Before we get started, this is what you will need:

- Computer running Windows XP or higher; Mac OS X or higher;
- Tablets – the latest version of Android, Apple, or Windows Operating System that your device comes with should be fine
- If using a computer or laptop – please make sure your computer has built in microphone for web chat capabilities; otherwise you will need a computer headset that comes with built in microphone (specifically made for computers).
  - If using a tablet your device should already come with built in microphone and speakers for you to video chat
- You MUST have a cuesta email address (@my.cuesta.edu)

If you are not sure if you have the required equipment for online tutoring please contact us at ssc@cuesta.edu. Let’s begin...

I. **Computer/ Laptop Instructions** (Tablet instructions are in the next section on page 5)
   1. Start at www.cuesta.edu

   ![Click on MyCuesta link](image)
2. LOGIN using your MyCuesta information

Click on the 'Login' button after you enter your information.
3. Go to your ‘Student Email’

Look for the link to your student email. It may be located under another ‘tab’.

You will be redirected to this page where you will need to re-enter your login information.
4. After re-entering your log-in information your internet browser will direct you to your student email page which is run through Google Apps.

Under the ‘Search people’ box you will enter: cuestatutoring@gmail.com then press the ‘Enter’ button on your keyboard.
5. Send a test message prior to your appointment to ensure everything works.

For questions, assistance or concerns please call us at (805) 546-3150 or email (best way to reach us) at ssc@cuesta.edu.

II. Tablet Instructions

You will need to have an existing Gmail account (or create one) in order to use hangouts on your tablet.

1. Install Google Hangouts on your device
2. Log-in to google hangouts
Your Google Hangouts app may or may not look like this depending on your operating system (Android, Apple, Windows).

Select the “+” sign in your app to add a contact/conversation to your list.

Your app will most likely direct you to a page similar to this where you will add our contact information: cuestatutoring@gmail.com then select ‘enter’ on your keyboard.
Once you have entered our information you will be able to send us a message. Send a test message first in order for us to have your information in our contact list.

Once you’ve set your appointment you can come back to the app, select our contact info from your contacts list and select the video chat icon on the top right hand corner to begin your tutoring session.