



Virtual Office Hours

Setting up office hours in Zoom:

We recommend scheduling a recurring meeting with the waiting room enabled. Enabling the waiting room will allow for one student to be in the office hours with you at a time.

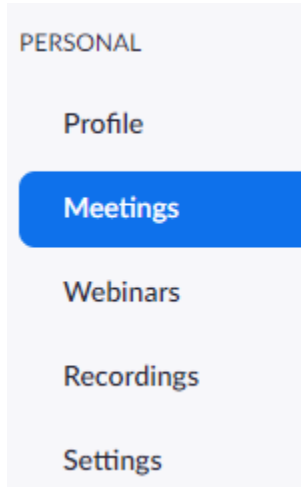
1. Log into your Zoom account at <https://umassboston.zoom.us> (Using Single Sign On) or www.zoom.us (Using password previously set up).

UMass Boston Zoom

Video Conferencing

| | |
|---------|---|
| Join | Connect to a meeting in progress |
| Host | Start a meeting |
| Sign in | Sign into your Zoom account (Using UMB credentials: First.LastName@umb.edu & UMB Email Password) |

2. Click "Meetings" on the left column



3. Then click "Schedule a Meeting"



4. Fill in the prompts (i.e. "Topic", "When", "Duration")

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone


5. Be sure to check off "Recurring Meeting"

Recurring meeting


6. Next fill in prompts according to your office hours schedule or set your meeting for “No Fixed Time”. No fixed time will create a meeting that you can start on any date/time.

Example:

Recurring meeting Every day, until Sep 24, 2020, 7 occurrence(s)

Recurrence 

Repeat every

End date 

- Daily
- Weekly
- Monthly
- No Fixed Time


7. Moving onto the next item, “Registration”. We do not recommend registration for office hours, but it can be enabled if you choose.

Registration Required

8. Under “Security”, be sure to check the “Waiting Room” option

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

9. For “Video” selection you can choose to have your video (Host) and the student’s video (participant) automatically be on when joining the meeting, or be off. Please note, video can still be turned on or off during the meeting.

Video

Host on off

Participant on off


10. Next, “Audio”, we always recommend leaving “Both” selected incase someone has difficulty connecting through computer audio. They can then dial in by phone.

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

11. "Meeting Options":

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry 
- Breakout Room pre-assign
- Automatically record meeting

- a. Allow participants to join anytime – This cannot be used if the waiting room is enabled. Allow your participants or students to join the meeting before you start it.
- b. Mute Participants Upon Entry – Select this if you would like your students automatically muted when they enter the meeting.
- c. Breakout Rooms pre-assign – Check this if you are setting up pre-assigned breakout rooms for your meeting. [To learn more about how to pre-assigning breakout rooms click here.](#)
- d. Automatically Record Meeting – Enable this if you would like your meeting to begin recording once it is started. You can choose to save the recording to your computer or the Zoom cloud.

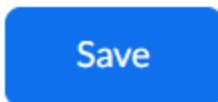
- Automatically record meeting On the local computer In the cloud

12. "Alternative Hosts": Alternative hosts are used when you will not be able to start and/or join the meeting. Please note, the alternative host will also need a UMB Zoom Pro License.

Alternative Hosts

Example: mary@company.com, peter@school.edu

13. Finally, click "Save" at the bottom



Sharing your office hours meeting link:

Via Email

1. Log into your Zoom account at <https://umassboston.zoom.us> or www.zoom.us
2. Click "Meetings" on the left column
3. Click on the meeting that you would like to share via email
4. Copy and Paste "Invite Link" into email

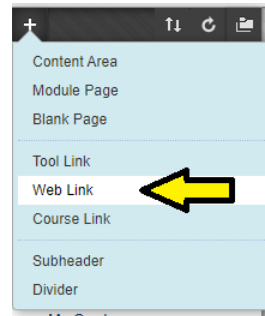
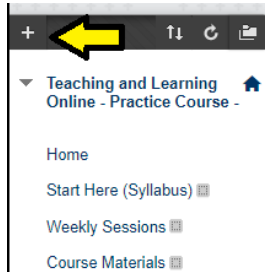
Invite Link

<https://umassboston.zoom.us/j/926939717>

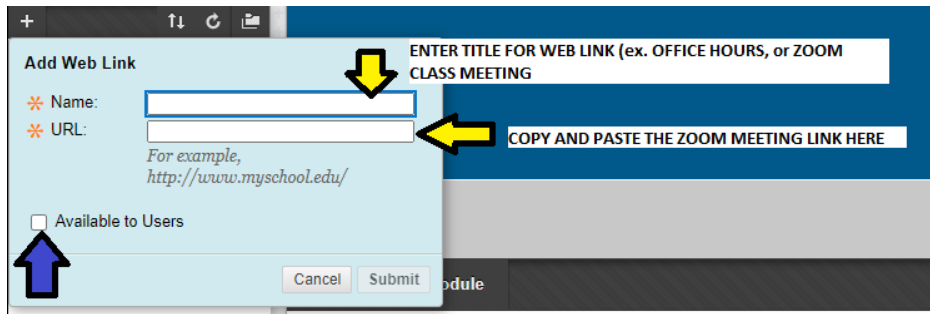
Via Blackboard

Professors can create Web Tool Links on their Blackboard Course shells that can link directly to a Zoom meeting. This is a workaround to be able to have one meeting link used by multiple Blackboard courses. This Web Tool Link will need to be created on each Blackboard Course Shell.

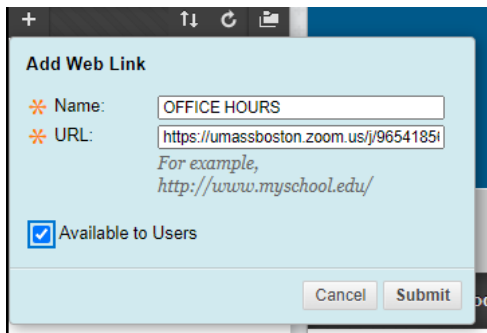
1. First click the plus sign on the top left of the menu bar
2. Next click "Web Link"



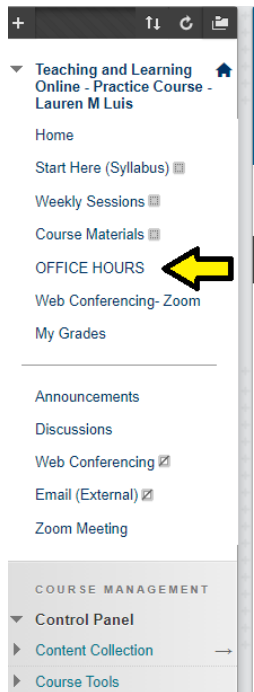
3. Enter a title for the web link and copy and paste the Zoom invite link. Be sure to check off "Available to Users" and then click Submit.



4. EXAMPLE:



5. It will then appear in the Menu Bar for both your students and you:



6. Students will click that link to join your Zoom Office Hours.

Notes about the Zoom Waiting Room:

- [Click here to learn how to use the waiting room](#)
- You can customize your waiting room. **Please note customizing your waiting room will apply to the waiting room for all of your meetings.**
 - [Click here for more information on how to customize your waiting room](#)
- You can send messages to participants in the waiting room through the chat
 - [Click here for more information on how to send messages to the waiting room](#)