

# Setup Virtual Office Hours with Zoom

This document provides step by step instructions for using Zoom for virtual office hours.

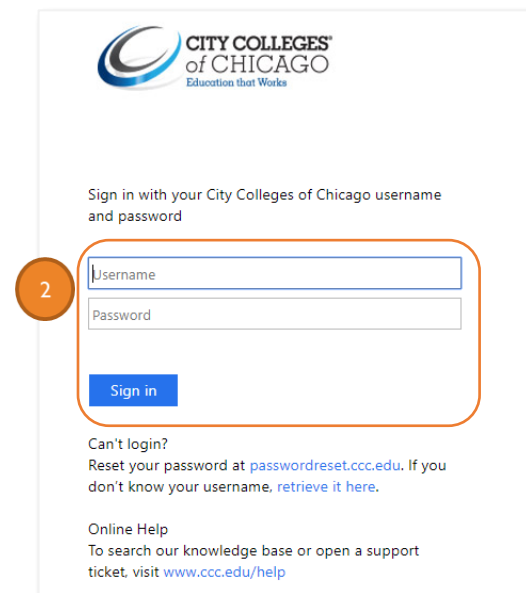
## Create a Zoom Session for Office Hours

1. Go to <http://cccedu.zoom.us> and click **Sign In**

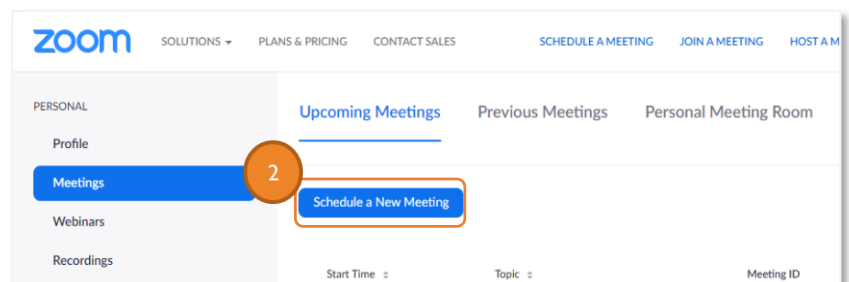
Login with your ccc username and password



2. Login with your ccc username and password



3. Click **Schedule a New Meeting**



**Topic:** Virtual Office Hours

*Tip: Include the day and time in the topic name*

**Check off:** Recurring Meeting

*This is below the date and time (skip that)*

**Recurrence:** No Fixed Time

*While you can set this to be recurring weekly with specific days/dates, that will create multiple meetings in your list. Setting it to “No Fixed Time” will create 1 meeting link that can be accessed every time without growing your meeting list.*

**Meeting Options:** Enable Waiting Room

*The waiting room allows you to add students one at a time to your meeting, keeping it private for individual students.*

Click **Save**

The screenshot shows the 'Schedule a Meeting' form with several orange arrows pointing to specific fields: 'Topic' (Virtual Office Hours (Tuesdays 12-2pm) Example), 'Recurring meeting' checkbox (checked), 'Recurrence' dropdown (No Fixed Time), 'Enable waiting room' checkbox (checked), and the 'Save' button.

4. Copy the **Join URL** and provide to students

*You can add the link to Brightspace through an Announcement, or in a Content module using Upload/Create → Create a Link*

The screenshot shows a summary of the meeting details: Topic (Virtual Office Hours (Tuesdays 12-2pm) Example), Time (Recurring meeting), Add to (Google Calendar, Outlook Calendar (.ics)), Meeting ID (289-004-803), Meeting Password (Require meeting password), and Invite Attendees (Join URL: https://cccedu.zoom.us/j/289004803). An orange circle with the number '4' and an arrow points to the Join URL.