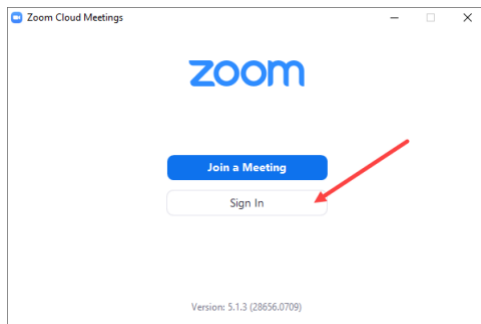


ZOOM: SETUP OFFICE HOURS

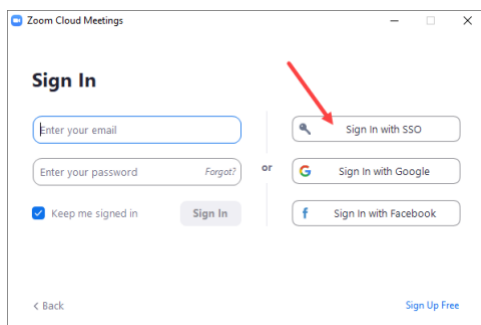
You can set up your office hours in Zoom by enabling the waiting room feature so that students wait until you admit them into your meeting room in Zoom. You must have the [Zoom application downloaded](#) and installed on your computer to set up office hours. Make sure you are using the latest version of Zoom.

Instructions

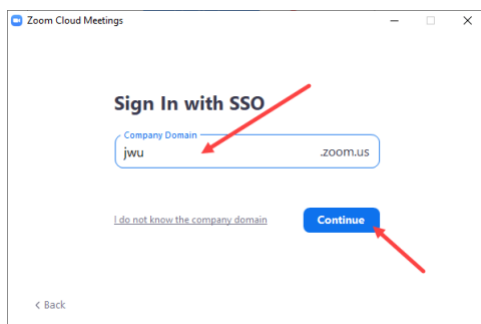
1. Launch Zoom. Click **Sign In**.



2. Click **Sign In with SSO**.

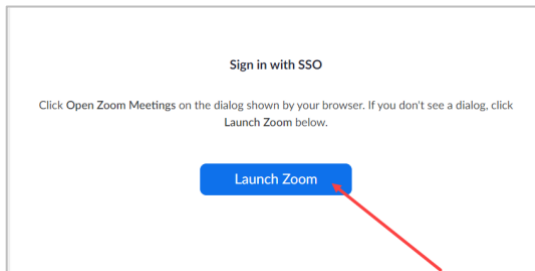


3. Enter **jwu** in the Company Domain field then click **Continue**.

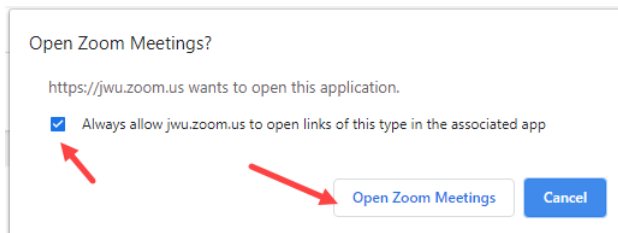


4. Click **Launch Zoom**.

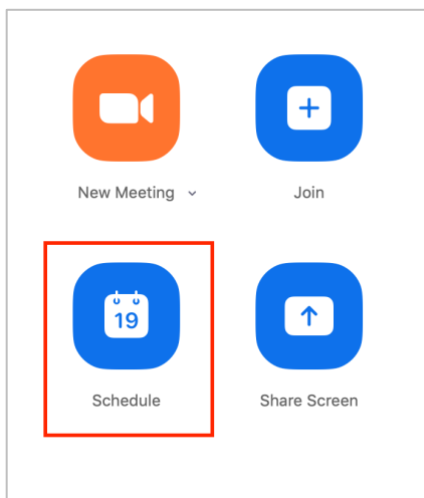
ZOOM: SETUP OFFICE HOURS



5. Click **Open Zoom Meetings**. Select **“Always allow jwu.zoom.us to open links of this type in the associated app”** to save this option.



6. The Zoom interface opens. Click **Schedule**.



7. Provide:
- Enter **topic** “Spring 2022 Office Hours”
 - Enter **start date** of the office hours, including **time** duration
 - click **Recurring meeting**

ZOOM: SETUP OFFICE HOURS

Schedule Meeting

Topic

Date & Time
 to

Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

8. For recurring meetings, you will get a message to check recurrence in your calendar invitation as this does not happen automatically. You will set this up below.

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

9. Zoom will pick a meeting passcode for you. Make sure to check **Waiting Room**.

Security

Passcode ⓘ
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

10. For Video, it is recommended you turn **on** video for host (instructor) and participants (students). Please note, some students may not have a web cam or may opt to turn it off during the meeting. Under Audio, select **Telephone and Computer Audio**. If you or students have computer audio issues, an option to call into the meeting via phone is available.

