

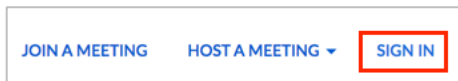
# ZOOM: SETUP OFFICE HOURS

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. This user guide will walk through the steps of setting up office hours via the **web portal** for Zoom (<http://www.zoom.us/>).

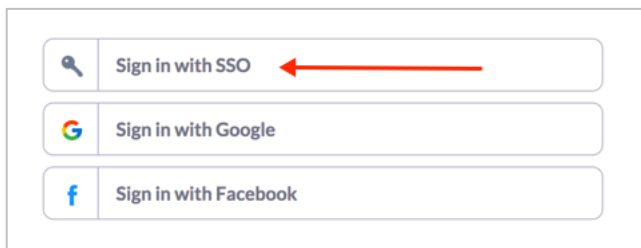
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## Instructions

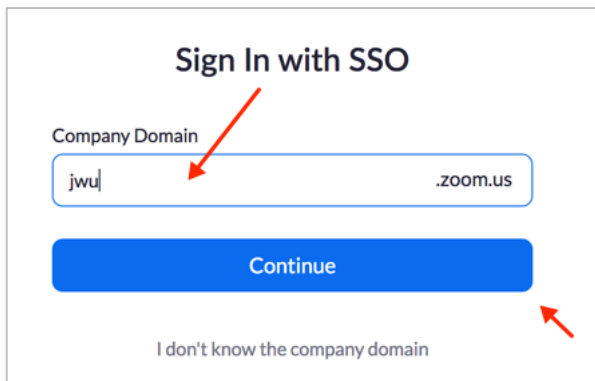
1. Go to <http://www.zoom.us/> and click **SIGN IN**.



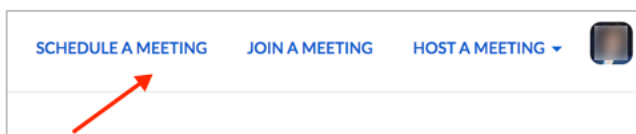
2. Click **Sign In with SSO**.



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



4. Click **Schedule a Meeting**.



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5. Provide a **topic** “Fall 2020 Office Hours”, the **start date** of the office hours, including **time** and **duration**. Click **Recurring meeting** to set up a weekly recurrence.

### Schedule Meeting

Topic

[+ Add Description](#)

When

Duration  hr  min

Time Zone

Recurring meeting

6. After checking the Recurring meeting box, select your options:

- **Recurrence:** Weekly
- **Repeat Every:** select 1 week
- **Occurs on:** select the day(s) of the meeting (if meeting twice a week, select those two days (Monday, Wednesday))
- **End Date:** select a date of your last office hours

Recurring meeting **Every week on Tue, until Apr 26, 2022, 16 occurrence(s)**

Recurrence

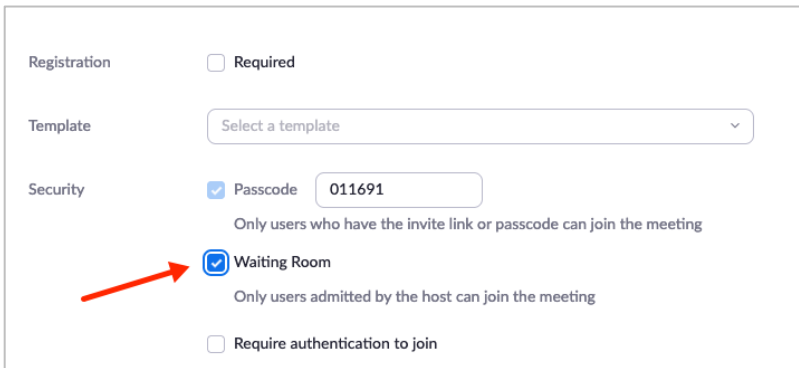
Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

7. Registration is not required, so do not check the box. Zoom will pick a meeting passcode for you. Make sure to check **Waiting Room** (important for office hours so you can admit students manually into your Zoom Office Hours).

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Registration  Required

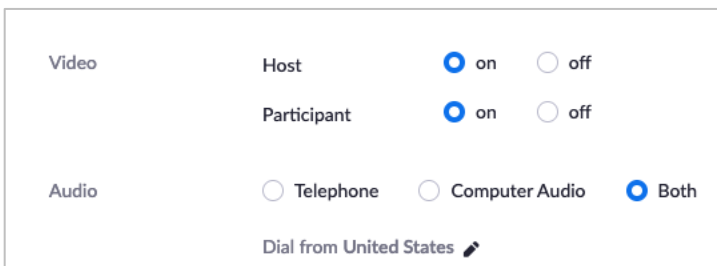
Template

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

Require authentication to join

8. 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.

