Holding Zoom Office Hours

Zoom allows you to meet your students online when you can't meet in person. You can host one-on-one meetings for online office hours by setting up a waiting room. Students will be queued up in the waiting room, and you can control who is added to the actual meeting space. To ensure privacy, you can remove or place students back in the waiting room after meeting with them.

To get started, follow the instructions below.

In order to use the waiting room feature, you will need to make sure to turn it on when setting up the Zoom session. To do this, you must use Schedule a New Meeting rather than jumping straight into a meeting through Host a Meeting.

1. Once the meeting has begun, choose which students to admit from the waiting room by clicking the blue Admit button to the right of the student’s name at the top of the side navigation pane.

2. While in the waiting room, students will see the message “Please wait, the meeting host will let you in soon.”
3. To remove a student before admitting another student, click the blue More button to the right of the student’s name and select Remove, or Put in waiting room to return them to the waiting room.

4. When you are finished with your meeting, click on End Meeting at the bottom right of your tool bar. You will then have an option to end the meeting for everyone, or just for yourself.