

Personal Meeting Rooms

1. In your e-Learning course, select **Zoom Conferences** from the course navigation.
2. 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.

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.