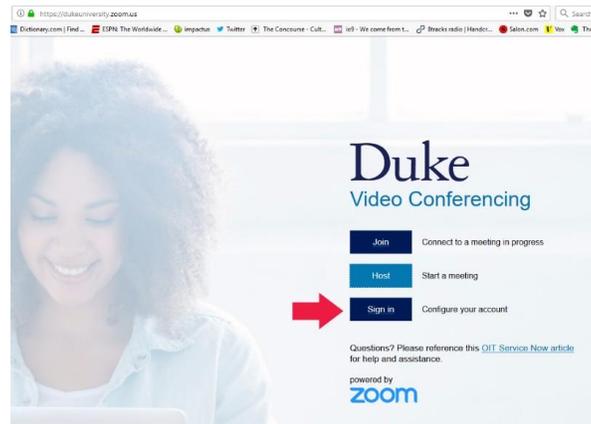


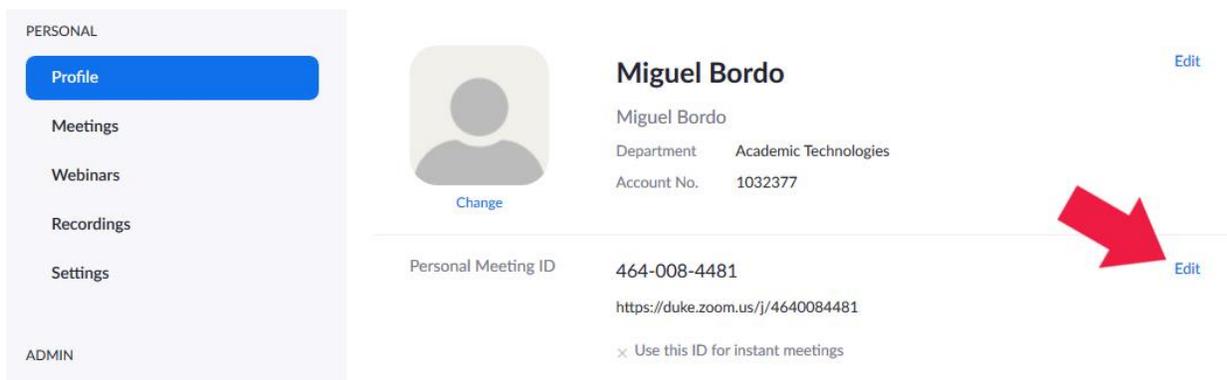
# ZOOM – DUKE LAW 2020

## GETTING STARTED – USING YOUR PERSONAL MEETING ID TO HOST MEETINGS

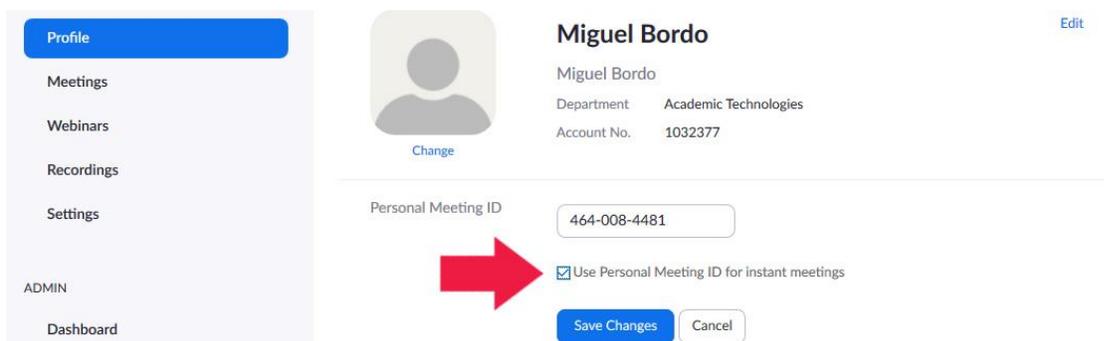
Go to <https://duke.zoom.us/>, click the Sign In button, and log in with your net ID.



