Zoom - How to Setup Virtual Office Hours using Zoom

Issue/Question

- Can I use Zoom to host my office hours?
- How do I schedule my office hours using Zoom?
- Can I meet with students using Zoom?
- How do I use the "waiting room" setting in Zoom to hold office hours?
- How do I use the registration process for office hours?

Environment

- Santa Clara University
- Faculty/Staff
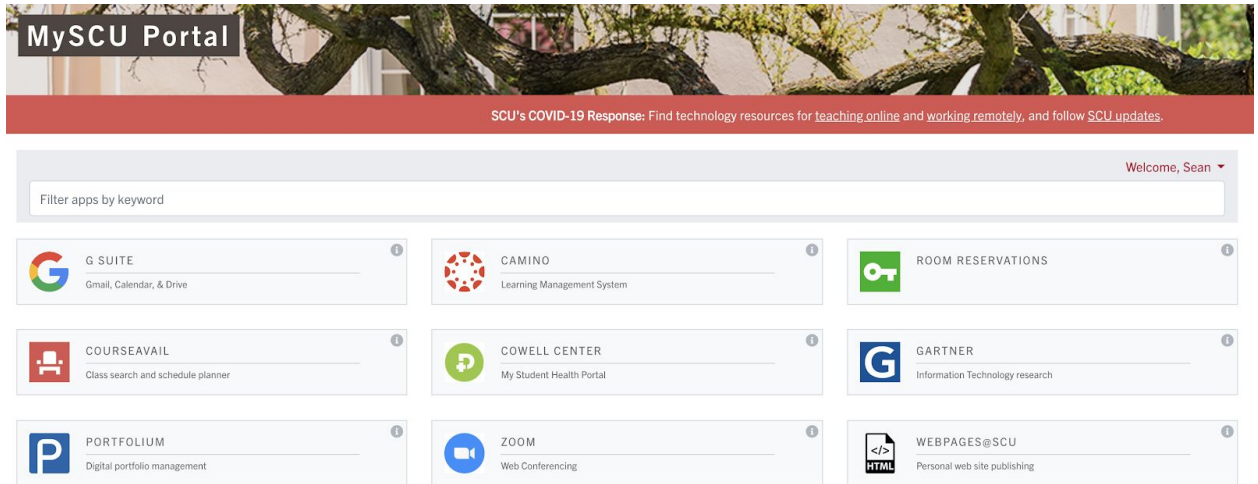- Professor/Instructor
- Zoom User

Cause/Explanation

Using Zoom to host virtual (online) office hours for students is a common use case for Zoom; it offers the ability to meet with students one-on-one without the interruption of other participants/students.

Resolution

Schedule Zoom Meeting and use "Waiting Room" Feature

1. Log into https://www.scu.edu/apps/login/ and select the ZOOM tile

SCU's COVID-19 Response: Find technology resources for teaching online and working remotely, and follow SCU updates.

Welcome, Sean ▾

Filter apps by keyword

G SUITE
Gmail, Calendar, & Drive

CAMINO
Learning Management System

ROOM RESERVATIONS

COURSEAVAIL
Class search and schedule planner

COWELL CENTER
My Student Health Portal

GARTNER
Information Technology research

PORTFOLIUM
Digital portfolio management

ZOOM
Web Conferencing

WEBPAGES@SCU
Personal web site publishing

2. Select "Schedule a Meeting"
3. Enter Meeting Details

NOTE: Leaving "Require Registration" UNCHECKED & CHECK "Enable Waiting Room"

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL
Profile
Meetings
Webinars
Recordings
Settings

ADMIN
Dashboard
> User Management
> Room Management
> Account Management
> Advanced

Attend Live Training
Video Tutorials
Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

| Topic | My Meeting |
| Description (Optional) | Enter your meeting description |

When: 03/09/2020 11:00 AM

Duration: 1 hr 0 min

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

☐ Recurring meeting

Registration: ☐ Required

Meeting ID: ◉ Generate Automatically ○ Personal Meeting ID 951-733-1266

Meeting Password: ☐ Require meeting password

Video: Host ◉ on ○ off
Participant ○ on ◉ off

Audio: ○ Telephone ○ Computer Audio ◉ Both
Dial from United States of America Edit

Meeting Options:
☑ Enable join before host
☐ Mute participants upon entry
☑ Enable waiting room
☐ Only authenticated users can join
☐ Record the meeting automatically

