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## Heartland Online Tutorial

### Logging Into Your Zoom Appointment

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HEARTLAND  
COMMUNITY COLLEGE

To begin the process, log into your Heartland email. Find the email with the subject: “Heartland Tutoring Online Meeting.” The email will look something like the image below:

At the top of the email you will find:

- The date of the appointment
- The time of the appointment
- The name of the tutor with whom you will meet

At the end of the next line, you will find the link to the Zoom appointment. If the link is active, click it, and Zoom will open. If the link is not active, open a new browser tab, copy and paste the link into your browser address box, then hit Enter. Zoom will open.

**Browser Address Box**

**Appointment Link**

**Date Time Name**

Heartland Tutoring Online Meeting

onlinetutor  
Sat 03/21/2020 7:15 PM  
Furrh, Van

Appointment Details

Date: 3/23/2020  
Time: 2:00 PM  
Tutor: Van F.

You can join your online meeting from PC, Mac, Linux, iOS or Android. To join click this link: <https://heartland.zoom.us/j/4648502802>

You may use your computer audio or a phone:

Dial: US: +1 669 900 6833 or +1 646 558 8656

Meeting ID: 683928032

If you cannot attend your appointment let us know as soon as possible. Email us at [OnlineTutor@heartland.edu](mailto:OnlineTutor@heartland.edu) or call (309)268-8231.

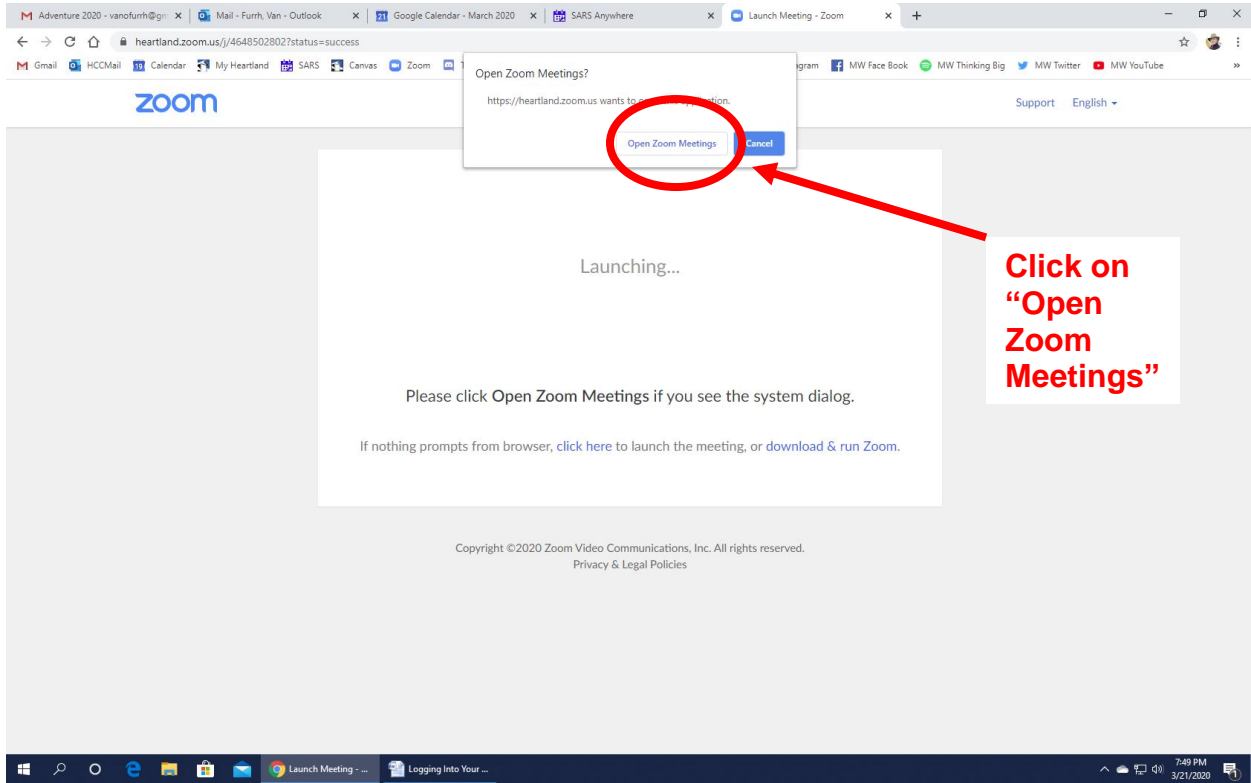
Students must cancel appointments at the start of the day or at least two hours in advance of their appointment, students that don't cancel in advance will be counted as a missed appointment. Students who miss two appointments will be blocked from scheduling until they talk to the Coordinator or Facilitator of Tutoring Services. After a third missed appointment, students will not be scheduled with a tutor for the rest of the semester. Drop-in tutoring will still be an option if a student is blocked from scheduling.

