Log on to your Allegheny email. In a second tab, open MyAllegheny (https://sites.allegeny.edu/my/).

Using the right-hand menu, click on the link to Learning Commons.
On the Learning Commons website, click on Writing & Speaking.

On the Writing & Speaking page, click on the button to schedule an appointment. **NOTE:** You can schedule a 45-minute consultation at these times, Sunday through Thursday:
- 6:45 pm – 7:30 pm,
- 7:30 pm – 8:15 pm,
- 8:15 pm – 9:00 pm,
- 9:00 pm – 9:45 pm,
- 9:45 pm – 10:30 pm,
- 10:30 pm – 11:15 pm.
A new tab will open showing the Writing Consultant Google appointment calendar. Available slots are visible as clickable buttons. Select your appointment time by clicking on the button.

A window will pop up with the appointment details. To confirm your appointment, click Save.
Another window will pop up confirming that your appointment has been saved. You can now X out of this tab.

Your email should now contain a calendar invite from ACWritingConsultant1 or ACWritingConsultant2.
When you open that email, you will have the opportunity to confirm the appointment again by clicking “Yes” at the bottom of the email. This will take you to your Google calendar, where you will see the appointment. **NOTE:** *This writer has the calendar set to send a reminder 10 minutes before the appointment begins. To change the reminder setting, click the pencil icon in the pop-up window.*

In advance of your appointment, check your email. The writing consultant who you will be working with will send you a link to a Google Meet where you will begin the remote consultation. **NOTE:** *The email may come directly from the consultant, not the ACWritingConsultant account.*
At the time of your appointment, click on the link to join the Google Meet and begin the consultation.

https://meet.google.com/dfr-ahlu-ciy

Sincerely,
Your Writing Consultant