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.

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