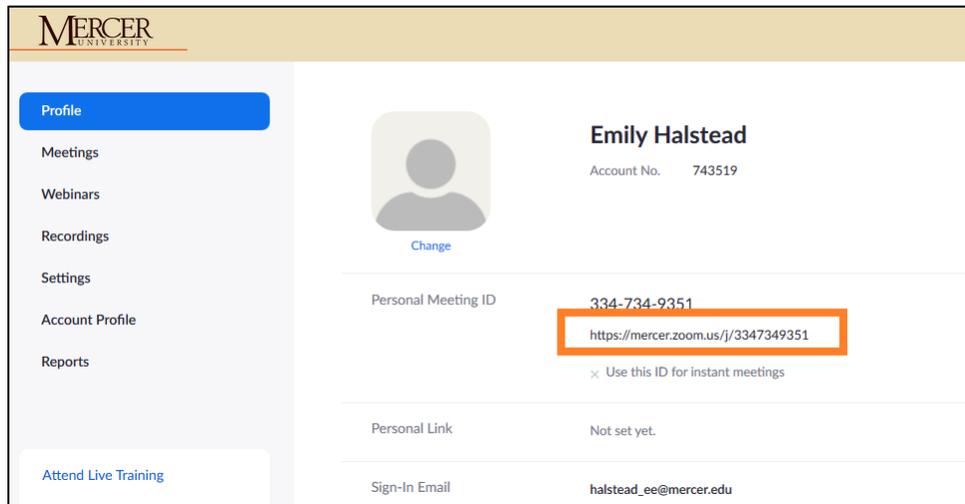# Using Your Zoom Room as a Virtual Meeting Location

Acquire Your *Zoom Room* Link

1. Access Zoom by clicking the following link and selecting **Sign In**: https://mercer.zoom.us/
   a. For guidance, use instructions provided (here) by Mercer IT.
2. Access your **Profile**, if you are not already there.
3. Copy & paste the URL displayed under your **Personal Meeting ID**. This URL is the "room" at which you can meet with students or others.
   a. You can distribute this link via email or add as a meeting location in Starfish.

Enable "Waiting Room" In Zoom (Optional)

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

This feature is particularly useful if you have back to back meetings scheduled and want to ensure that students are not capable of joining while you're currently meeting with a different student.

1. Access **Zoom** by clicking the following link and selecting Sign In: https://mercer.zoom.us/
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Navigate to the **Waiting Room** option on the **Meeting** tab and verify that the setting is enabled.
   a. Note: If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Meeting with Students

1. We recommend that you follow IT's Instructions to Install Zoom on your computer.
2. At the time of a scheduled meeting, simply run the Zoom app or open the URL to your Zoom Room. When a student joins the meeting, you should receive a notification.
   a. Be sure your video and microphone are turned on.