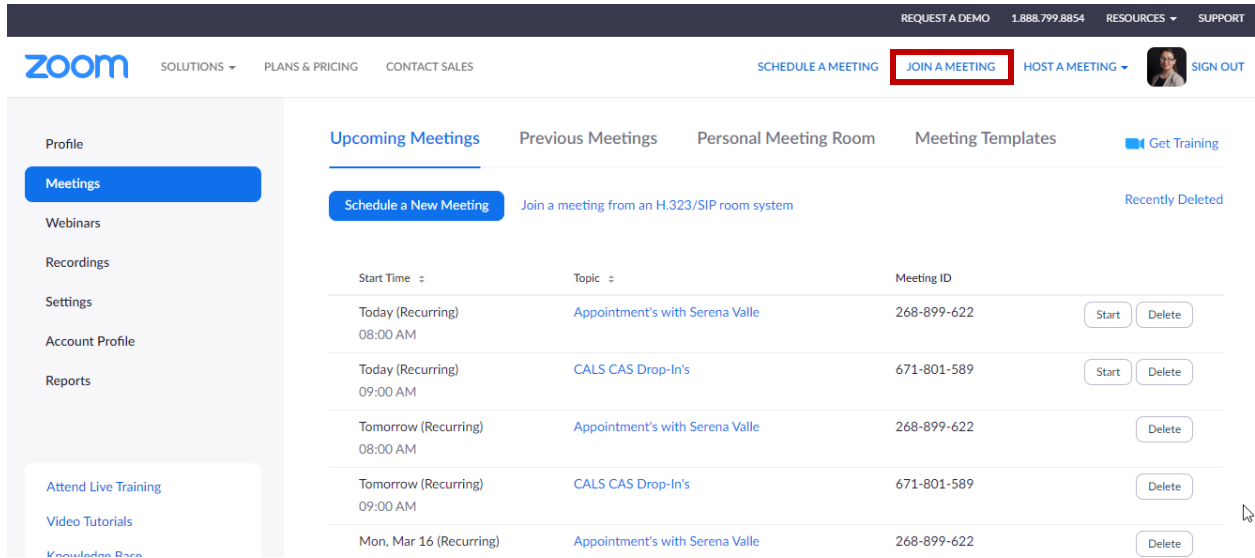
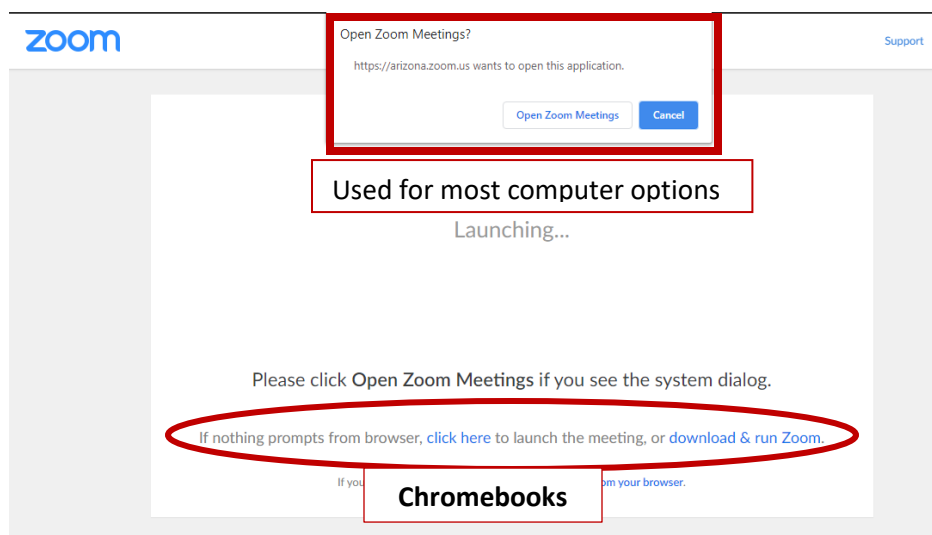


