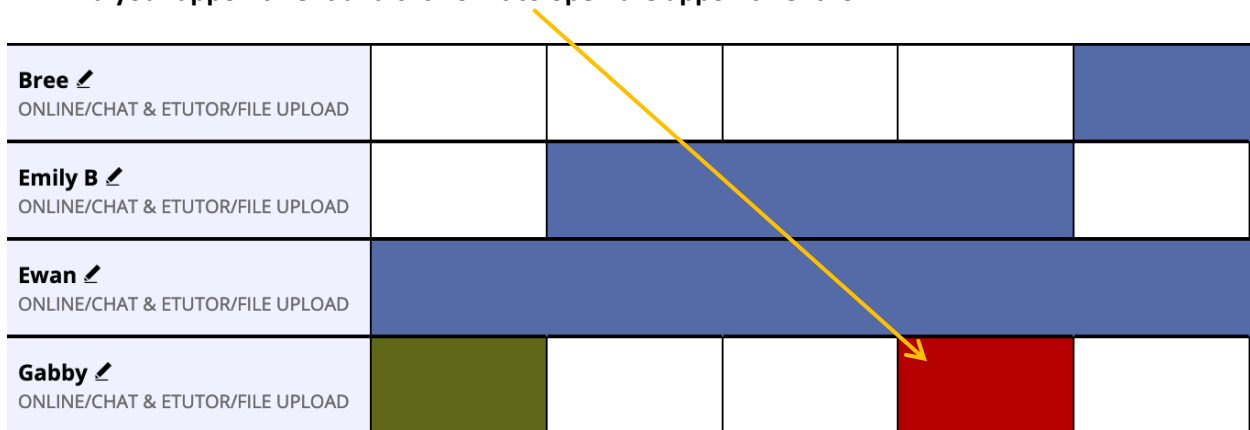# Meet Online Appointments

Step 1: Log into WCONLINE

1. **Log into WCONLINE,** the writing center's online scheduling system, at ecu.mywconline.com.
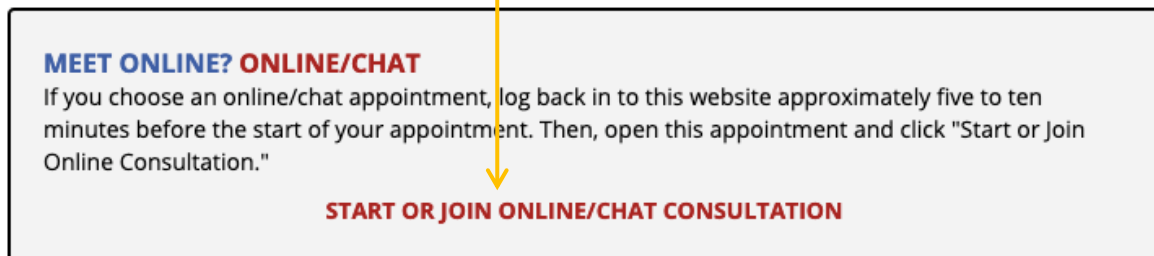
Step 2: Join an Online Appointment

Meet Online appointments are done through WCONLINE in real time, meaning you'll join the appointment virtually at your scheduled time and work with the consultant through live chat. You can upload a version of your project to the whiteboard.

1. **Find your appointment and click on it to open the appointment form.**

|						
Bree ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD						
Emily B ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD						
Ewan ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD						
Gabby ✎ ONLINE/CHAT & ETUTOR/FILE UPLOAD						

2. **Scroll to "Meet Online? Online/Chat" and click "Start of join online/chat consultation."** This will open the consultation screen.

> **MEET ONLINE? ONLINE/CHAT**
> If you choose an online/chat appointment, log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."
>
> **START OR JOIN ONLINE/CHAT CONSULTATION**

3. The consultation screen has a live chat area on the right side, a document collaboration space or "whiteboard" area in the middle and a toolbar at the top. There are instructions in the whiteboard space for how to use each section.
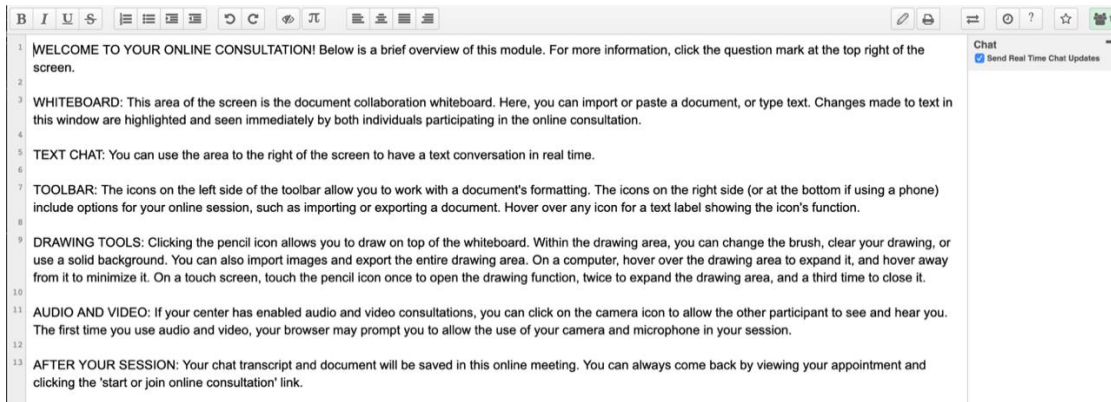
4. To upload your paper, you can either copy and paste your paper directly into the whiteboard space or upload a file. Either method may impact the formatting of your document as WCONLINE converts the document to simple text. To upload a file, click the "two arrows" button in the upper right hand corner of the screen above the chat box.
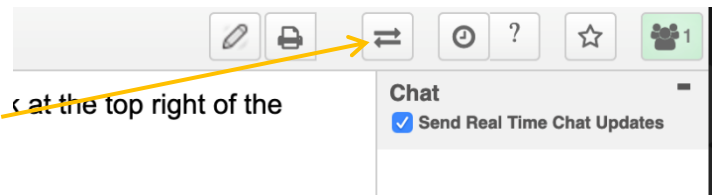
5. A pop up message will appear giving you the option to import or export a file. To import, click "Choose File" and use the navigator to select and open the file you want to upload.
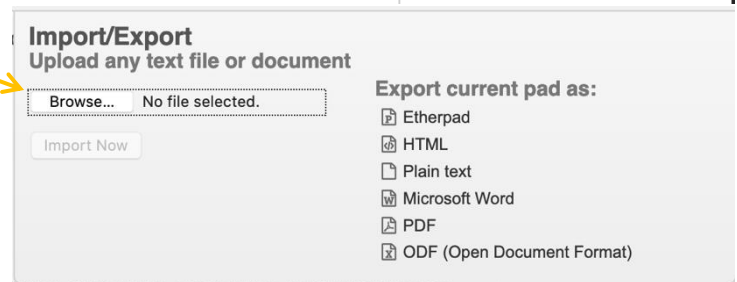
6. Once the paper is selected, click **"Import Now."** When another box pops up asking you to confirm the import, click "OK," and your paper will populate the whiteboard space.

7. You will chat with your consultant using the chat bar in the bottom right corner. Your typing will be color coded in the chat box. To change the color of your typing, click the colored icon in the top right corner. You and the consultant can also type directly into the document on the whiteboard space, making comments and revising as you go. Your comments will also be color coded. After your appointment is complete, you can return to your document in WCONLINE at any time to refer to the comments or use the import/export function to download a copy.