Using Zoom for office hours or advising

How do I use Zoom for online office hours or advising?

1. **Schedule your Zoom meeting.**
2. Share the link to your Zoom meeting with students in your course.
   - Share the link by including it in:
     - an email to the class
     - a class announcement
     - content
   - Communicate to your students that they must follow this link to enter your Zoom meeting.
     - Students will **not** find your meeting on Zoom's web site.
     - Your meeting **may not** appear among the upcoming meetings in your students' Zoom meeting clients.
     - Students who have their Zoom meeting clients open, without following your link, at the time of your meeting will **not** be connected to your meeting.
3. Host your meeting at its scheduled time.
   - Use a microphone, a webcam, and Zoom's screen sharing capabilities as needed during the meeting.
   - Consider using Zoom's **waiting room** or **breakout rooms** features to keep conversations one-on-one.

How to use Waiting Rooms to Manage Office Hours & Drop-in Visitor Times

Video Breakout Rooms

See also:

- Using Zoom's waiting room
- Using Zoom's breakout rooms