

# How to use sign up for tutoring using Meet/Hangouts for students

- 1 - Students will send a text to FDA Cell Phone @ 567-525-1478 requesting a tutoring appointment. The text must include your name, class you need help with, day and time preferred.
- 2 - Students will receive a text to confirm your appointment.
- 3 - Around the time of your appointment, you will receive an email from an FDA Coach to join Google Meet.
- 4 - Log into your Google Mail, click on the link in your email to Join Google Meet with your coach.
- 5 - Notification will pop up, click to allow to use your microphone and camera on your computer.

If you are having computer trouble please call me at my office during lab hours between 10AM and 3PM @ 419-429-8936 or email me at [ndonaldson@fcs.org](mailto:ndonaldson@fcs.org) I will respond to your email within 24 hours.

If something comes up and you are unable to make your appointment, please text or call 567-525-1478, so we can schedule another student.