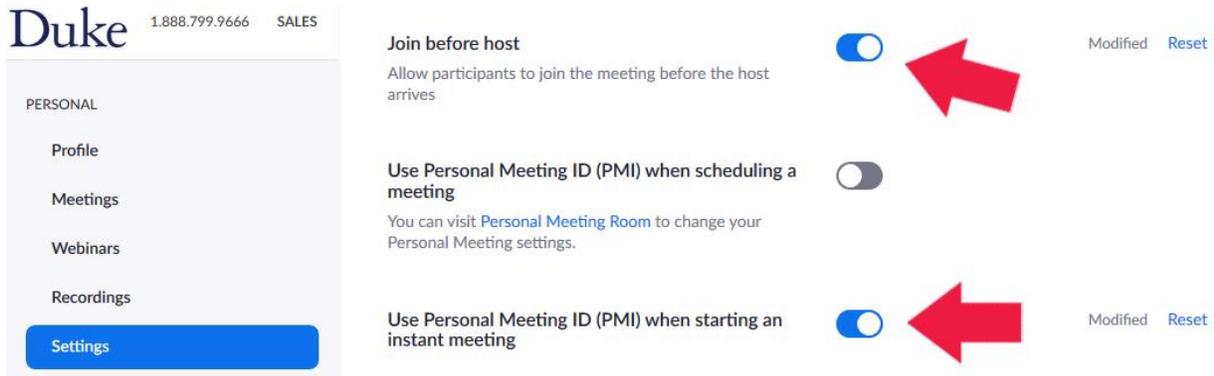
Best practices for using your Personal Meeting ID: Click **Profile** then click edit in the PM ID field.



Click **Use Personal Meeting ID for instant meetings**, then click **Save Changes**.



Select **Settings**, then scroll down to turn on **Join before host** and **Use Personal Meeting ID (PMI)** when starting an instant meeting.

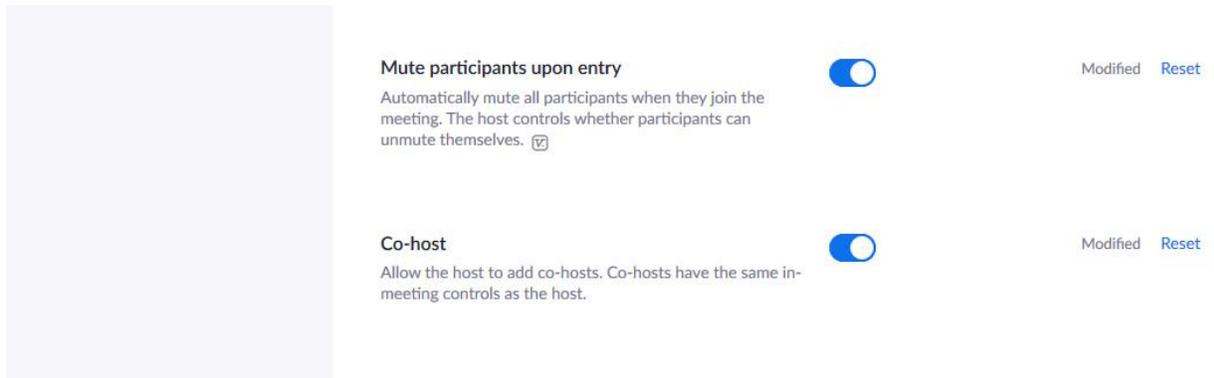


The screenshot shows the Zoom settings interface. On the left is a navigation menu with 'Settings' highlighted. The main content area shows three settings:

- Join before host**: Toggled on (blue). Description: 'Allow participants to join the meeting before the host arrives'. Includes 'Modified' and 'Reset' links.
- Use Personal Meeting ID (PMI) when scheduling a meeting**: Toggled off (grey). Description: 'You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.'
- Use Personal Meeting ID (PMI) when starting an instant meeting**: Toggled on (blue). Includes 'Modified' and 'Reset' links.

