

Setting up Virtual Office Hours (Hosted in Zoom)

Step 1

Go to <https://saintleo.zoom.us/> and click the  button and login to your Saint Leo Account.

Step 2

Click on the  button.

Step 3

Fill out the meeting information. Make sure you complete the following:

- **Topic:** This is the name of your Zoom room
- **When:** Day and time
- **Duration:** However long you want your hours to be.
- **Recurring meeting:** Make sure you check this box and select “No Fixed Time” option.
- **Meeting ID:** Should say “Generate Automatically”
- **Security:** Select **Waiting Room**
- **Audio:** Select “Both”
- **Meeting Options:** Select **Only authenticated users can join – Saint Leo University Users only**

Step 4

Once you are finished select 

Step 5

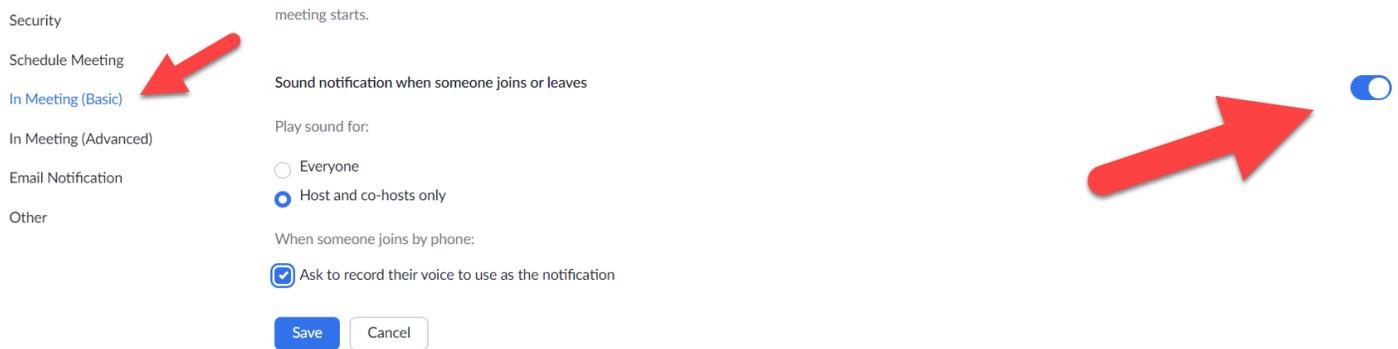
Now copy the “Join URL: -----” link and send this link to your students.

Optional Step:

You can also add this link, along with your virtual office hours, in your course as a [News Item](#).

Note: In the video, the News item is called Announcement.

*If you are logged in your computer, make sure the **Sound notification when someone joins or leaves** is on. <https://saintleo.zoom.us/profile/setting>*



The image shows a screenshot of the Zoom profile settings page. On the left sidebar, the menu items are: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. A red arrow points to 'In Meeting (Basic)'. The main content area shows the 'Sound notification when someone joins or leaves' section. It includes a toggle switch that is turned on, with a red arrow pointing to it. Below this, there are radio button options for 'Play sound for': 'Everyone' (unselected) and 'Host and co-hosts only' (selected). Underneath, there is a checkbox labeled 'Ask to record their voice to use as the notification' which is checked. At the bottom of the settings are 'Save' and 'Cancel' buttons.