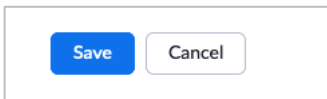


Video Host  on  off  
Participant  on  off

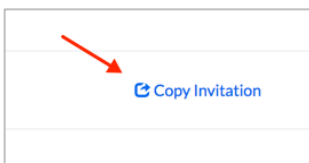
Audio  Telephone  Computer Audio  Both

Dial from United States

9. Click **Save**.

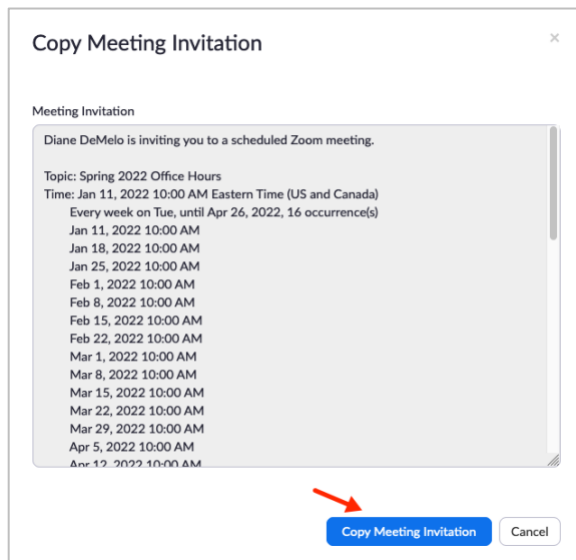


10. Your recurring office hours have been created. You can click **copy the invitation** and paste it into each course in ulearn.



11. Click **Copy Meeting Invitation**.

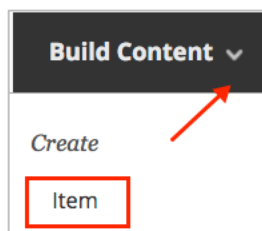
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12. To make the link available in ulearn, go a ulearn course. Click on the **Syllabus & Course Info** folder.

