

## Personal Meeting Rooms

- 1. In your e-Learning course, select **Zoom Conferences** from the course navigation.
- Select the Personal Meeting Room [1] tab. Your unique Meeting ID [2] and Join URL [3] will never change, so we recommend you share this meeting ID/Join URL with your students, for example in the course syllabus. You can direct students to use this unique meeting ID and/or URL whenever you wish to hold virtual office hours or 1-on-1 meetings. In addition, you can Copy the invitation [4] and share that resource that contains the meeting ID and join URL information.

Development Term	zoom		
Home	Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). 🖉 All My Zoom Meetings/Recordings Schedule a New Meeting		
Announcements			
Assignments	Upcoming Meetings	Previous Meetings 1 Personal Meeting Room Cloud Recordings	Get Training 🖬
Discussions			
Grades	Торіс	Elliot Tordoff's Personal Meeting Room	
People			
Pages	Time	Add to 3 Google Calendar 0 Outlook Calendar (.ics) 3 Yahoo Calendar	
Files			
Syllabus	Meeting ID	2 870-774-3661	
Outcomes			
Quizzes	Join URL	3 https://ufl.zoom.us/j/8707743661	4 Copy the invitation
Modules			
Conferences	Video	Host off	
Collaborations		Participant off	
Attendance			
Chat	Audio	Telephone and Computer Audio	
Office 365			
VoiceThread	Meeting Options	× Require meeting password	
Photo Roster		× Enable join before host	
GatorEvals		× Mute participants upon entry 🔞	
Manage Users		× Enable waiting room	
Zoom Conferences		$\times$ Record the meeting automatically	
Settings		✓ Edit this Meeting	

In addition to adding your unique meeting ID and join URL information to a course syllabus, you could also share this information via:

- Announcements In your e-Learning course which you want to hold a personal meeting, click on **Announcements** > **+Announcement** and post the **Join URL** information.
- Inbox In your e-Learning select Inbox from the left navigation click on Compose a new message > select the appropriate Course. Under To select All, then share the Join URL in the message and send.