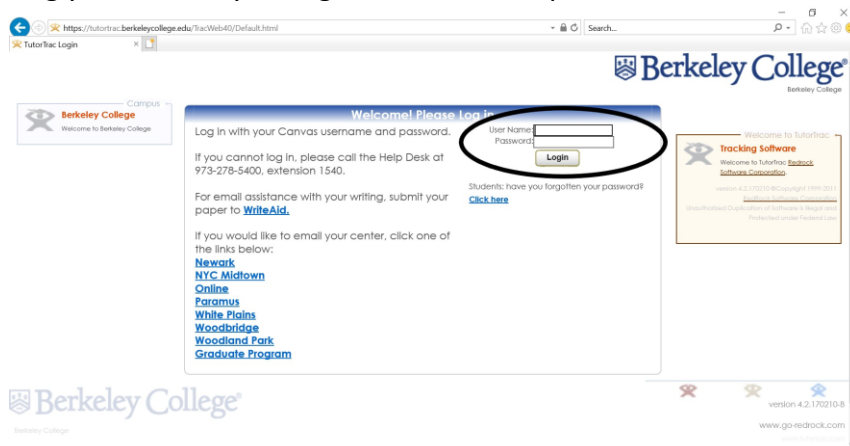# Accessing Your CASTAnywhere Tutoring Session Using Zoom
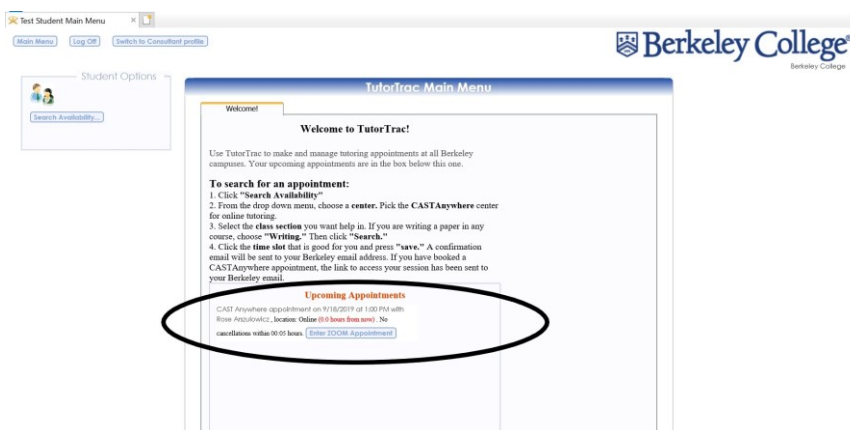### By the Center for Academic Success

Before Your Appointment

1. Decide whether you are using your own computer or a computer in the Center for Academic Success (CAS).
   a) If you are using a CAS computer, please arrive at the Center around 10 minutes prior to your appointment time, so a staff member can assist you with setting up your appointment.
   b) If you are using your own computer, make sure you have a working webcam, microphone, and speakers, and that all equipment is plugged in.
2. If you run into any technical issues, please contact the **Helpdesk** at **973-278-5400 x1540.**
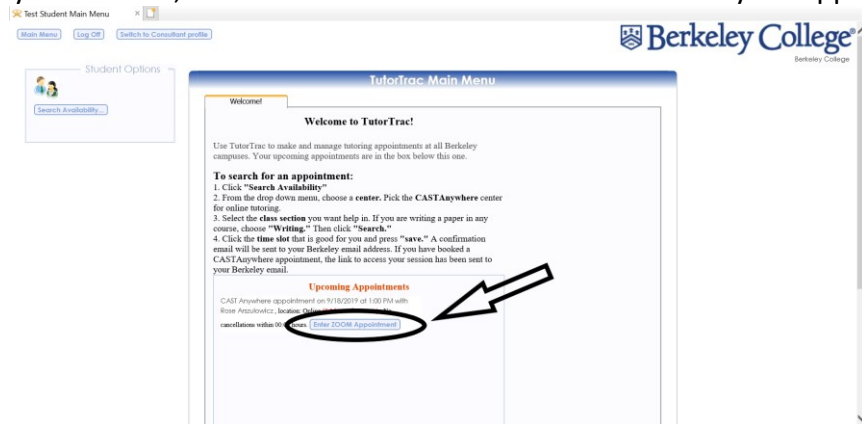
At the Time of Your Appointment