We look forward to seeing you!  
Tutoring Services

Note: The contents of this email and any attachments is property of Heartland Community College which may contain confidential and/or privileged information intended solely for the recipient. Email to or from Heartland Community College employees may be subject to disclosure under the Illinois Freedom of Information Act. If you are not the intended recipient of this email or their agent, or if this email has been addressed to you in error, please immediately alert the sender by reply email and then delete this email and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this email or its attachments without the College's prior consent is strictly prohibited.

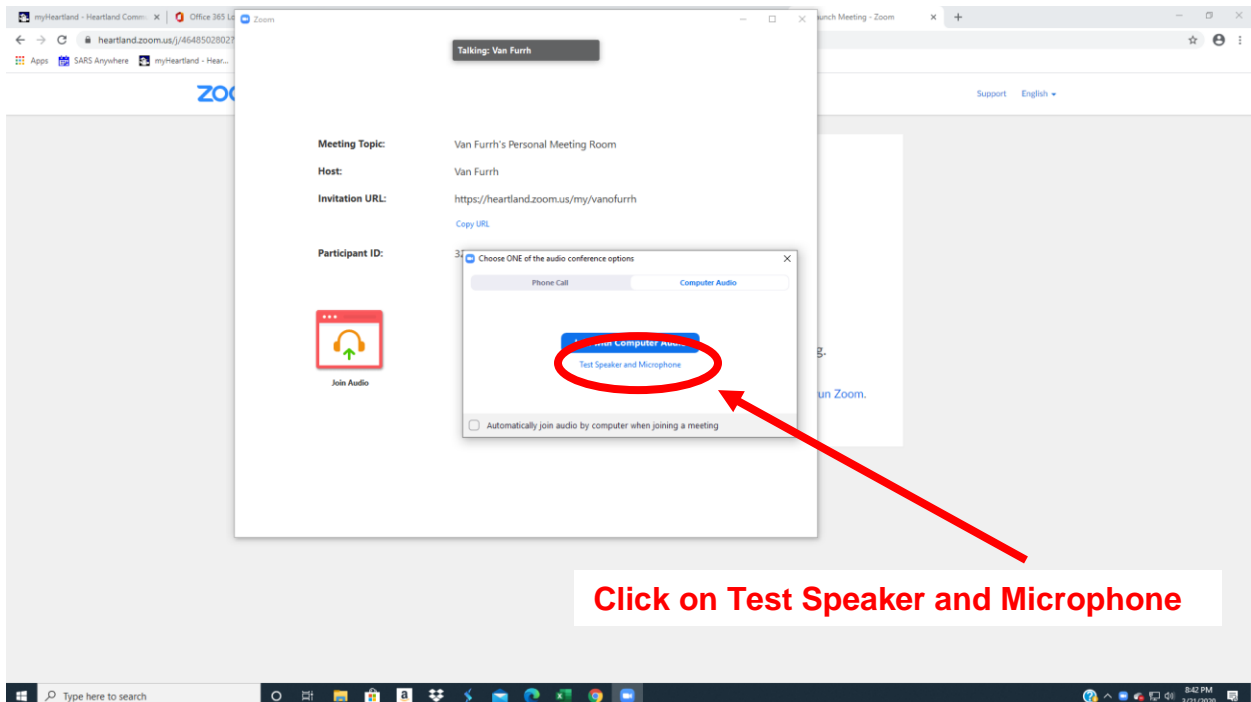
After you click the link for the Zoom appointment, you will see a page like this.

