You can use a combination of Google’s Appointment Slots feature and Zoom’s Waiting Room feature to facilitate one-on-one advising meetings, office hours, or tutoring sessions.

**Step 1: Create a Scheduled Zoom Meeting**
Log in to Zoom and create a scheduled, recurring meeting. In the Advanced Options section at the bottom of the scheduling window, choose Enable Waiting Room. Copy the meeting invitation.

**Step 2: Create a Block of Google Calendar Appointment Slots**
1. Open Google Calendar and make sure that you’re in Week or Day view.
2. Click anywhere in the calendar. In the event box that pops up, click Appointment slots.
3. Enter the details, including a title, and pick the calendar where you want the event to show up.
4. Click More options and paste the Zoom invitation you copied earlier into the description block.
5. Click Save.

**Step 3: Share the Scheduling Link with Your Students**
After you’ve set up the appointment block, you can invite people to reserve a slot with a link to your appointments page.
1. Open Google Calendar.
2. Click the block of appointment slots you’ve created and then click Go to appointment page for this calendar.
3. Copy and paste the appointment page link from your browser.
4. Share this link with students who want to reserve an appointment slot, or paste the link in your Blackboard course so they can do so at any time. You might also consider including a persistent link to your appointment page in your email signature.

**Understanding the Sign-Up Process**
When a student clicks on your appointment page link, they will see a view of available slots from which to choose. When they select a slot, they are provided with the meeting ID for the scheduled Zoom meeting you created in Step 1.

After signing up for an appointment slot, both you and your student will receive a notification email and your calendar will reflect the name of the student who signed up for a given time.

Other students who access your appointment slots page will only see slots that are open; they will not see the names of other students who have signed up.
Step 4: Meet with Students

1. At the scheduled time, log in to Zoom. Click on Meetings at the top of the window, and from the list in the left sidebar, start the recurring meeting you created in Step 1.

   When a student clicks on the Zoom link in the calendar invitation they were sent when they signed up, they will be notified that they should wait to be admitted into the meeting room.

2. From the sidebar on the right, choose Admit next to the name of the student whose appointment time it is.

   Any student who clicks on your drop-in Zoom link while a meeting is in progress will be notified that they should wait to be admitted into the meeting room. If someone is waiting, you will be given the opportunity to send a message to the person in the waiting room. This is useful if a meeting is running late.

3. When you're finished meeting with the student or it is time for the next student to come in, instruct the student you're currently meeting with to click Leave Meeting.

   If you click Remove rather than asking the student to leave the meeting, they will not be able to rejoin the meeting unless you restart the session.

4. From the sidebar on the right, choose Admit next to the name of the next student whose appointment time it is.

One-on-One Meeting Tips

- You can use the same recurring Zoom meeting for Appointment Slots all semester! Create a Google Calendar invitation with the Zoom meeting ID included, and then set the Appointment Slot to repeat as often as you'd like.