

## Using Zoom for Virtual Office Hours

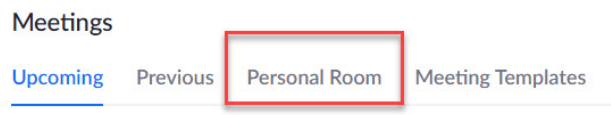
### Overview

Your PSC Zoom account has a Personal Meeting room, which is perfect for hosting Virtual Office Hours. The Zoom link to your personal meeting room does not change, which makes it a good fit for office hours. You can place this link in your courses along with your office hours information, so all students have access to it. When it's time for a session, you start the meeting. When the meeting is over, you end it. The next session you can start the meeting again. Having the link in each course makes it convenient for students as they can access the Virtual Office Hours link from their Canvas course shell.

Activating the waiting room feature of Zoom will prevent a student from interrupting a meeting already in progress with another student.

### Set Up Process

1. Sign into your PSC Zoom account and activate the Personal Room tab.



2. Click the Edit button (located at the bottom).
3. Select Waiting Room, deselect Automatically Record Meeting, and click Save.

My Meetings > Edit "Holly Vaughn's Personal Meeting Room"

Personal Meeting ID: 724 770 9834 [Change](#)

Security

Passcode  
Only users who have the passcode can join the meeting

**Waiting Room**  
Only users admitted by the host can join the meeting

Require authentication to join

Video

Host:  on  off

Participant:  on  off

Audio

Telephone  Computer Audio  Both

Dial from United States [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry [?](#)

**Automatically record meeting**

Approve or block entry for users from specific countries/regions

Alternative Hosts

Enter user name or email addresses

4. Copy the Join URL (the link to the meeting room) and paste in your course.

Join URL:

<https://pensacolastate.zoom.us/j/7247709834>

## Adding Zoom Link to your Canvas Course(s)

1. Go to your Canvas course and click the Modules link.
2. Add a page to your Course Information module titled: **Virtual Office Hours Schedule and Link**
  - a. Note: A Course Information module (or something similarly named) should contain important information about the course and be located at the top of the Modules page.
3. Include information that you will be holding virtual office hours through Zoom. Include your office hours schedule. Paste the link to the Zoom meeting room. Then save the page. Your information should look similar as the image below.

### Virtual Office Hours Schedule and Link

I will be holding Virtual Office Hours through Zoom. If you need to reach me outside of class, my virtual office hours are scheduled at the times listed below.

Mondays 4-5pm

Wednesdays 7-8pm

To access Virtual Office Hours, click the link below:

<https://pensacolastate.zoom.us/j/7247709834> ↗