

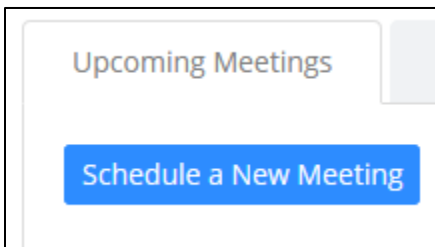
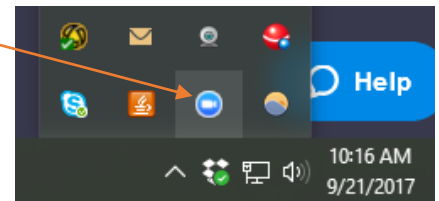


Scheduling Regular Office Hours

Scheduling a Recurring Meeting

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

Select **Meetings** from the left menu, or click the Schedule icon on the widget. Click 'Schedule a New Meeting'



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**.

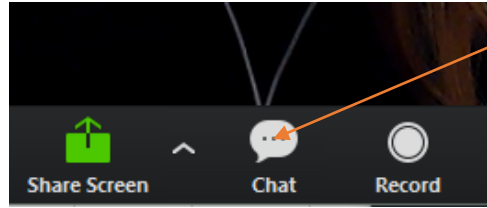
In the next screen, look for the **Meeting ID** and **Join URL**. Copy this link into your Blackboard course with a **Web Link**.

Choosing Participation Options

A default Zoom meeting will allow all participants to join together in the main meeting room. If you wish to interact with students individually, you have several options:

From within a regular Zoom room

- Use Private Chat for one-on-one conversations



Configurable in Zoom Meeting Settings

- Split participants into [Breakout rooms](#). Useful for group work consultations.
- Enable Waiting Room, and allow attendees into the room one at a time.

In Meeting (Advanced)

- Breakout room
- Remote support
- File transfer ?
- Virtual background
- Closed caption
- Far end camera control
- Share dual camera
- Attention tracking ?
- Waiting room ? [Supported versions](#)

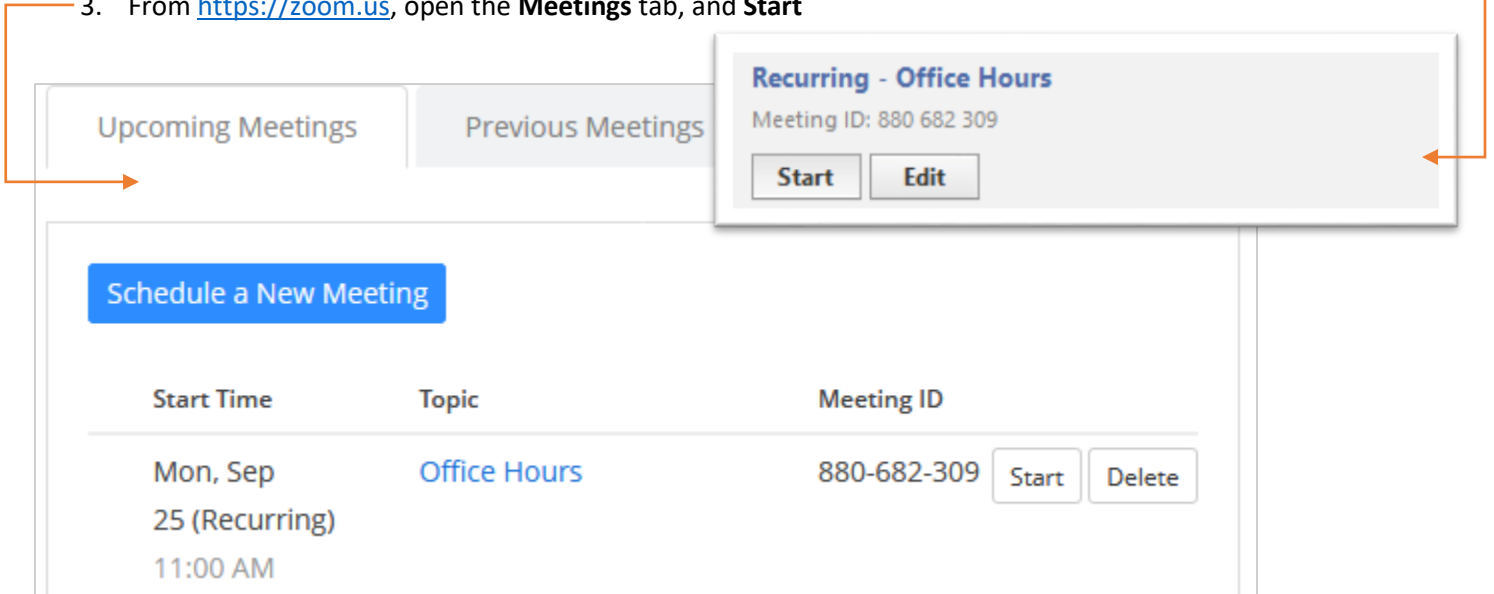
[Save Changes](#) [Cancel](#)

Profile

[Meeting Settings](#)

Launching your Meeting

1. If you have added the Join URL as a link in Blackboard, simply use this link.
2. From the desktop widget, click **Meetings**, find your meeting under Recurring Meetings, and **Start**
3. From <https://zoom.us>, open the **Meetings** tab, and **Start**



Upcoming Meetings Previous Meetings

Recurring - Office Hours
Meeting ID: 880 682 309
[Start](#) [Edit](#)

[Schedule a New Meeting](#)

Start Time	Topic	Meeting ID
Mon, Sep 25 (Recurring) 11:00 AM	Office Hours	880-682-309 Start Delete