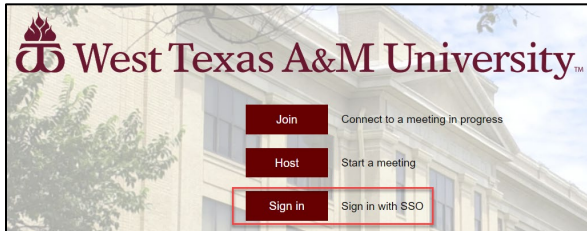


SETTING UP ZOOM OFFICE HOURS

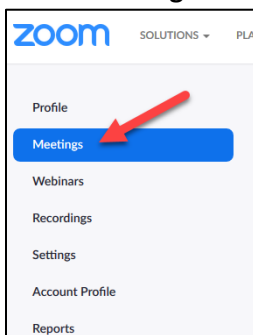
For faculty wanting all students, regardless of course they are enrolled in, to be able to access you through Zoom during Office Hours, follow the steps below:

SCHEDULE ZOOM MEETING

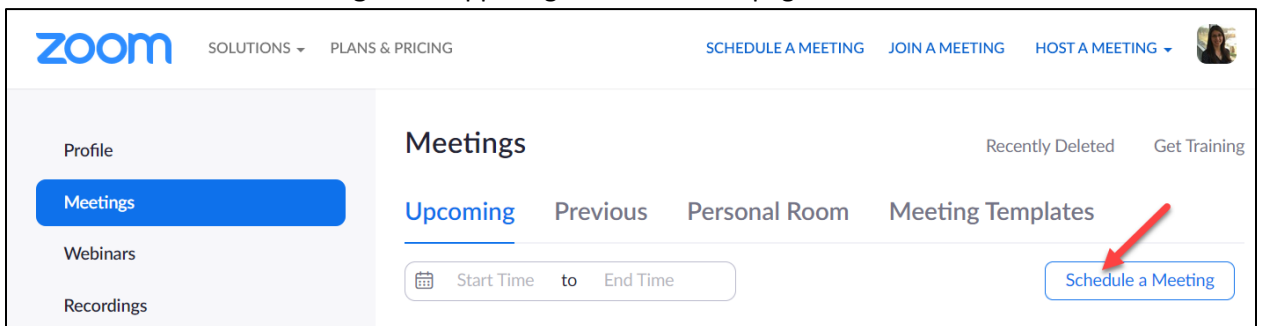
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



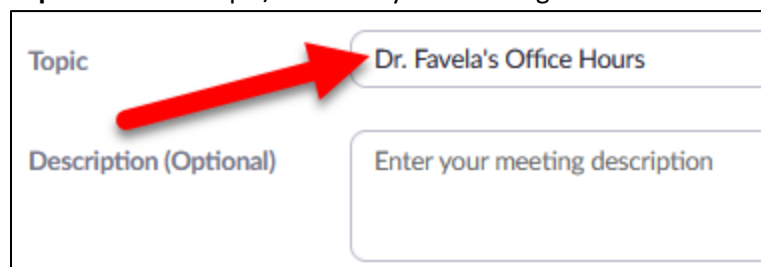
2. Select **Meetings** from the menu.



3. Click **Schedule a New Meeting** in the upper right corner of the page.



4. Select the recommended settings for the meeting:
 - **Topic:** Choose a topic/name for your meeting.



- Skip down and select the **Recurring meeting** checkbox.
- Change the **Recurrence** option to **No Fixed Time**.

Recurring meeting
 Recurrence: **No Fixed Time**

- **Waiting Room:** Select the option for Waiting Room. As students enter you will be notified of new participants. This allows you to finish a conversation in private with a current student before allowing the next student in. This setting ensures that you know which student is coming in before you allow them in.

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

- **Video:** Select to leave the video **Off** for Host and Participant to start the meeting. You and your participants will still have the option to start video after entering the meeting.

Video: Host on off
 Participant on off

- **Meeting Options:** Select the option to **Mute participants upon entry**. Muting participants helps to reduce background noise that may occur upon entering.

