

Google Meet and Zoom Instructions for Virtual Office

We recommend creating one room for your virtual office meeting space that all of your classes will use so you remain in one virtual space instead of managing multiple rooms at the same time. Once you've created your room, use the instructions below to guide students to join your "virtual office." We provided both sets of instructions for Google Meet and Zoom. Choose one to copy/paste from. We've marked areas for you to put your information in such as your join link. (Related: [Google Meet and Zoom Instructions for Virtual Classroom.](#))

How to Join My Virtual Office (Google Meet)

Due to the current situation where we cannot meet in-person for office hours, we can meet online in my virtual office on ****days and time** using Google Meet. Google Meet is a web conferencing platform where we can present content, talk, video, and text chat.

To join my virtual office from your computer/laptop*:

1. Go to <https://meet.google.com/>. **Important:** If you're not already signed in with your UH Google account, click on "Sign in" at the top-right corner of the page and sign in with your UH email address.
2. Once signed in, click on the join link: ****insert and hyperlink your join link here.**
3. You'll be taken to a Google Meet landing page with a video preview screen. It will immediately prompt you to give access to your microphone, speakers (earphones), and webcam (if applicable).
4. Check and test your audio and video devices by clicking on the vertical three dots menu at the bottom right corner of the preview video screen and then click on "Settings". When you're finished, click on "Done."
5. If you'd like to mute your mic and/or webcam upon joining, click the mic and/or video buttons on the video screen.
6. Once you're set, click the green "Join now" button to enter the session.

Note: The preferred method to join Google Meet is through a Web browser on a computer/laptop. Alternatively and with limitations, you can use your mobile device by downloading the Meet app ([iOS](#) or [Android](#)). (You must use your UH Google account with the Meet app.) Then, tap on the join link **insert and hyperlink your join link here**, and follow the onscreen prompts to launch the app to join.*

How to Join My Virtual Office (Zoom)

Due to the current situation where we cannot meet in-person for office hours, we can meet online in my virtual office on ****days and time** using Zoom. Zoom is a web conferencing platform where we can present content, talk, video, and text chat.

If this is the first time you are using Zoom on your device, download and install the Zoom Client for your computer/laptop or app for your mobile device. For your computer/laptop, go to the [Zoom Download Center](#) to download the "Zoom Client for Meetings." For mobile devices, download the app for [iOS](#) or [Android](#). (Skip this step if you already have Zoom installed.)

To join my virtual office from your computer/laptop or mobile device:

1. Once you have the Zoom Client or Zoom mobile app installed, click to join the session: ****insert join link here** with the password: ****insert password here** and follow the prompts. Or, launch the Zoom Client or Zoom mobile app and click "Join a Meeting." Enter the Meeting ID: ****insert Meeting ID here** and Password: ****insert password here**
2. Next, type your Name and click "Join."
3. You'll be taken to a Zoom prompt to "Join with Computer Audio" or "Test Speakers and Microphone."
4. Click "Test Speakers and Microphone" to check and test your audio devices and then click on "Join with Computer Audio" to enter the session.
5. Once in the session, if you'd like to mute your mic and/or webcam upon joining, click the mic and/or video buttons on the lower left footer bar on screen.