

## Using the Online Writing Lab

Montana State University-Billings provides an online Writing Lab service for its students. Students are able to send papers electronically to tutors in the Writing Lab for their review via the Internet and using e-mail. As is the case when working with tutors in person, the tutors serve as advisors and instructors, not as proofreaders.

To use the online Writing Lab service:

1. Access your e-mail system, whether it is Yahoo!, Hotmail, AOL, another provider, or your MSUB student e-mail account.
2. Write an e-mail message that includes the following:
  - the name of your instructor
  - the title and number of your course
  - the specific guidelines and requirements of the assignment
  - when the assignment is due
  - your areas of concern (grammar, organization, punctuation, or format)
3. Attach your paper to the e-mail message as an attachment. *(If you do not have a current version of Microsoft Word, use the “save as” feature in your word processing program to save your paper in Rich Text Format, as an .rtf file, before attaching the paper to your e-mail.)*
4. Send your e-mail with your paper added as an attachment to [writelab@msubillings.edu](mailto:writelab@msubillings.edu).
5. Allow 24 to 48 hours for a response. During the school year, online writing tutors are available from 8 a.m. to 7 p.m. Monday through Thursday, 8 a.m. to 1 p.m. on Fridays, and 9 a.m. to noon on Saturdays.
6. Your reviewed paper will be returned to your e-mail address as an attachment with comments. You will be able to view the tutor’s comments using the “track changes” tool in Microsoft Word.

As always, the writing tutors are available to provide advice. They do not engage in word-by-word proofreading. The Writing Lab’s goal is to help students become better writers.