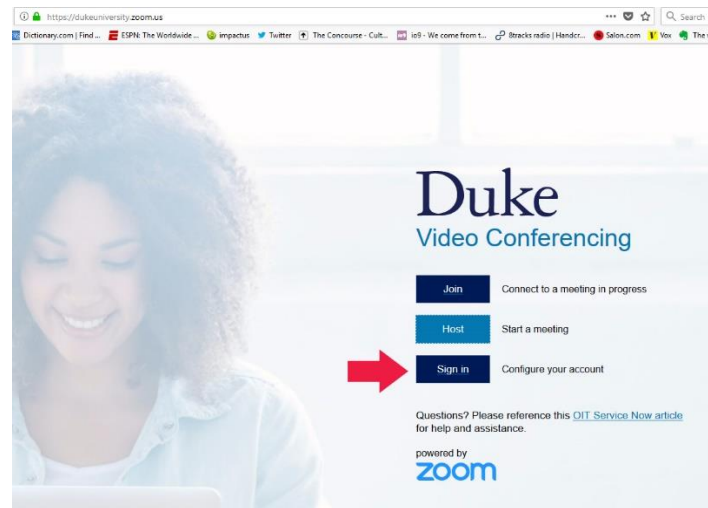


# ZOOM – DUKE LAW 2019/2020

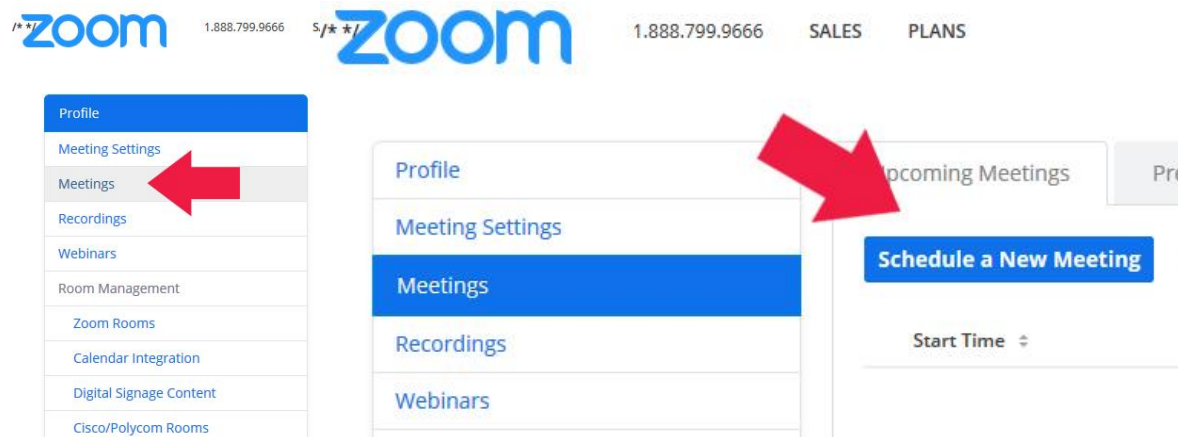
## GETTING STARTED – SCHEDULED MEETINGS

### 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.

[My Meetings](#) > Schedule a Meeting

## Schedule a Meeting

Topic	<input type="text" value="My test Meeting"/>
Description (Optional)	<input type="text" value="Enter your meeting description"/>
When	<input type="text" value="11/13/2018"/> <input type="text" value="1:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min
Time Zone	<input type="text" value="(GMT-5:00) Eastern Time (US and Canada)"/>

Copy the Join URL to Invite Attendees and paste into an e-mail. ("copy the invitation")

The screenshot shows a 'Copy Meeting Invitation' dialog box overlaid on a Zoom meeting setup page. The dialog box contains the following text:

**Copy Meeting Invitation**

Meeting Invitation

Miguel Bordo is inviting you to a scheduled Zoom meeting.

Topic: My test Meeting  
Time: Nov 13, 2018 1:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://dukeuniversity.zoom.us/j/166390974>

One tap mobile  
+16468769923,,166390974# US (New York)  
+14086380968,,166390974# US (San Jose)

Dial by your location  
+1 646 876 9923 US (New York)  
+1 408 638 0968 US (San Jose)  
+1 669 900 6833 US (San Jose)

Meeting ID: 166 390 974  
Find your local number: <https://zoom.us/u/adFFUeFfGB>

Buttons: Copy Meeting Invitation, Cancel

Background text: Time: Nov 13, 2018 1:00 PM Eastern Time (US and Canada), Meeting ID: 166 390 974, Invite Attendees, Video, Audio, Meeting Options, Enable waiting room

## 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](#)