Meeting Options:

- Enable join before host
- Mute participants upon entry
- Use Personal Meeting ID
- Only authenticated users can join

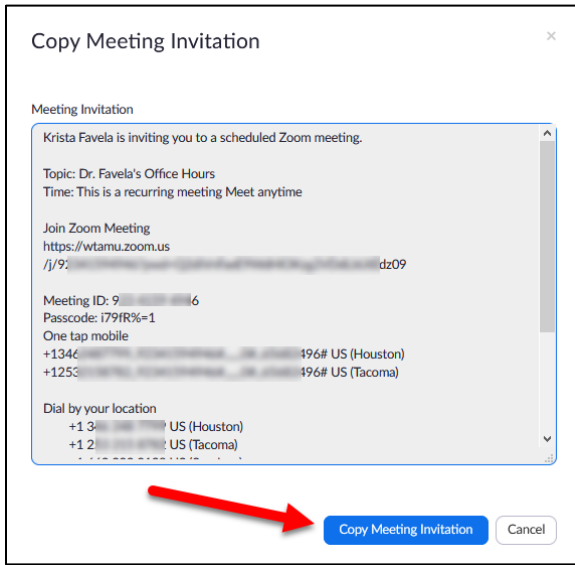
- Leave the options for **“Only authenticated users can join”** and **“Use Personal Meeting ID”** unchecked. These may prevent students from accessing the meeting.

5. Click **Save**.

6. Select the **Copy Invitation** link.

Topic: Dr. Favela's Office Hours
 Time: Recurring meeting
 Add to: [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)
 Meeting ID: [blurred]
 Security: Passcode [blurred] [Show](#) Waiting Room
 Invite Link: <https://wtamu.zoom.us/j/5-...> [Copy Invitation](#)