Video

Host: On Off Participants: On Off

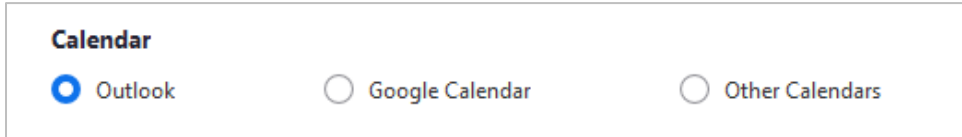
Audio

Telephone Computer Audio Telephone and Computer Audio

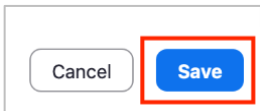
Dial in from United States [Edit](#)

ZOOM: SETUP OFFICE HOURS

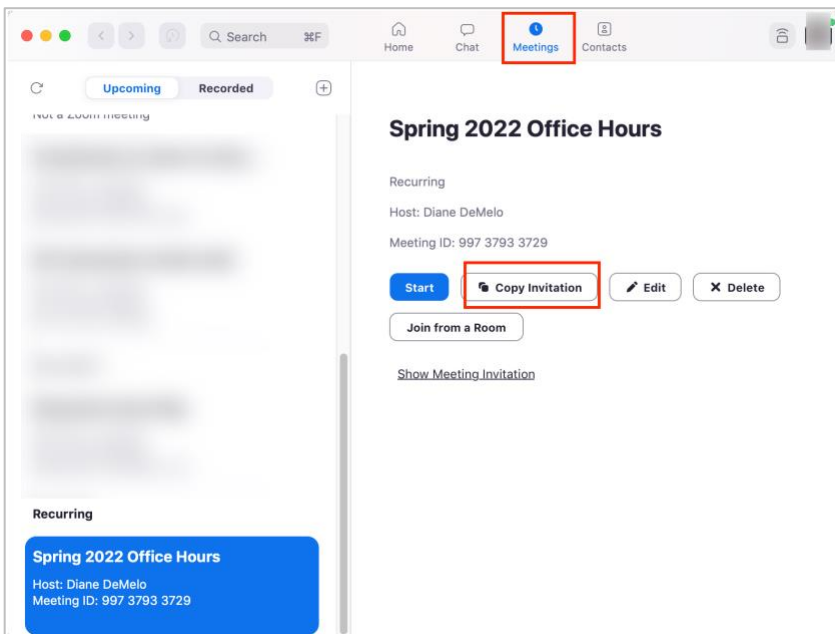
11. Click **Outlook** under the Calendar option. You can block the office hours on your Outlook calendar.



12. Click **Save** when done.



13. To view your office hours, click **Meetings** icon in Zoom. Your **recurring meeting** will show on the left pane. Click the meeting info and select **Copy invitation**.

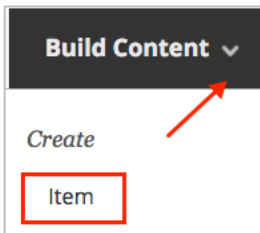


14. To make the link available in ulearn, go a ulearn course. Click on the **Syllabus & Course Info** folder.

Syllabus & Course Info

15. From the **Build Content** menu select **Item**.

ZOOM: SETUP OFFICE HOURS



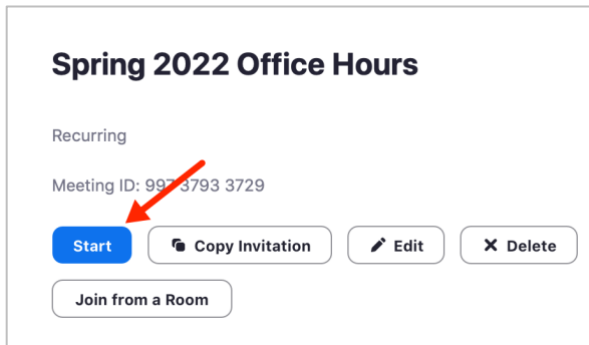
16. Provide a **name** and in the text box, paste the Zoom link information you copied earlier. Click **Submit** when done.

17. You can then [copy this item](#) into your other ulearn courses or repeat steps 12-15 above for each course. Ensure you copy it to the **Syllabus & Course Info** folder.

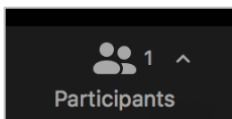
Starting Office Hours

1. When ready to conduct office hours on Zoom, **launch the Zoom app**. Under the **Meetings** tab, locate your office hours meeting and click **Start** to start the meeting.

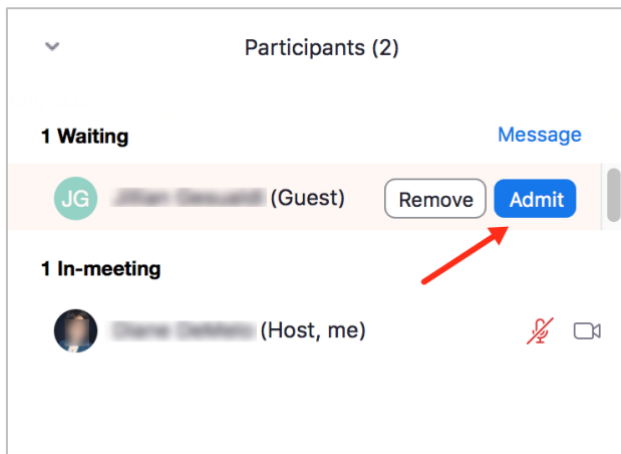
ZOOM: SETUP OFFICE HOURS



2. Once in Zoom, click the **Participants** tab.



3. You will see students waiting for you in the waiting room. When ready to admit, click **Admit**. Your student will join the meeting.



When in an office hours meeting with a student, you'll see another student or students waiting. Once a student leaves your office hours, click **Admit** to allow a new student in. If a student doesn't leave the office hours meeting when you have completed meeting with them, simply click Remove and the student will exit the room.

ZOOM: SETUP OFFICE HOURS