Red arrows point to the 'Join before host' and 'Use Personal Meeting ID (PMI) when starting an instant meeting' toggles.

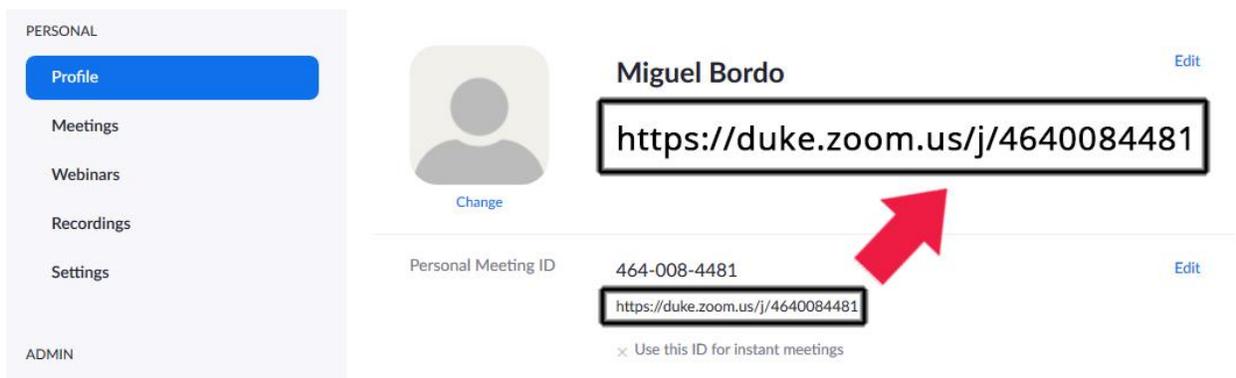
Scroll for more options. You may choose to **Mute participants upon entry** and allow for a **Co-host**.



The screenshot shows the Zoom settings interface with two settings visible:

- Mute participants upon entry**: Toggled on (blue). Description: 'Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. '. Includes 'Modified' and 'Reset' links.
- Co-host**: Toggled on (blue). Description: 'Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.' Includes 'Modified' and 'Reset' links.

Share your Personal Meeting ID link on Sakai or through email to your desired participants.

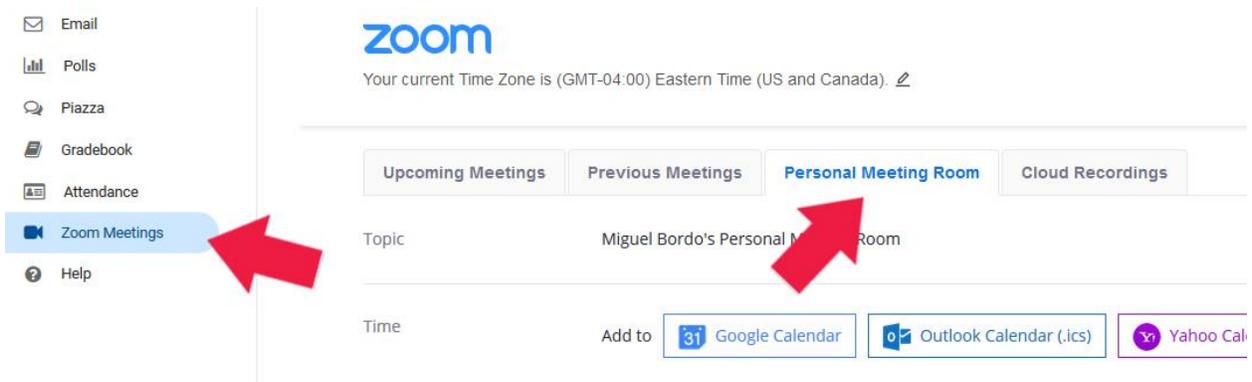


The screenshot shows the Zoom profile page for 'Miguel Bordo'. The 'Personal Meeting ID' section is highlighted with a red arrow. The ID is '464-008-4481' and the corresponding link is 'https://duke.zoom.us/j/4640084481'. The link is highlighted with a black box.

