If you don’t have a zoom account:

1. Go to <https://emporiastate.zoom.us> and sign up for a free account (use the option in the upper right). I suggest using your professional email (not the one with the g).
2. You will have to check your email and activate your account.
3. Set username and password to continue, if necessary.
4. At some point, you may have to download software. Do so when prompted. You will need to access the app when starting your first meeting.
5. On the home screen, at the top right, you will see a link called “Host a Meeting.” You will choose this with the dropdown choice of “Start with a video.”
6. Let Zoom access all your video and microphone stuff.
7. What happens in here varies, depending on your browser, computer, and will of God.
8. When you see yourself, and you will see yourself in something less than amazing technicolor, you will look at the bottom of your picture screen and see “Invite.” Choose this.
9. Look in the bottom left corner. It should say something like “Copy URL.”
10. Open your email and add your participant’s email. Hit paste in the body of the email. Send this email 5-10 minutes before your Zoom session starts.
    1. This week on your first shift, if possible, get with me, set up a meeting and send me an email with the URL so you can practice. It is my clear expectation that all of you are able to meet with distance students using the Zoom platform.
11. Once your participant has joined, the keeper of the paper will need to share her or his screen (there is a place at the bottom of the screen to choose “share screen”). I suggest the student open the paper in her or his browser because pedagogically, this keeps the student in control of the paper. The changes that are made on the paper are live, and you can help empower the student who will be responsible for making (or not making) the suggested revisions.