

# Scheduling Regular Office Hours

## Scheduling a Recurring Meeting

Sign in to <https://zoom.us> or launch the widget from your taskbar.

Click ‘Schedule a Meeting’ or click the Schedule icon on the widget.



In the Topic field, give your meeting a descriptive name, i.e.: [Your Name] Friday Office Hours, and a description if you wish. Choose your time and date. Check the box for the option to make the meeting **Recurring.**

Note: Recurring meetings will retain the same meeting ID/ entry URL for 365 days past its last use. Non-recurring meeting IDs are good for 30 days. Click **Save**.

## Add the Meeting to a Canvas Course

In the next screen, look for the **Meeting ID** and **Invite Link**. Copy this link. In Modules, click the plus button in a module header and add an **External URL**. Paste this link into the URL field. Name the link, and click Add Item.



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