1. Head to the Tutortrac Homepage
2. Log in using your Berkeley College username and password

3. On the Tutortrac homepage, look in the "Welcome" box in the center of the screen for your upcoming appointments.
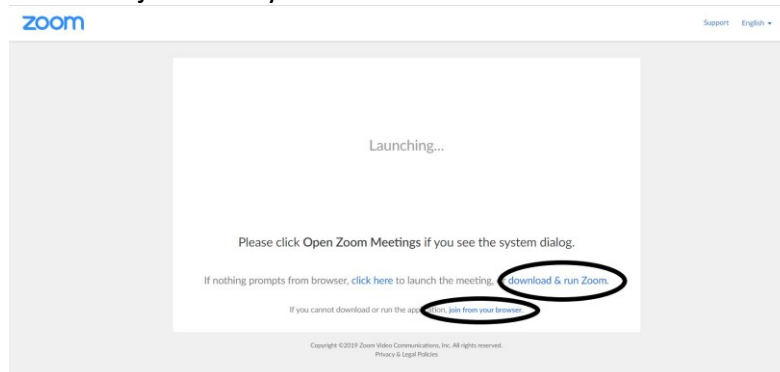
4. Click on the "Enter ZOOM Appointment" button. This will appear 15 minutes prior to the start of your session, and will remain visible for the duration of your appointment time.
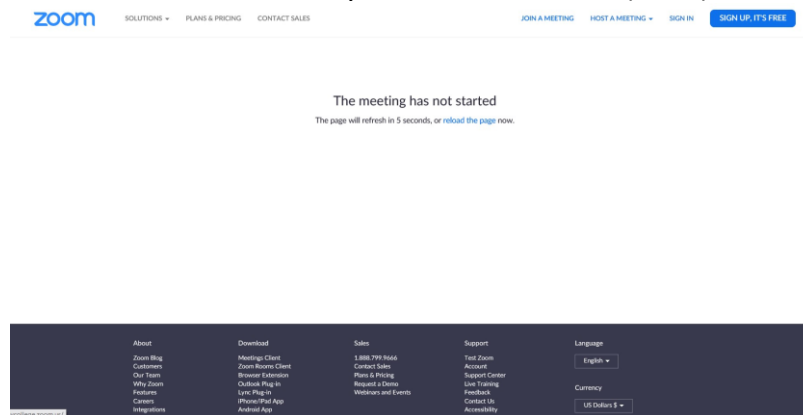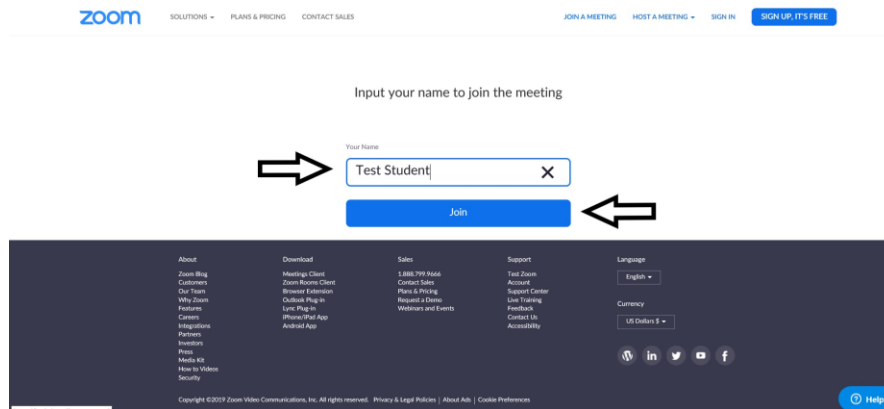

Running Zoom Through Your Web Browser

1. After clicking "Enter ZOOM Appointment", a new window will open up. You will have 2 options to run your Zoom meeting: "download & run Zoom" or "join from your browser". Click on "join from your browser".

2. Your screen will look like this while you wait for the host (tutor) to start the meeting.

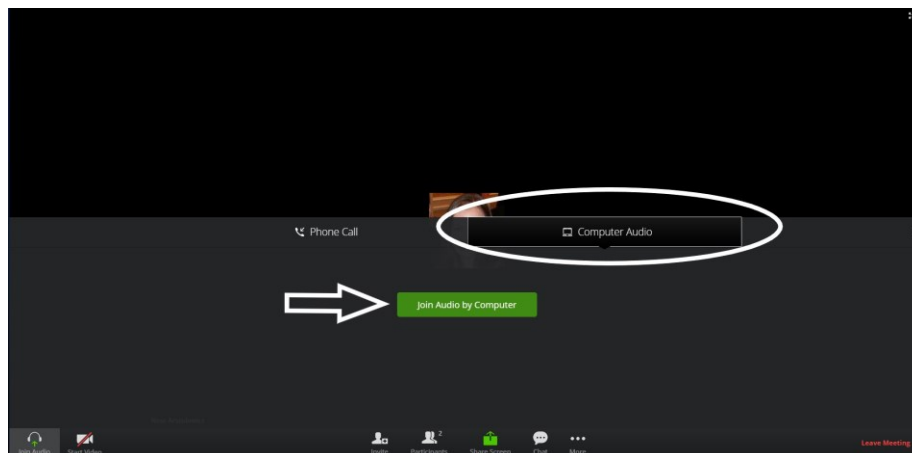3. When the tutor starts the meeting, enter your name and click "Join".

4. Your screen will look like this when you are in the meeting "waiting room". The tutor will admit you into the Zoom room when they are ready to begin the tutoring session.

Participant ID 26   Conference ID 249 805 9242

Please wait, the meeting host will let you in soon.

Rose Arszulowicz's Personal Meeting Room

5. Once in the meeting room, you will need to join using your computer audio.

6. You will now be able to use the control panel on the bottom of the screen to perform different functions in the Zoom meeting including "unmuting" your microphone, starting your video, sharing your screen, and opening up the chat function.