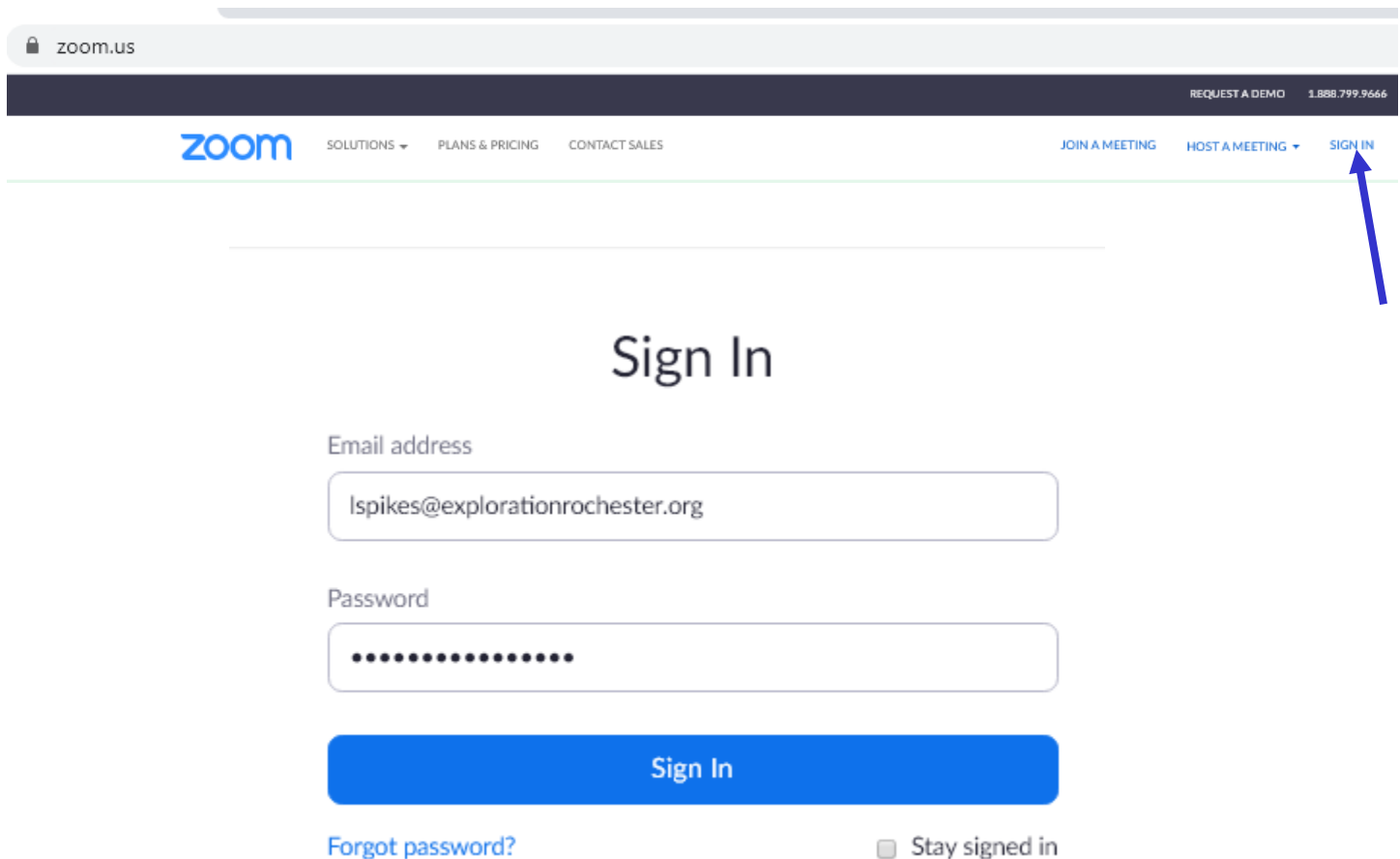## BEST PRACTICES FOR SCHEDULING RECURRING ZOOM MEETINGS

To optimize accessibility and increase participation to daily Office Hours for Classroom Teachers please follow the best practices, helpful tips, and key information below:

1. Click the following link below and save the link to your favorites for ongoing use.
https://www.zoom.us/
(copy and paste the link into your browser if the link does not take you to the zoo login page)

