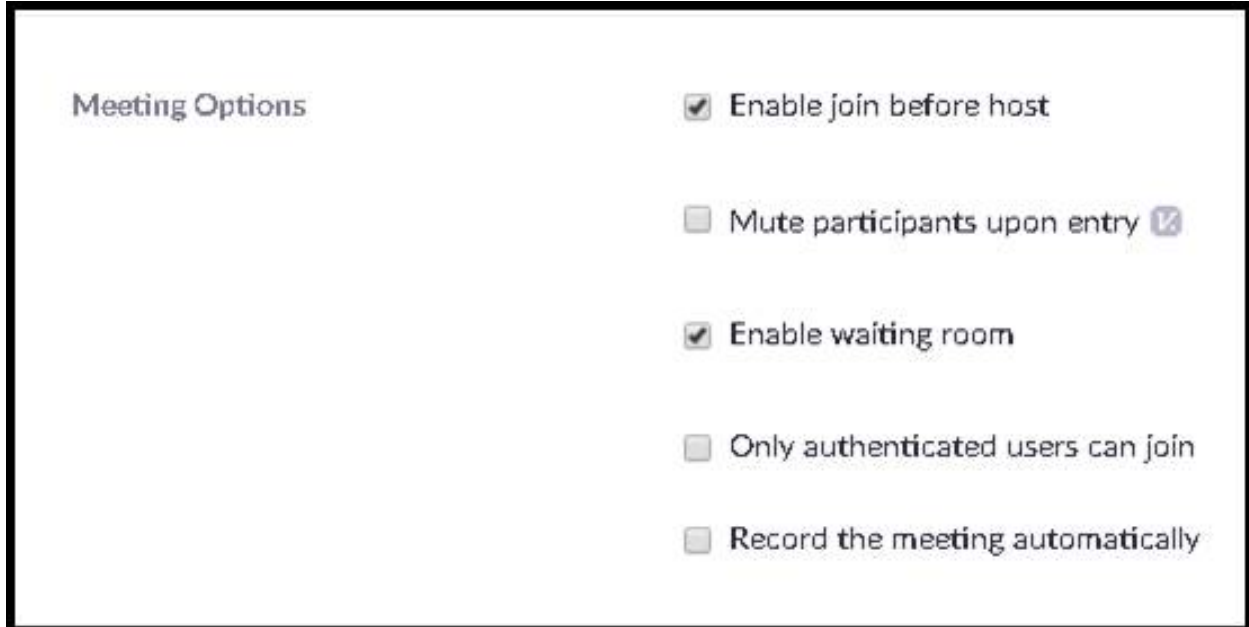


## Zoom for Office Hours

A few people have asked about using ZOOM for office hours – there are some great resources here: <https://www.csustan.edu/oit/download-and-configure-zoom-client>, and in the sublink: <https://www.csustan.edu/oit/zoom-faq>. I did a test today, you can set up Zoom for your entire office hours' time, then make sure you have this meeting option selected: "Enable waiting Room". The "Enable waiting room" is nice, as the next person for your office hours will be placed in a virtual waiting room until you let them in. You can also remove the previous meeting attendee if they can't figure out how to exit. You do this by clicking on the person's name – at which point menu options appear. See pics below. That is also how you let the waiting person in to chat with you.



You might want to uncheck "Enable join before host" as if you are running late, students will be able to join the session, but won't find you and might be confused.


## Zoom for Office Hours



Participants (3)

1 person is waiting


S sbianchi

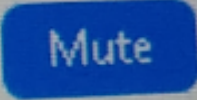
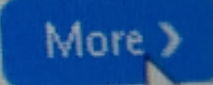

2 participants in the meeting

WP William Potter (Host, me) 

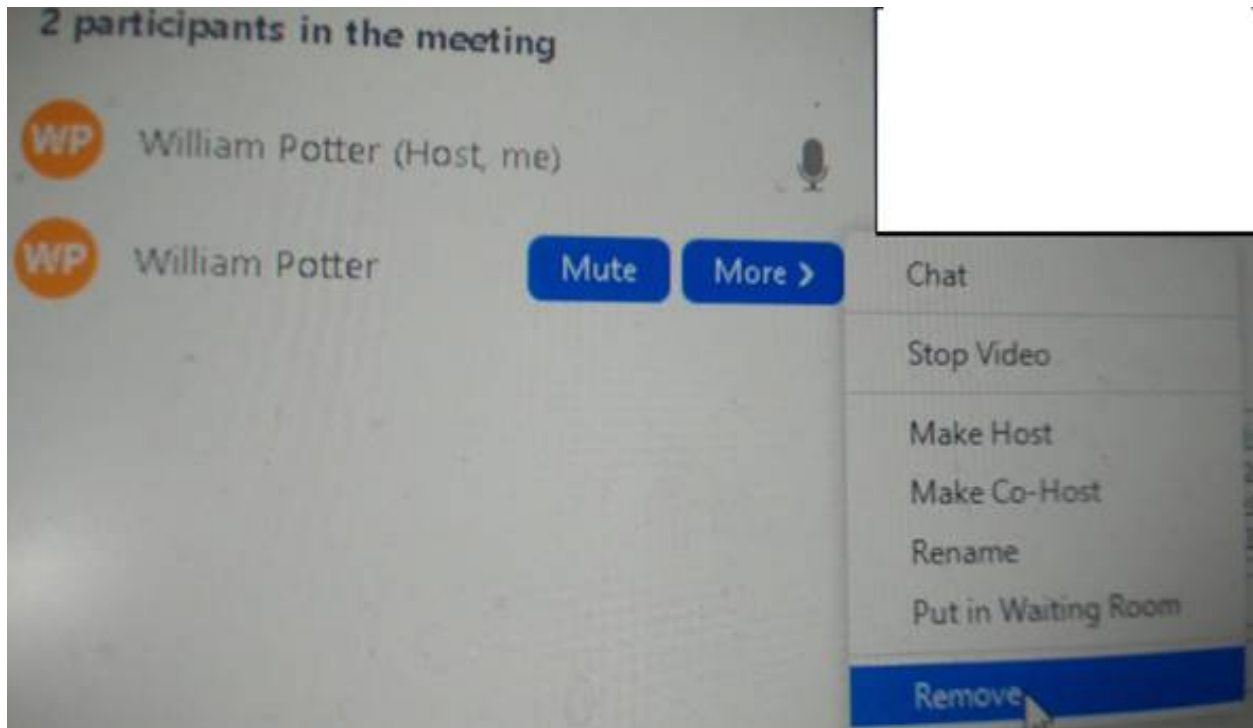
WP William Potter  

2 participants in the meeting

WP William Potter (Host, me) 

WP William Potter   

## Zoom for Office Hours



Finally, in the chat area (look toward the bottom of the screen – you might have to move your mouse there, as it is a disappearing menu) you can send your students files, (look for file) or receive them from your students. You can do more too – like share your screen. The documentation is pretty good. I would play with it a bit to get used to it. I did so by sending an invite to my Gmail address and logging into the session with my phone (so I was both host and attendee). I hope this helps!