Using Zoom for Online Office Hours

Zoom is a great way to meet with students online as a group or 1 on 1.

It is recommended that you create an office hours meeting separate from your class meeting.

1. From the Zoom web portal or your Cougar Course, create a new meeting.
2. Give the meeting a meaningful title, e.g. “MyClass 101 Office Hours”
3. Set the meeting to recurring with No Fixed Time.
4. The other defaults should be fine.
5. Under Meeting Options you may want to have the following checked
   a. Enable join before host (default is checked)
   b. Mute participants upon entry
   c. Enable waiting room
   d. Record the meeting automatically in the cloud
6. Save the meeting

Meeting Options

Enable join before host: allows participants to join the meeting before the host (you)

Mute participants upon entry: Prevents having others microphones from disturbing the meeting if it has already started

Enable waiting room: This automatically puts participants into a virtual waiting room. This can allow you to bring people into the meeting 1 on 1 or as many as you would like.

Recording to the cloud is a recommended setting if you need to record. Note that it may take some time to process depending on server load.

Put the meeting link in your Cougar Course or however you deliver messages/links to students.

Be available during the office hours or if needed you can have office hours by appt. it is your course.

For more information on the Wait Room feature go to: https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room