



- 4) When you click on an open space, the appointment form will automatically open. Make sure that you **select “Yes, meet online”** from the dropdown menu.

Time:	<b>Monday, September 08:</b> <input type="text" value="6:00pm"/> to <input type="text" value="7:00pm"/> <small>Created: Sep. 5, 2014 (6:13 pm) by Danielle Cordaro. Modified: Sep. 5, 2014 (6:13 pm).</small>
Client:	<b>Danielle Cordaro</b> cordarda@mountunion.edu
Meet Online?	<input type="text" value="Yes - Meet Online"/> <b>Start or Join Online Consultation</b>

## Join an appointment and import the text of your project

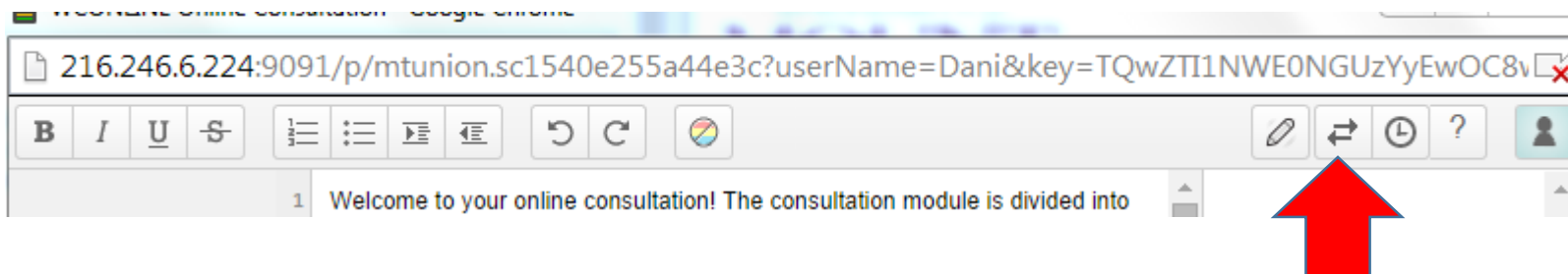
- 1) At any time before your appointment, you can import the text of your project. Go to the DWOC Studio website, click on “Appointments” and log in. Click on your appointment and click **“Start or Join Online Consultation.”**

Time: , September 08: 6:00pm to 7:00pm

Meet Online? Meet Online

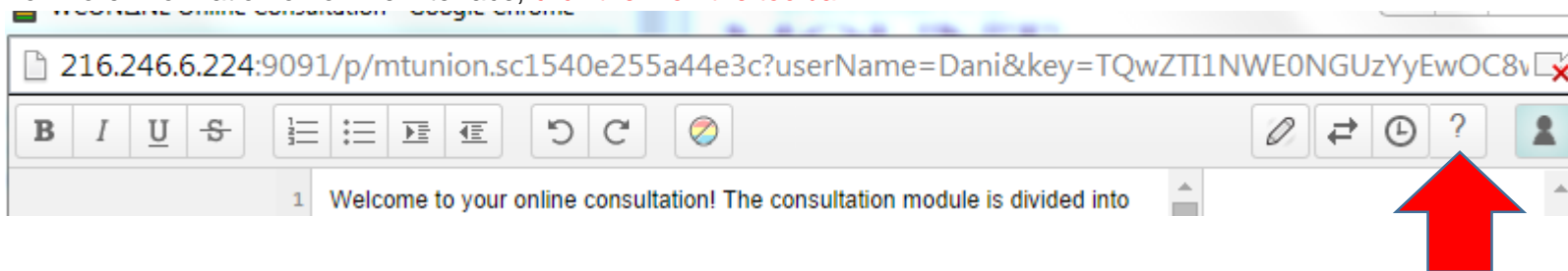
**Start or Join Online Consultation**

- 2) The online consultation interface will pop up. You will notice a toolbar at the top of the screen. To import the text of your project, click the horizontal arrow buttons below. You can import text from the following file formats: doc, .docx, .rtf, and .txt. When you import, you will see the text of your project appear in the main box. Alternatively, you can copy and paste your text into the workspace.



## More Help with Online Consultations

For more information on online interface, [click the ? on the toolbar.](#)



## Canceling an appointment

If you need to cancel an appointment, please do so as soon as possible so that someone else can have your old appointment time.

- 1) Log in to WCOOnline from the [DWOC Student webpage](#) by clicking on “Make an Appointment.”
- 2) Find your appointment, which will appear yellow.

Sep. 8: MONDAY	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Consultant 1											
Consultant 2 Face-to-face or online											

- 3) Click on your appointment and scroll to the bottom of the appointment form. Click “Cancel this Appointment”.

\_\_\_\_\_\*

Options:  
APPT.  
H A FILE

Walk-In/Drop-In:  | Missed:  | Placeholder:  ? | Email Client?  ?

**Add New** Client Report Form.