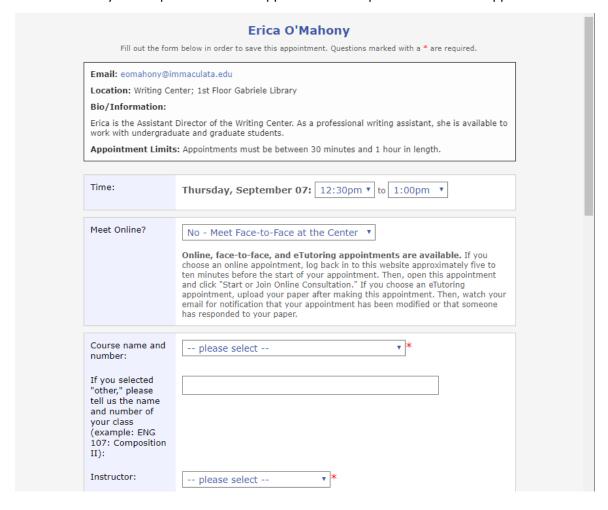
How to Sign up for an Online Appointment:

An online appointment is one that is conducted synchronously through video conferencing.

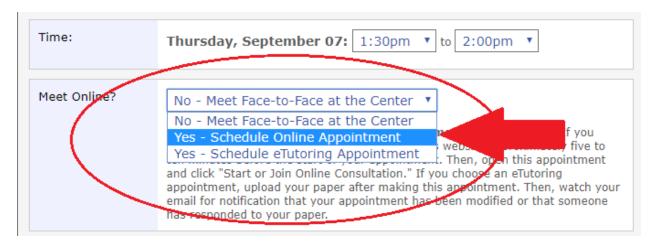
- 1. Go to immaculata.mywconline.com
- 2. Log on first time users will have to register using their Immaculata email address. Once logged on, you will be able to see our full schedule:



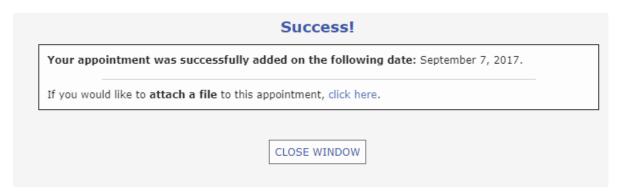
3. Click on any white space to book an appointment. A separate window will appear:



4. In the first drop down menu select "Yes - Schedule Online Appointment."

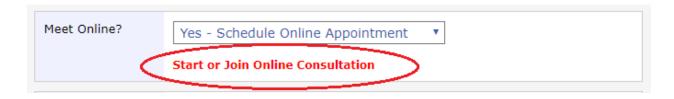


- 5. Fill out the other information as appropriate.
- 6. Click "Save Appointment." The following message will then appear:

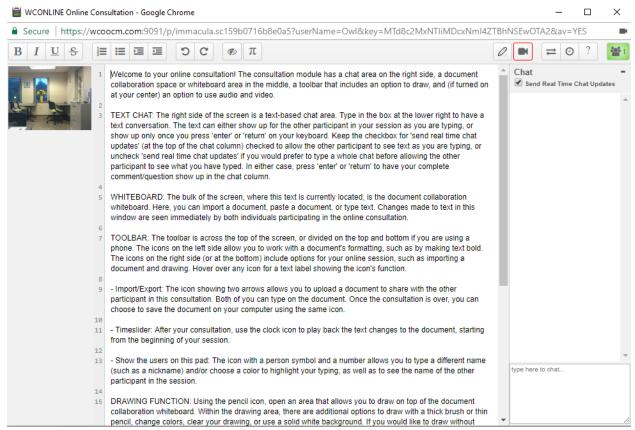


Click "Click here" and upload your paper so that the Writing Assistant can review it prior to your session.

- 7. At the time of your session, log back on to WConline and click on your appointment slot (your appointments are in yellow). Your appointment time and information will appear.
- 8. To go to the online appointment, click "Start or Join Online Consultation."



9. A new window will appear:



Here you will be able to upload and edit your paper and talk with your Writing Assistant through chat, audio, and video.

You can re-visit this appointment and your reviewed paper at any time by logging onto WConline and clicking on your appointment slot.