

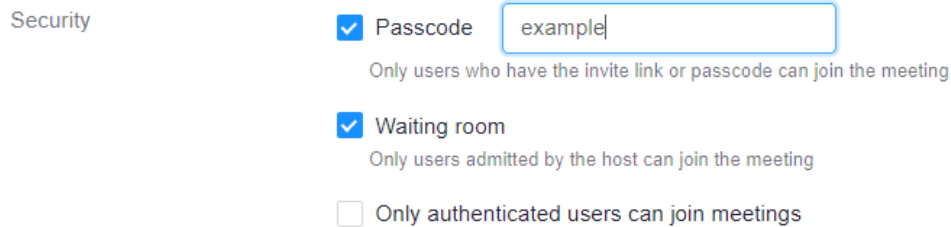
Even if you are offering in-person visits in your office or lab, you can offer a Zoom meeting for students at a distance. The personal meeting room link is the same across all courses.

Setup and Provide Link to Students

1. Access any course, click **Zoom** on the navigation panel, and click the **Personal Meeting Room** tab.



2. **FIRST-TIME ONLY:** Update settings:
 - a. Scroll to the bottom and click **Edit this Meeting**.
 - b. Select the **Passcode** checkbox (recommended) and enter a passcode of up to 10 characters.
HINT: This becomes encrypted and embedded in the link; users do not see or need the passcode.
 - c. Select the **Waiting room** checkbox (optional) and click **Save**.



3. Copy the **Join URL**.

Join URL

<https://wisconsin-edu.zoom.us/j/7356793822?pwd=WWWhVZXI0ajV0SkgyWU9CaGNldUMy>

4. **IMPORTANT:** Students do not see the **Personal Meeting Room** tab in the Canvas integration so you should paste it into a calendar appointment, page, announcement, etc. in each course.

Start Personal Meeting Room Meeting

1. Access any course, click **Zoom** on the navigation panel, and click the **Personal Meeting Room** tab.
2. Scroll to the bottom and click **Start this Meeting**.