Information Technology Services

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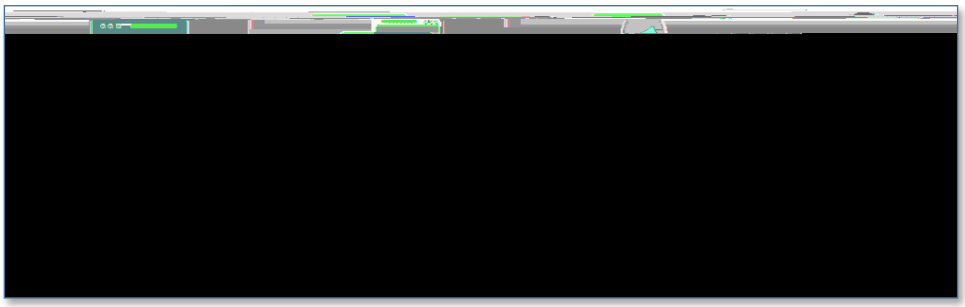
O□ce Hours or Private Meetings

When there is a need for a private meeting (like during o□ce hours) you can set up an ad hoc meeting speci□cally for that occasion, use your Personal Meeting Link or use a recurring meeting. To prevent additional attendees from entering a private meeting, we recommend you use the Lock Meeting functionality. This is a great alternative to using the waiting room for all attendees.



Meeting Chat

If you are teaching a hybrid course in one of our Zoom-integrated rooms, the chat feature is enabled but not displayed to the faculty in the room. You can either connect to the meeting via an additional device and use that device to view the chat or inform your students not to use the chat for these meetings and establish an alternate way of communicating.