Alternative Hosts: Example: mary@company.com, peter@school.edu

Save   Cancel

4. Click "Save"

5. From the Summary/Invite screen, copy the "Invite Attendees" link and share via email/power-point lecture/syllabus/etc.
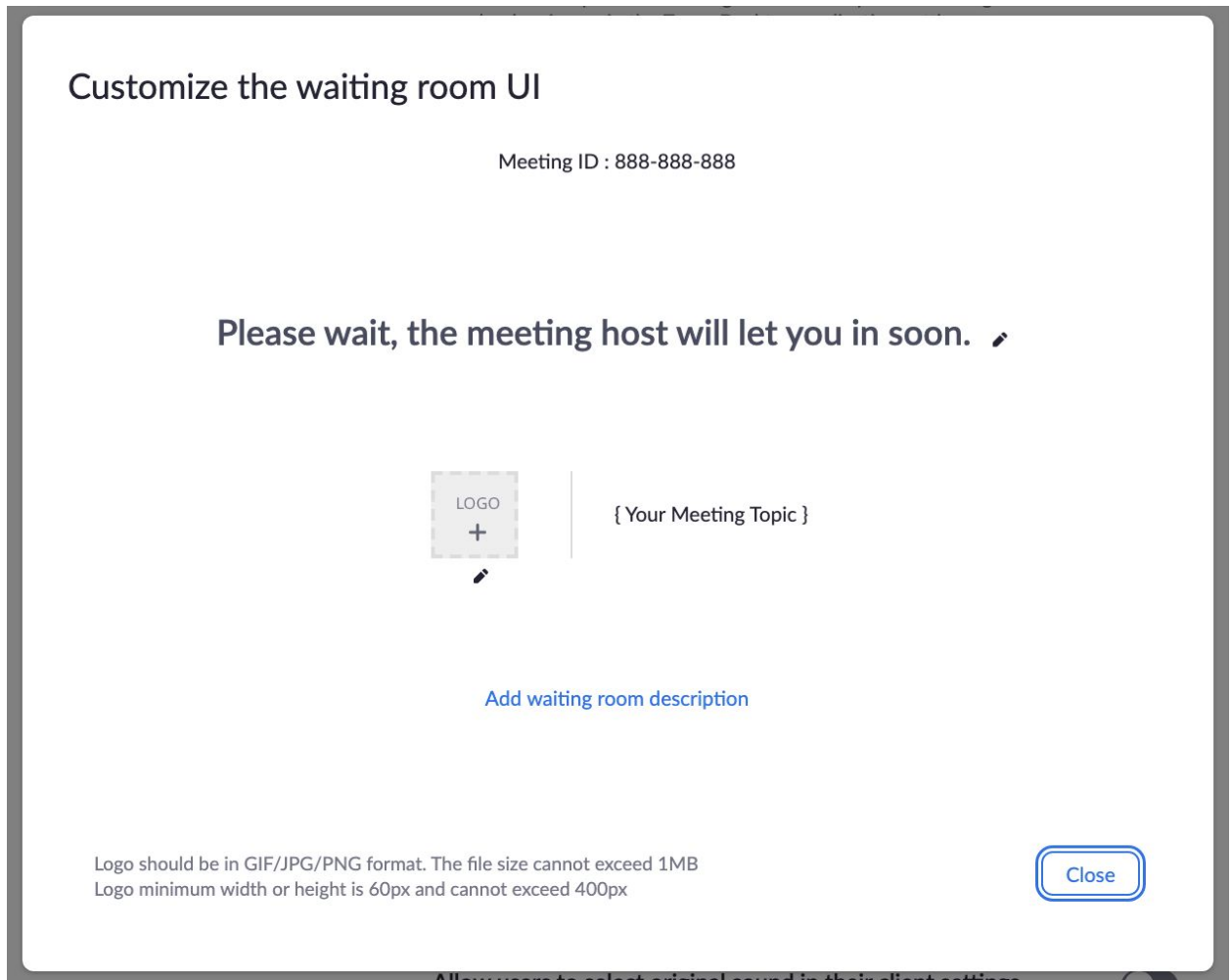

