Creating a Recurring Link for Office Hours in Zoom

The following instructions show how one can create a recurring link for office hours via Zoom for the Spring Quarter. These instructions do not require a Canvas Site and so may be used, for example, by instructors not teaching this quarter but who may want to use Zoom to hold office hours with advisees.

Go to: uchicago.zoom.us and “Sign In”
- If you have never logged into the university's Zoom site you will be asked to log in with your CNET ID and password

After signing in you will be taken to your Profile Page. Click on “Meetings” in the lefthand sidebar.
Next, click on “schedule a New Meeting”

Enter the name, day, time, etc. of your recurring event.

- Include the Time Zone in both your description of the event and in the drop-down menu “Time Zone”. Students and instructors will be scattered across Time Zones. You can’t repeat this information too often.
- “When” should be the first date and time upon which you plan to hold office hours.
- “duration” should indicate how long you will be available for office hours.
  - The information entered in the “duration” does not lock you into that duration – it is purely informative, to let invitees know what you plan. At your discretions you may start early or run late – the meeting will not be ended at the end of the selected duration.
You will need to make several changes to the default settings:

- **Enable “Join Before Host”**
- **You do not need to mute participants upon entry because you will only be meeting with one student at a time**
- **Enable Waiting Room**
  - This allows you to use just one link for all sessions of office hours with all students. You simply tell each student what time and on which day to meet; they use the link to join the session on that day/time. By enabling the waiting room, if a student should show up early and/or you are still with a preceding student, the student logging in will not be rejected nor will they interrupt/appear in your current session. Instead, they will be notified that the Host is with another participant and will respond shortly, and you will receive an indication that another student is waiting. When you are through with meeting your current student you will have the option to click and “admit” the next student waiting for office hours.
- **Enable “Only authenticated users can join”**
  - Restricts the link for this meeting to users with an @uchicago.edu e-mail address
  - If you advise students from outside the University do not enable this
- **Disable “Record the meeting automatically”**
Click Save.

Zoom will generate a recurring URL. Share this link with any student who will be attending office hours and let them know the day and time you expect them to connect.
Zoom will also generate far more detailed information about the event with alternative ways of connecting (via cellphone, IP address, Skype for Business, etc.). Simply Click on the “Copy the Invitation” link on the right-hand side of the page to open a window with all the extended information.

In the slide below the information has been copied and pasted into notepad to show all the alternative ways to connect to a meeting – it could just as easily be copied into an e-mail to a student.