

Managing the shared zoom drop-in room

This zoom room was created as a recurring meeting that begins at 9:00am and ends at 4:00pm every day. All UC advisors have been added as alternative hosts to the room.

Students will be given the link to the shared zoom room. When they click the link, they will be loaded into the waiting room of zoom where they will see this message:

Welcome to University College's Drop-in Room. Please see below



UC Drop-ins

This zoom room is monitored during the following times ONLY:

MONDAY: 9:00am-10:00am

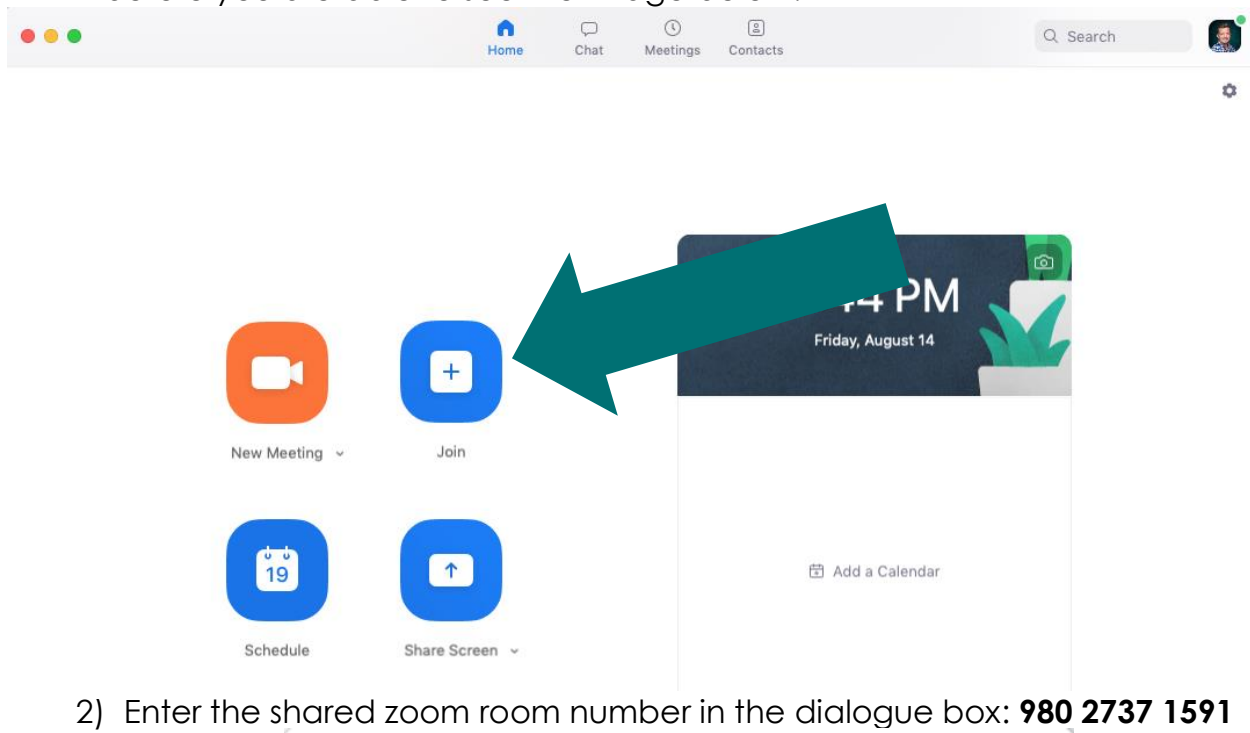
TUESDAY: 3:00pm-4:00pm

WEDNESDAY: 11:00am-12:00pm _2:00pm-3:00pm

THURSDAY: 10:00am-11:00am

There will not be a separate link for the Advisor to click in order to join the room. To access the shared zoom room, end your current zoom session and follow these steps:

- 1) You will need to exit your current zoom session, then open the zoom desktop App and choose "Join". You may need to sign-in using the SSO before you are able to see the image below.



- 2) Enter the shared zoom room number in the dialogue box: **980 2737 1591**

Join Meeting

980 2737 1591

Your Name
Scott Judson

- Don't connect to audio
- Turn off my video

Cancel

Join