6. Customize your "Waiting Room" experience. On the left side of the screen, under PERSONAL, click "Settings" then click "In Meeting (Advanced)"
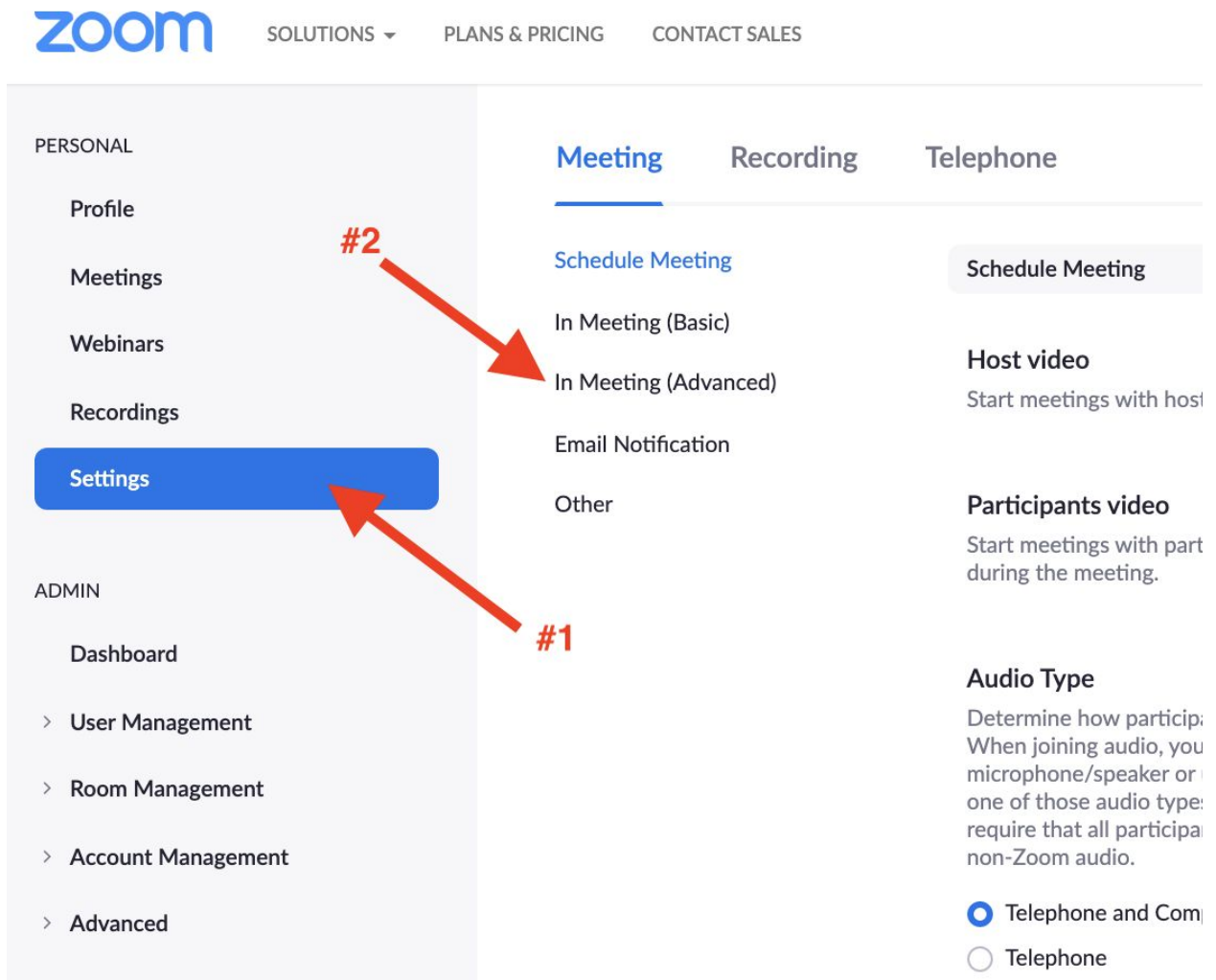
7. Scroll down to "**Waiting Room**" and enable it (1.) - Then select "All Participants" (2.) - Then click the pen/pencil icon to customize your waiting room (3.)
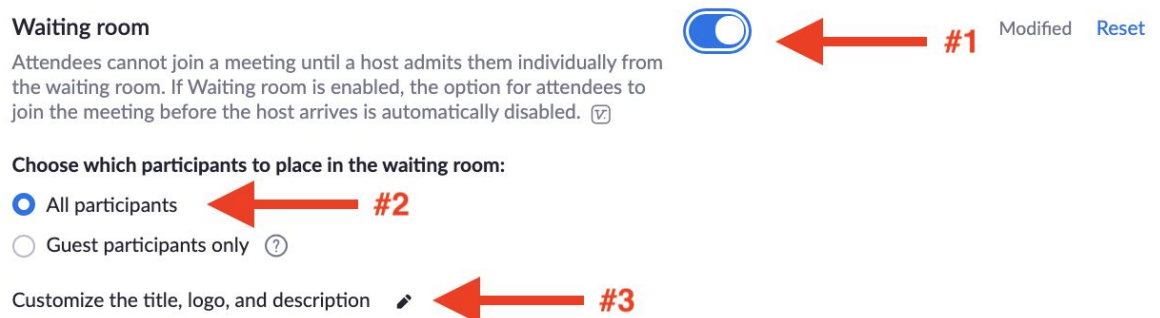
8. On the pop-up for "Customize the waiting room UI" you can edit the waiting room message, upload a default thumbnail photo, and/or edit the description of the waiting room.

Customize the waiting room UI

Meeting ID : 888-888-888

Please wait, the meeting host will let you in soon. ✎

LOGO
+
✎

{ Your Meeting Topic }

Add waiting room description

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

Allow users to select original sound in their client settings

9. We recommend editing the title and the description. For the description (400 character maximum) you can enter additional information. This information will display as a Zoom pop-up window when a student joins your meet (with waiting room enabled). You could list average wait times, ask students to please wait, or ask them to check back later. You could also consider asking them to email you for availability.

Customize the waiting room UI

Meeting ID : 888-888-888

I am currently assisting another student, please wait...

56 / 64

LOGO
+

{ Your Meeting Topic }

• You can enter additional information here. This will display as a Zoom pop-up window when a student joins your meet (with waiting room enabled).
• You could list average wait times, ask students to please wait, or ask them to check back later. You could also consider asking them to email you for availability.

313 / 400

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

10. Configure the title how you'd like and click the BLUE checkbox. Configure the description of how you'd like and click the BLUE checkbox. When complete, click "Close"