7. Select the **Copy Meeting Invitation** button.

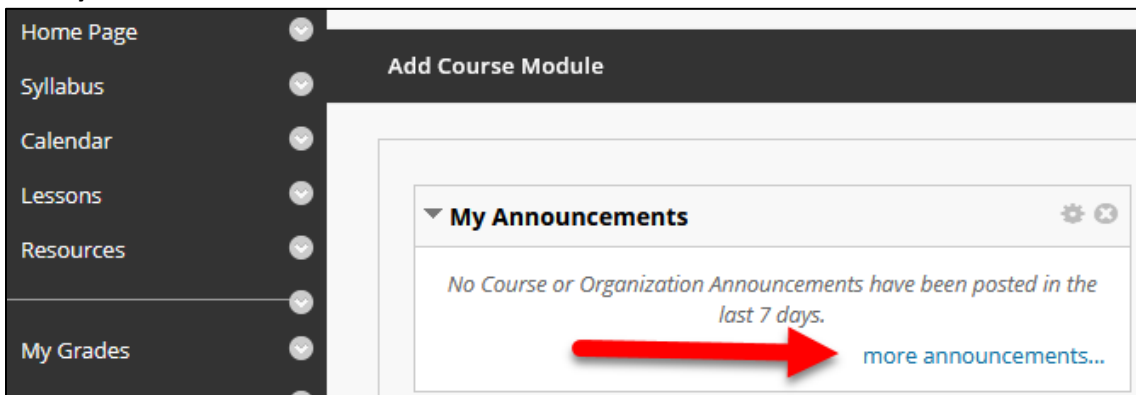


8. Click **Cancel**.

PROVIDE ZOOM MEETING INFORMATION TO STUDENTS

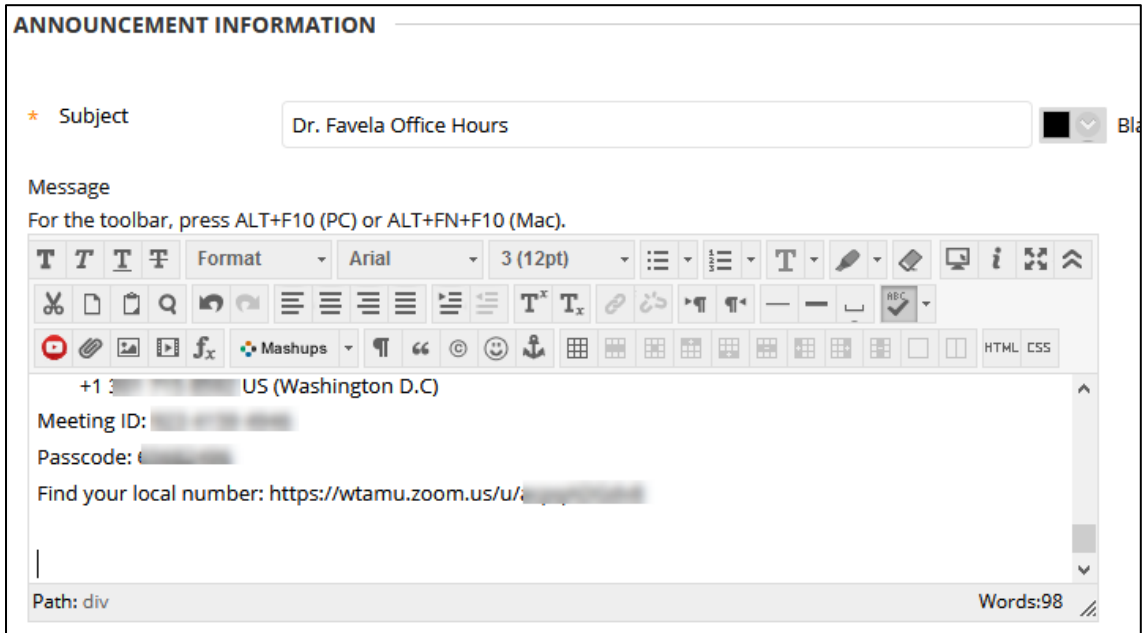
AS AN ANNOUNCEMENT

1. Access WTClass at <https://wtclass.wtamu.edu> and login if necessary.
2. Within each course in WTClass, on the **Home Page**, click the **More Announcements...** link under the **My Announcements** module.



3. Click the **Create Announcement** button.
4. Enter a Subject line. For Example: My Office Hours.

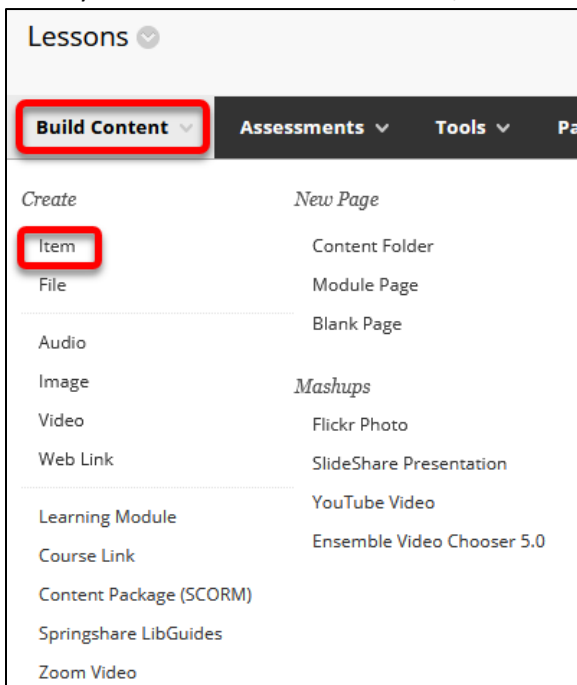
- From the previously Copied Meeting information, paste the information into the Message box by using the Paste button, Ctrl + V, or Command + V.



- Click **Submit**.

AS AN ITEM IN A CONTENT AREA

- Access WTClass at <https://wtclass.wtamu.edu> and login if necessary.
- Access a content area, such as Lessons.
- Move your mouse over **Build Content**, and select **Item**.



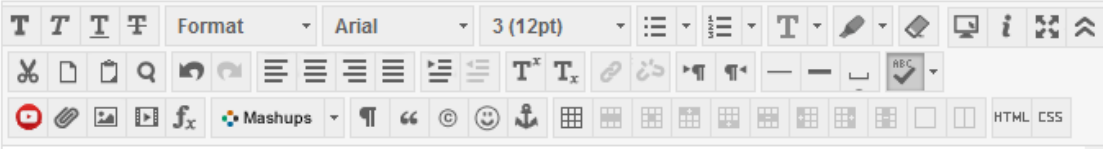
7. Enter a **Name** for this item. For Example: My Office Hours.
8. From the previously Copied Meeting information, paste the information into the Message box by using the Paste button, Ctrl + V, or Command + V.

CONTENT INFORMATION

* Name

Color of Name Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Krista Favela is inviting you to a scheduled Zoom meeting.

Topic: Dr. Favela's Office Hours

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

Path: div Words:98

9. Click **Submit**.