Holding Online Office Hours

There are several ways to hold online office hours using Zoom in e-Learning. This document outlines steps via Calendar.

Note: We recommend using Personal Meeting Room since it is static. You can add the Personal Meeting Room link on your e-Learning calendar throughout the semester. Remember to add your Personal Meeting Room link/ ID on the class syllabus also so students can access the meeting room during office hours.

For more information on Personal Meeting Rooms, please refer to the Personal Meeting Rooms documentation.

1. Login to e-Learning and click on Calendar [1] on the left navigation.
2. Click on the + [2] sign in the upper right corner of the Calendar screen.

3. On the Edit Event box, select Appointment Group [3].
4. **Enter Name and Location** of the meeting [4].

5. **Under Calendar** click on **Select Calendars** to choose the class you would like to hold office hours.
6. Then choose the **Date** and **Time Range** for the meeting. Demonstrated here are 30-minute meeting sessions.

7. After creating the meeting sessions, click on **Go**. This will create individual meeting sessions on the Calendar.
8. Review the **Options** section if you wish to **limit each time slot** to a specific number of students.

9. After reviewing all options, click on **Publish**. Students will now see the office hours in their class calendar.