Note: if this is your first time to use Zoom, you will need to download the software first.



Click "Open Zoom Meetings"

A new screen will open, looking like this:



Click on Test Speaker and Microphone

Click on “Test Speaker and Microphone” to check that they are working.

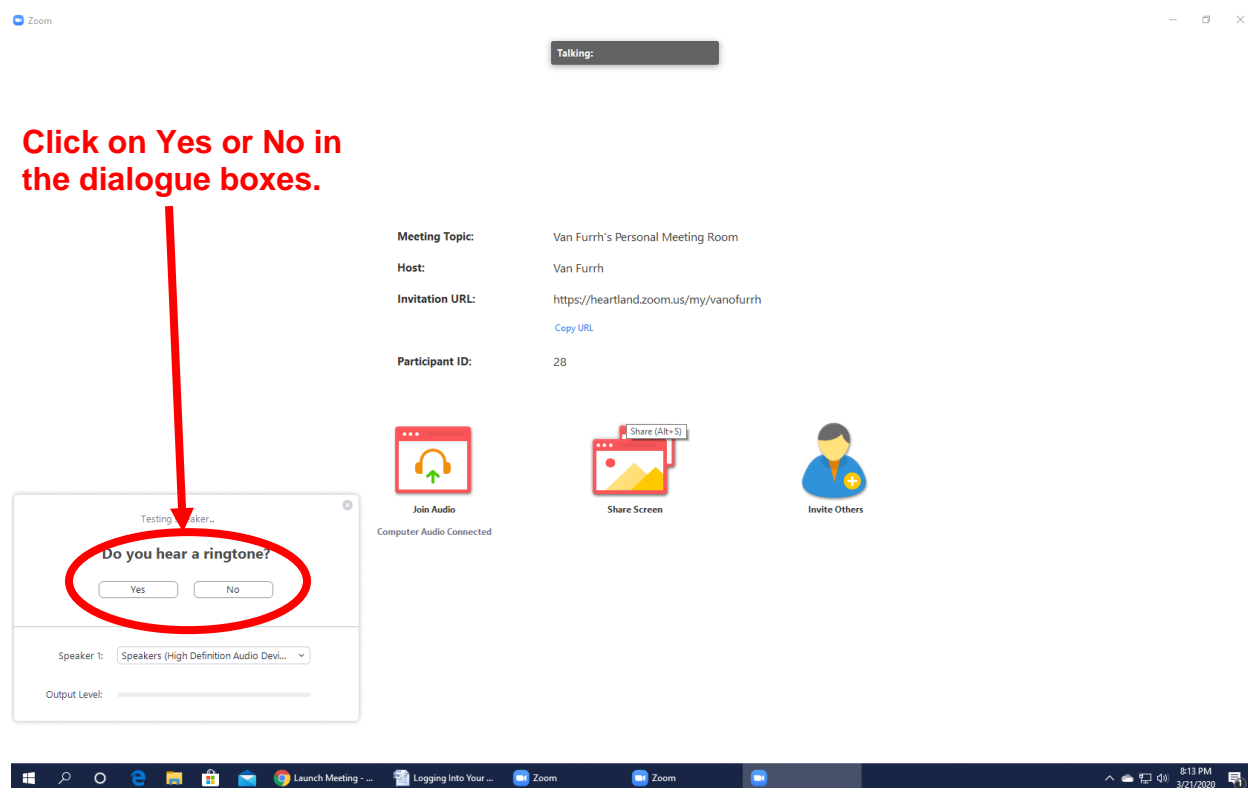
Next you will see a series of boxes that will check your speakers and microphone. If you hear the ringtone, click “Yes.”

Next, say something at a normal speaking volume. If you hear your voice repeated back to you, click “Yes.”

Click the “Join with Computer Audio” button.

If you do not hear the ringtone or you do not hear your voice repeated back, you will need to troubleshoot your microphone and speaker setup.

Note: if your instructor or the tutor has shared a “Welcome” screen, you may see something different.



By this time, the tutor should see that you are in the room and may have said “Hello.” If not, say something to the tutor to get the session started.

If you need assistance using the Zoom tools, the tutor will help you with them.