2. Sign into your Zoom account using the login information provided to you

3. Once you are logged in>click on the Meetings Tab on the sidebar menu>Schedule a New Meeting

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Upcoming Meetings   P

Schedule a New Meeting

Start Time ⇕

Today (Recurring)
12:00 PM

Today (Recurring)
02:30 PM
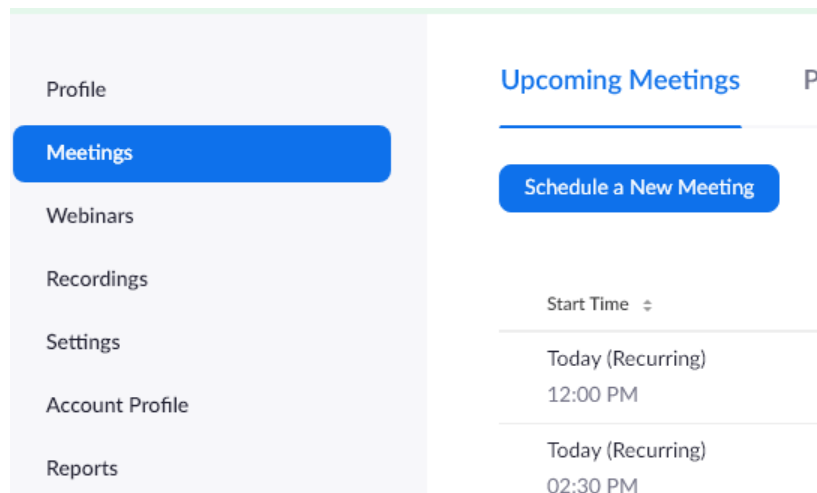
4. A Schedule Meeting Form will pop up. Fill out the meeting information as follows:

➢ Topic > Description > Start Date > Daily Office Hour Start Time > Duration (i.e. 1 Hour)
➢ **Then click on the Personal Meeting ID button. Perform this step before clicking Recurring. This will prevent your recurring meeting ID from changing for each meeting instance.**

Schedule a Meeting

Topic

RECURRING DAILY OFFICE HOURS MTG. EXAMPLE

Description (Optional)

TEACHER DAILY OFFICE HOURS

Use a template

Select a template ▾

When

03/25/2020   1:00   ∨   PM ∨

Duration

1 ∨ hr   0   ∨ min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)   ∨

☐ Recurring meeting

Meeting ID

○ Generate Automatically   ◉ Personal Meeting ID 673-017-3167

5. Next, complete filling out the Schedule a Meeting form as follows:
- ➢ Click the Recurring Meeting Button
- ➢ Use the Drop-down menu to schedule weekly recurring meeting hours for> Monday – Friday
- ➢ Unclick Require a Password button to make it easier for participants to join
- ➢ Click on the Enable Users to Join before the Host button>Click on Enable the Wait Room button
- ➢ *Save the meeting notice> copy and paste the details into your outlook scheduled meeting. This will allow users to join the meeting if they are waiting for you to join due to any type*

Schedule a Meeting

Topic	RECURRING DAILY OFFICE HOURS EXAMPLE
Description (Optional)	TEACHER DAILY OFFICE HOURS
Use a template	Select a template

When	03/25/2020 11:00 ∨ AM ∨
Duration	1 ∨ hr 0 ∨ min
Time Zone	(GMT-4:00) Eastern Time (US and C ∨

☑ Recurring meeting   Every week on Mon, Tue, Wed, Thu, Fri, until May 6, 2020, 31 occurrence(s)

Recurrence	Weekly ∨
Repeat every	1 ∨ week
Occurs on	☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat
End date	• By 05/06/2020 • After 7 ∨ occurrences

Meeting Password	☐ Require meeting password

Video	Host	• on off
	Participant	• on off

Audio	• Telephone • Computer Audio • Both
	Dial from United States of America Edit

Meeting Options	☑ Enable join before host
	☐ Mute participants upon entry
	☑ Enable waiting room
	☐ Only authenticated users can join
	☐ Record the meeting automatically on the local computer

Save   Cancel

of delay, overlap of other scheduled meetings, or time necessary to meet with individuals separately during the same scheduled meeting time.

<u>POTENTIAL OBSTACLES TO ACCESSING DAILY OFFICE HOURS</u>

Please note there are (3) different types of Zoom Meeting Room IDs assigned to each individual user:

1. Personal Meeting Room IDs for instant meetings for individual's hosting a meeting, initiated only by them, for only the following scenarios:

- Unscheduled on demand meetings for spur-of the-moment discussions
- Emergency staff meetings to communicate urgent information
- Unplanned meeting to provide support

NOTE: THIS NUMBER IS NEVER USED FOR SCHEDULED MEETINGS / INCLUDING DAILY OFFICE HOURS.

2. Scheduled Recurring Meeting Rooms IDs hosted by a specific individual, initiated only by them, and fall under the following scenarios:

- Periodic meetings held at the same time each period, (daily, weekly, weekdays, bi-weekly, monthly), for the same attendees
  - These meetings can have the same Meeting Room ID with or without a password or;
  - A randomly generated Meeting Room ID for each recurrence with or without a password

Note: This is only recommended for non-recurring and / or meetings only scheduled on an as needed basis.