HOW TO SCHEDULE A MEETING

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

On the left hand side, click Meetings, then click to Schedule a New Meeting.
Type in a meeting title along with start date and time.

### Schedule a Meeting

**Topic:** My test Meeting

**Description (Optional):** Enter your meeting description

**When:** 11/13/2018, 1:00 PM

**Duration:** 1 hr, 0 min

**Time Zone:** (GMT-5:00) Eastern Time (US and Canada)

Copy the Join URL to Invite Attendees and paste into an e-mail. ("copy the invitation")
HOW TO START A SCHEDULED MEETING

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

Then, click Meetings and select your Scheduled Meeting. Find and click “Start this Meeting” button on the upper right-hand side of the screen. The meeting will then launch once you have confirmed to open the Zoom Meetings link (you and/or the participants may have to download Zoom software onto the computer). Click yes and accept all pop-ups associated with Zoom Meetings.

GETTING STARTED – UNSCHEDULED MEETINGS

If you would like to start a meeting, without scheduling it beforehand, click the Host button from the Duke Video Conferencing landing page: https://duke.zoom.us/

The meeting will launch automatically under your profile. You will be asked to confirm the launch of the application, and join with Computer audio. Then, click to invite participants (at bottom of the Zoom video screen.)

Note: If you are attempting to start a previously scheduled meeting, this is not the correct method. Please refer the instructions above on HOW TO START A SCHEDULED MEETING.

ADDITIONAL INFORMATION

For more information on getting started and tips for Zoom: Zoom information and guide