

**Starfish allows you the option to take student appointments by Zoom.** This is done in two steps, first 1) in Zoom by creating a “recurring” meeting then 2) in Starfish by creating your Zoom meeting as a “location” option for your appointment availability.

A video version of these instructions is available here:

[https://www.youtube.com/watch?v=w62fOiyxv\\_M&feature=youtu.be](https://www.youtube.com/watch?v=w62fOiyxv_M&feature=youtu.be)

To get started, open two tabs in your browser...

login to Zoom here: <https://monroecommunity.zoom.us/>

login to Starfish here: <http://www.monroecc.edu/go/starfish>

### Step 1, create your Zoom meeting

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1. Once in Zoom, click [Meetings](#), then click [Schedule a New Meeting](#).
2. Complete the following settings accordingly:
  - ✓ Topic: [up to you](#) (e.g. “Office Hours”)
  - ✓ Description: optional
  - ✓ When: pick today’s date
  - ✓ Duration: [30 mins is recommended](#)
  - ✓ Time Zone: Select your time zone
  - ✓ \*\*\*Check the box for [Recurring meeting](#)\*\*\*
    - *Recurrence:* [Daily](#)
    - *Repeat every:* [1 day](#)
    - *End date:* [up to you](#)
  - ✓ Meeting password: do not require (leave [unchecked](#))
  - ✓ Video: up to you, these set the default for when a host and participant join
  - ✓ Audio: [Both](#)
  - ✓ Meeting Options
    - Check the box for [Enable waiting room](#)


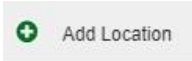
Click [Save](#).

3. Review the settings on the next screen. **Copy and/or take note of the following:**
  - ✓ [The Meeting ID](#)
  - ✓ [The “Join URL” link](#)

**\*\*\*You will need both of these in Step 2\*\*\***

## Step 2, in Starfish

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1. Click the  icon in the top left-hand corner, click on [your name](#), then select [Appointment Preferences](#).
2. Under “My Locations” click on  and complete the fields in the popup window:
  - Type: **Online**
  - Name: **Zoom: *\*\*\*paste the “Join URL” link you copied from Zoom\*\*\****
  - Instructions: ***(Meeting ID: \*\*\*XXX-XXX-XXX\*\*\*)***
3. Click the [Save](#) button. Then, in the top-right or bottom-right hand corner, click [Submit](#).

You now have Zoom as an option when creating or editing your Starfish appointment availability. **Next step: see the [Appointments How-To!](#)**

### Tips:

By creating a Recurring Meeting and enabling the Waiting Room in your Zoom settings from Step 1, you ensure that your appointments will remain one-on-one without having to schedule individual Zoom meetings for every student appointment. **This means that, once you “start” your Zoom meeting, you’ll have to allow students in the waiting room into your meeting and remove them when the meeting is over.** Please see Zoom’s article on managing the Waiting Room for help on this: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>