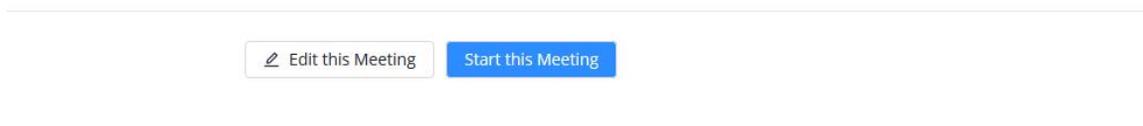
Navigation menu on the left includes: Profile, Meetings, Webinars, Recordings, Settings, ADMIN.

## HOW TO START YOUR MEETING (TWO WAYS):

At the meeting start time, go to your Sakai site, and on the left hand tools column, select **Zoom Meetings**. You can then select your **Personal Meeting Room**.



Scroll down to start the meeting.

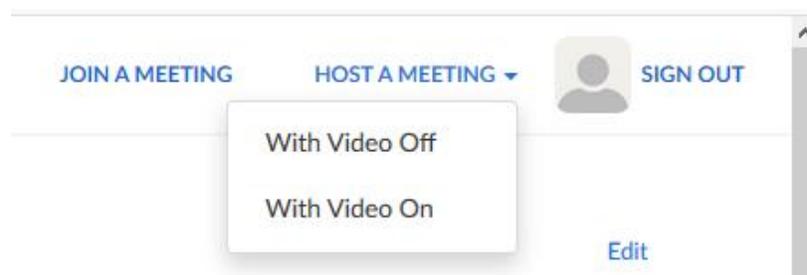


OR

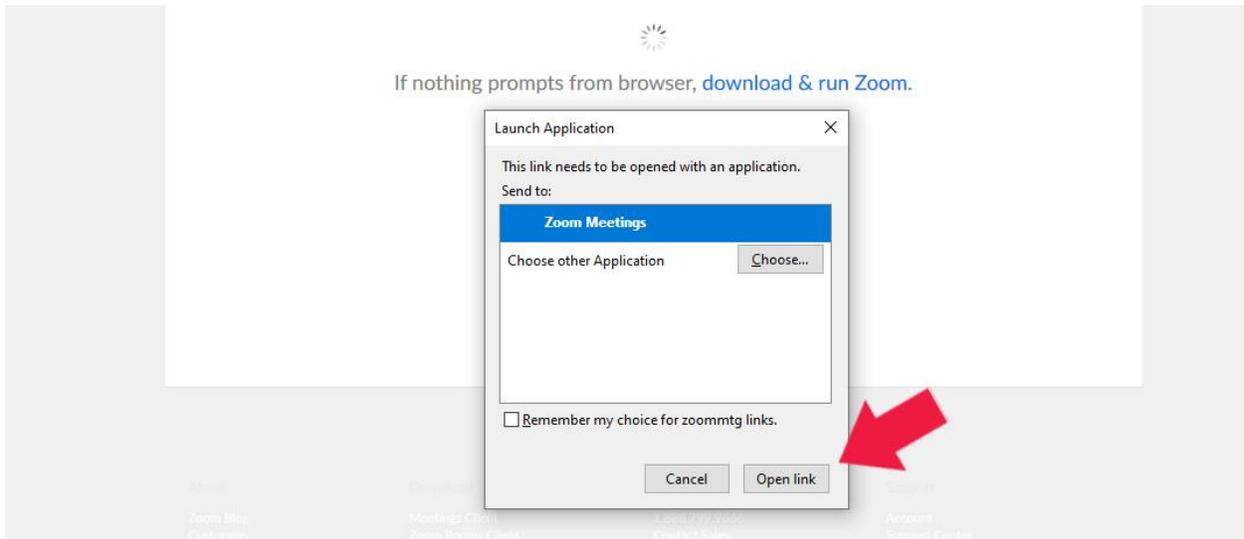
At the meeting start time, click the **Sign in** button from the Duke landing page: <https://duke.zoom.us/>