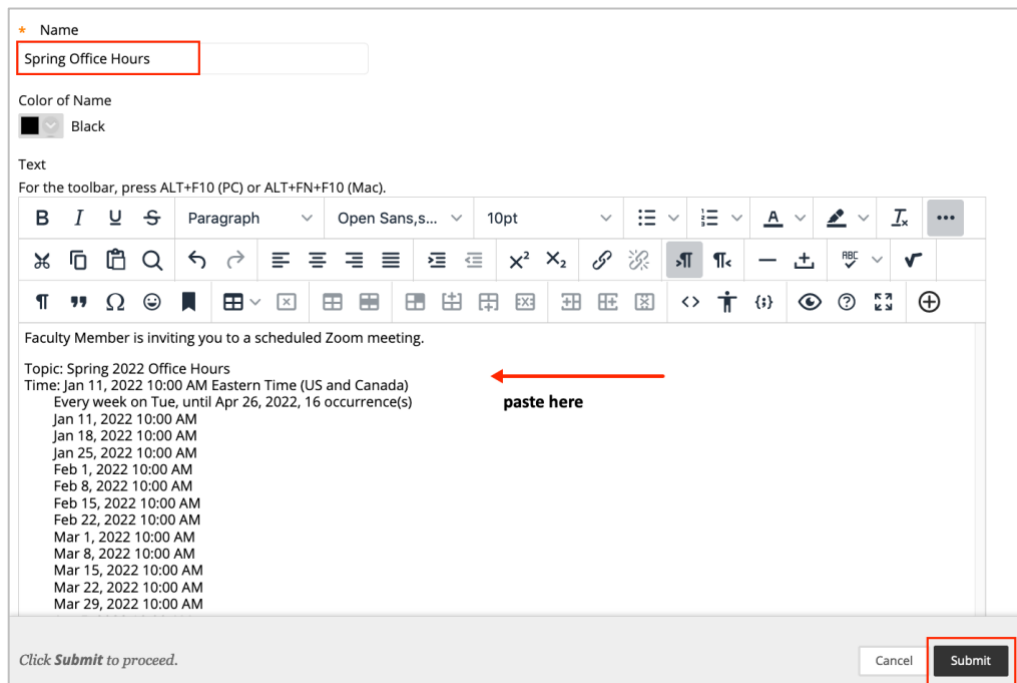
**Syllabus & Course Info**

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



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

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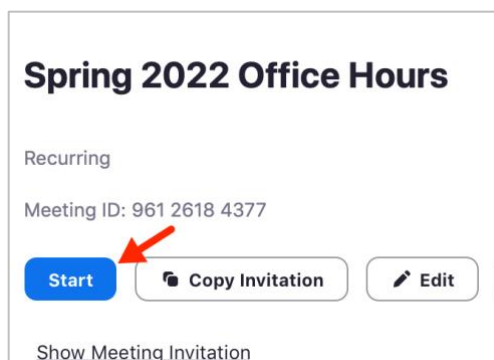


The screenshot shows the Zoom meeting creation interface. At the top, the 'Name' field is set to 'Spring Office Hours' and is highlighted with a red box. Below it, the 'Color of Name' is set to 'Black'. The 'Text' area contains a rich text editor with a toolbar. The main content of the text area is an invitation message: 'Faculty Member is inviting you to a scheduled Zoom meeting. Topic: Spring 2022 Office Hours Time: Jan 11, 2022 10:00 AM Eastern Time (US and Canada) Every week on Tue, until Apr 26, 2022, 16 occurrence(s)'. A list of dates follows: Jan 11, 2022 10:00 AM; Jan 18, 2022 10:00 AM; Jan 25, 2022 10:00 AM; Feb 1, 2022 10:00 AM; Feb 8, 2022 10:00 AM; Feb 15, 2022 10:00 AM; Feb 22, 2022 10:00 AM; Mar 1, 2022 10:00 AM; Mar 8, 2022 10:00 AM; Mar 15, 2022 10:00 AM; Mar 22, 2022 10:00 AM; Mar 29, 2022 10:00 AM. A red arrow points to the text 'paste here' in the middle of the list. At the bottom right, the 'Submit' button is highlighted with a red box. The 'Cancel' button is also visible.

15. 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

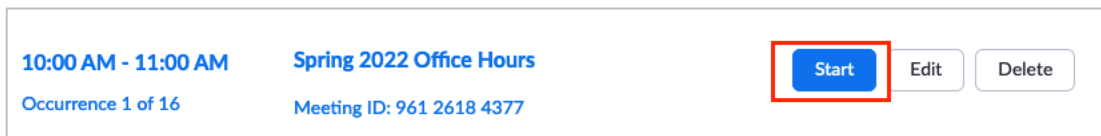
1. When ready to conduct office hours on Zoom, **launch the Zoom app** or go to <http://www.zoom.us/> and log in. Under the **Meetings** tab, locate your office hours meeting and click **Start** to start the meeting.



The screenshot shows the Zoom meeting start options for 'Spring 2022 Office Hours'. The meeting is labeled as 'Recurring' and has a 'Meeting ID: 961 2618 4377'. There are three buttons: 'Start' (highlighted with a red arrow), 'Copy Invitation', and 'Edit'. Below the buttons is a link that says 'Show Meeting Invitation'.

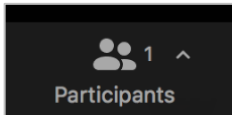
*Zoom App start meeting*

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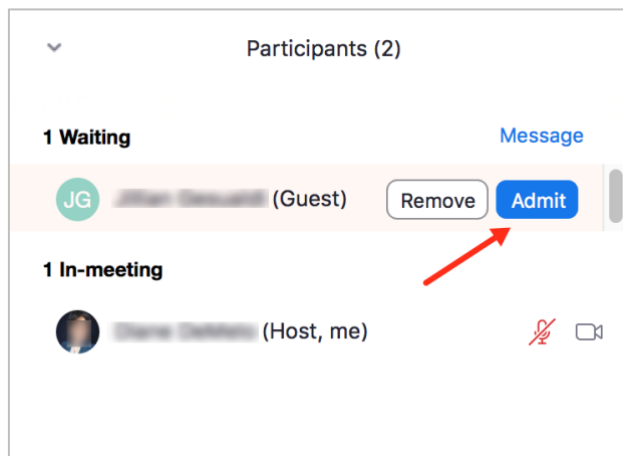


*Zoom.us start meeting*

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.

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