



Resource Library

# BOOK OFFICE HOURS WITH YOUR PROFESSORS

The **Appointments** tab in the Zoom Canvas integration allows you to book office hours with your professors. Below are steps for booking meetings during your professor's office hours along with a few notes on what to expect when you go through the process. Note that appointments will not be available for booking if your professor has not scheduled office hours.

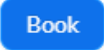
## BOOK AN APPOINTMENT

1. Go to a Canvas course where you want to schedule an appointment.
2. Click **Zoom** in the course navigation menu.
3. Click the **Appointments** (  Appointments ) tab.

4. Select the **Schedules** (  ) tab.
5. Click on one of the available schedules (e.g., "ENC 1101 Office Hours w/John Doe").






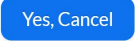
Office Hour booking page with time selected

6. On the calendar to the left, click on a day where you know your professor is holding office hours.
7. In the weekly schedule to the right, click on an available time slot under the day when you wish to meet your professor.
8. Click **Book** (  ) to confirm your appointment.

Once booked, a message will appear saying **You have successfully booked an appointment**. You will also receive an email at your FAU email address from **no-reply@zoom.us** with the meeting confirmation; join URL; and other info.

## JOIN/CANCEL AN APPOINTMENT

After booking an appointment, navigate back to the Zoom tool in your professor's Canvas course and follow the steps below to join.

1. From the **Appointments** tab (  Appointments ), click the **Upcoming Events** tab located under **Bookable Schedules**.
2. Click the **Join** (  ) button to join the upcoming appointment with your professor. This will begin to launch the Zoom meeting.
3. If you wish to cancel your appointment, click the **Cancel** (  ) button next to the session that you booked and confirm by clicking **Yes, Cancel** (  ). After this, both you and your professor will receive email notifications confirming the cancellation from **no-reply@zoom.us**.

## ADDITIONAL LINKS

If you experience issues joining these sessions, use the links below to troubleshoot and get help.

- How to Sign in to Zoom apps with your FAU Zoom account: <https://fau.edu/canvas/Files/zoom/signInToZoomSSO.pdf>
- Zoom Help Desk Requests for Students: <https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceDet?ID=4089>