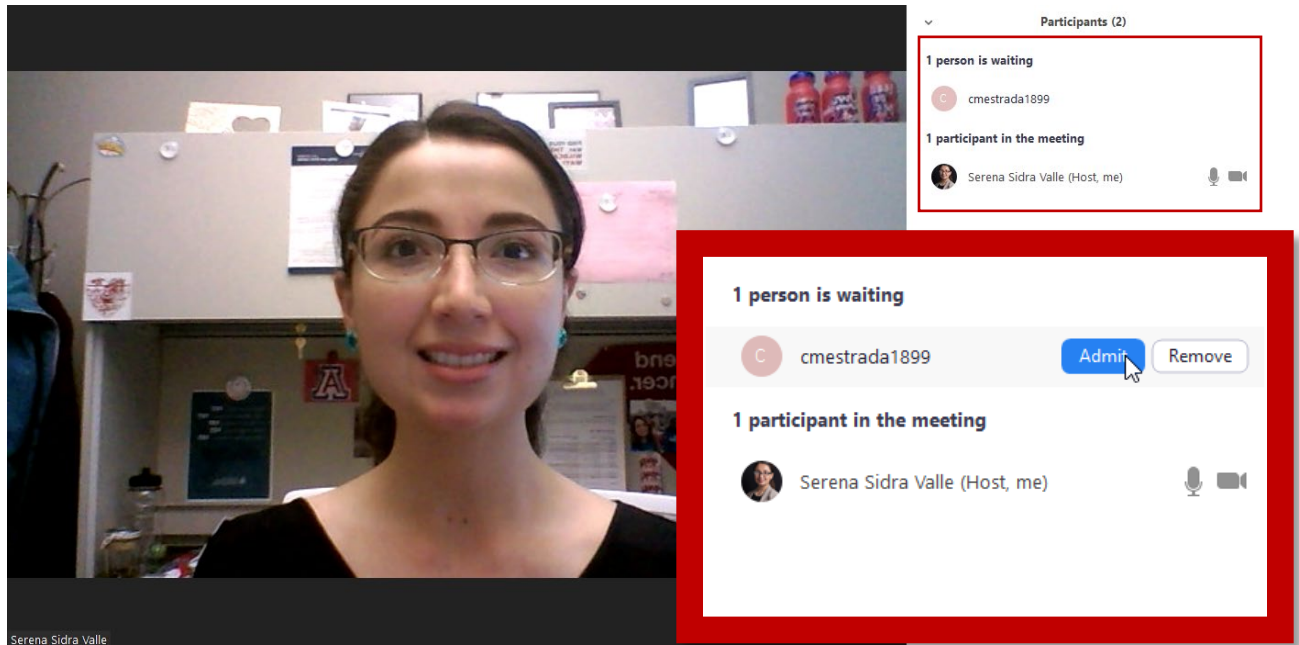
CALS CAS Drop-In Hours via Zoom

1. Log in using your NetID to Zoom at arizona.zoom.us
 - a. If you have not set up an account, follow the steps to create an account with your UA NetID.
2. On the top of your tool bar click on “Join A Meeting” and use the Meeting ID associated with your drop-in hours. As Hosts for the sessions we will be able to admit students into the meeting from the Waiting Room.



3. Once you click “Start” you will take you to the “Launching” page. You can either launch using Zoom Meeting (which is a pop out option) or look toward the bottom of the page “If you cannot download or run the application, start from your browser.”
 - a. You must use the browser option if you are using a Chromebook.





4. You can view participants by clicking on the “Participants” on the lower panel.
5. Once you click on this option it will open a side bar as shown above.
 - a. You will be able to see who is in the waiting room and admit them based on who you are meeting with next.
 - i. **IMPORTANT:** Once you finish meeting with a student have them end the call and do not “remove” them. This will not allow them to ever rejoin or use the link for drop-in hours.

Question? Contact <https://it.arizona.edu/service/zoom>