Scheduling and Managing Office Hours in Zoom with a Waiting Room

**Scheduling Office Hours with a Waiting Room**

To schedule a meeting in Zoom, go to the Zoom home page and select **Schedule**.

A **Schedule Meeting** window will open. Input the information: Topic: Professor X’x office hours; Start time; Meeting duration.

To set up a recurring meeting (e.g., office hours) so that the recurring meetings have the same Zoom ID, select **Recurring meeting**. You can then use the same meeting URL for all office hours without having to recreate the meeting each time.

To set up the waiting room, click **Advanced Options**

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In the Advanced Options area at the bottom of the page, choose Enable Waiting Room. Then click Schedule. Uncheck Automatically record meeting to maintain the privacy of your office hour meetings.

Managing Office Hours with a Waiting Room

When you open the meeting and open the Participants window, you will see the greyed-out names of waiting students at the top of the Manage Participants window.

Admit students to the session at the desired time either
  1. All at once (using Admit All) or
  2. Individually (by clicking Accept to the right of individuals’ names)

NB: If you use a waiting room, you will have to admit late students manually.