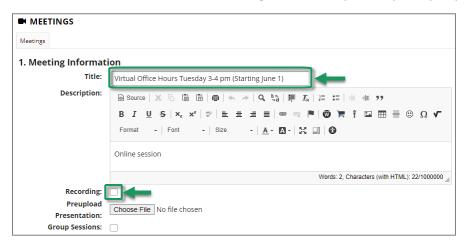# Sakai Meetings:
Set up Virtual Office Hours

Instructors can create a "generic" virtual office meeting and reuse the session throughout the semester. For example, an instructor could create a generic virtual office meeting for Tuesdays at 3 pm.

Recommendation 1 – Add a descriptive title (including the weekday, time, date)
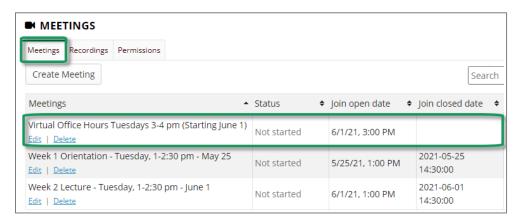
Add a title to your virtual office meeting that states the day of the week and meeting time. In addition, each week, the instructor can **edit** the session title to add the specific **day** of the month.

Note: Since recordings are made available to ALL students in your course (even students who do NOT attend the session), uncheck the recording checkbox to provide privacy to participating students.

Recommendation 2 – Select an open date

The instructor can choose an opening date/time **once** for the virtual office hours, such as the date of the first session OR the instructor can update the open date each week. In addition, the instructor can select the available date **without** selecting a close date/time. Students can then join the same meeting session each week; the meeting session will not "close."

Optional: Send an email notification

If reusing the same meeting session, and the instructor wants to send meeting notifications, the instructor **must edit** the meeting session, select the **Notify participants checkbox** and **Save** the changes. Otherwise, the email notification will only be sent once.