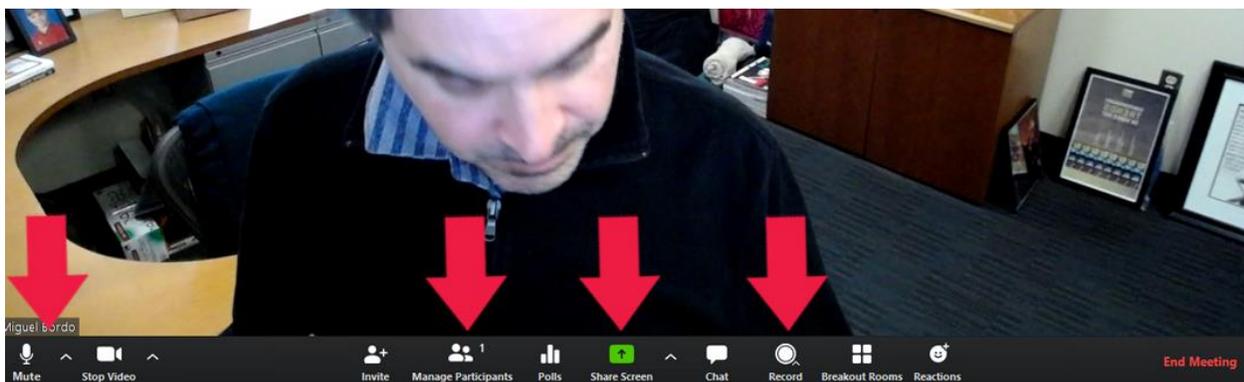
Then (at the top right-hand corner, click **HOST A MEETING** and select **With Video Off** or **On** (most users will select video on).



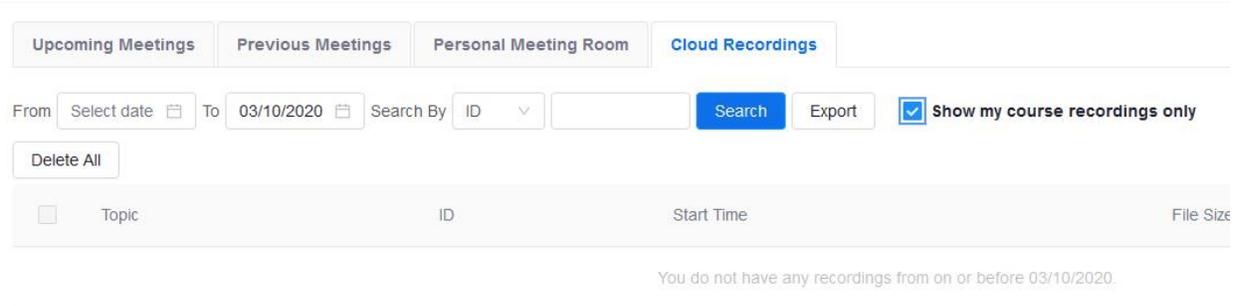
When prompted, click to launch the Zoom application. Then, select to join with **Computer Audio**.



Make sure your audio settings are correct, click to share screen, manage participants, and record. We suggest recording to the cloud.



Your recordings will be available on your Sakai site (in Zoom Meetings tools, under the Recordings Tab). You can click to **Show my course recordings only**. Share link to view or download the recording.



Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings

From  To  Search By     Show my course recordings only

<input type="checkbox"/>	Topic	ID	Start Time	File Size
You do not have any recordings from on or before 03/10/2020.				

For information on the use of the meeting tools and managing a classroom setting, please contact Media Services. We can discuss the chat function, assigning host or co-host privileges, and screen sharing basics, in addition to troubleshooting minor issues.

## ADDITIONAL INFORMATION

Training, questions, and issues: contact the Media Services team [media@law.duke.edu](mailto:media@law.duke.edu)

For more information on getting started and tips for Zoom: [Zoom information and guide](#)