

Duke University School of Nursing
Instructions for using Zoom
March 10, 2020

About Zoom

Zoom is an easy-to-use video conferencing system adopted by Duke and the School of Nursing. Students do not need to download/install **Duke Zoom** to connect to a class being taught via Zoom. Students need to simply click the link to join a class session being taught with Zoom.

Installation

All DUSON faculty should have a Zoom account. There is no installation required. VPN is not required.

MFA Required

Before using Zoom, please ensure that you have MFA installed and understand how to use it. If you have any questions about MFA, please contact your IT Service desk at SONIT-Support@duke.edu or call (919)684-9200.

Using Zoom with Sakai

If you'd like to add Zoom to your Sakai class, please follow [these instructions](#).

Included in this page is a helpful video titled **How to Set up a Virtual Class Session in Sakai Using Zoom Rooms**.

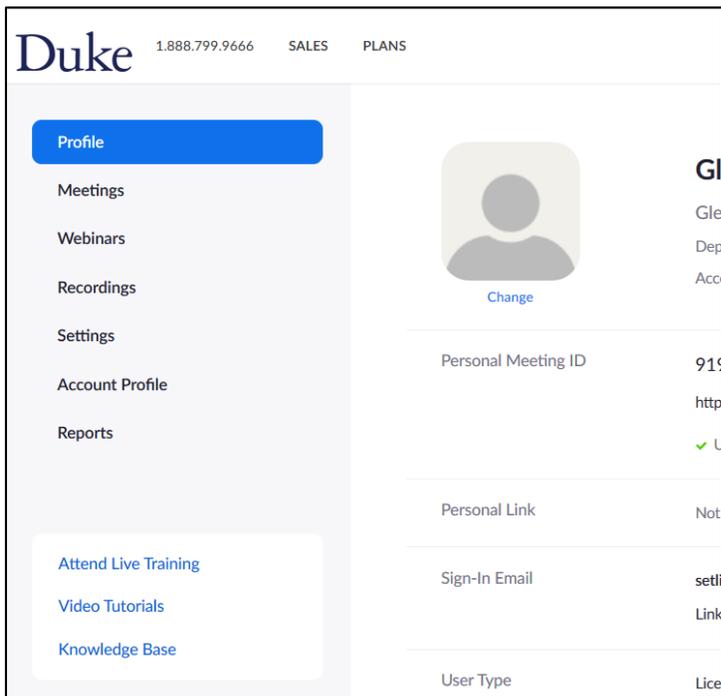
For School of Nursing classes, you may have two options for connecting audio. **Always connect via computer and not by phone.**

Using Zoom Options

[Click here](#) to login to Duke Zoom (<https://duke.zoom.us>). You will see the opening screen below. From here, select the **Sign In** option;



After signing in, you will see your personal dashboard.



- **Schedule a meeting** – Zoom doesn't have a practice option. Here are the steps for setting up a call:
 - Select **Meetings** from the menu on the left;
 - Select the **Schedule a New Meeting** option;

- Enter the meeting details (Topic, optional description, date/time). Here are your other options:
 - **Recurring meeting** – Check this box if you want to schedule this meeting for multiple days. The selection process is similar to what you find in the **MS Outlook** recurring meeting window.
 - **Registration** – Leave the Required box unchecked unless you would like for your meeting participants to register. This usually isn't used unless you are using **Zoom** as a Webinar.
 - **Meeting ID** – The system defaults to **Generate Automatically**, but if you have your own **Personal Meeting ID**, you can also use this. (See below in the next section for a tip on using your own **Personal Meeting ID**.)
 - **Meeting Password** – Leave this box unchecked. If you're meeting is about sensitive information requiring security, you should be using **WebEx**.
 - **Video** – Use these buttons to default whether you would like your host or participant cameras on;
 - **Audio** – Defaults to **Both** and best to leave this as-is for maximum flexibility.
 - Meeting Options:
 - **Enable join before host** – This lets your participants join as soon as they connect instead of being forced to wait until you (the host) joins. It's a good option to check unless you would prefer that your participants not start the meeting without you.
 - **Mute participants upon entry** – This is just a convenience feature allowing you to mute everyone by default. (Don't worry, they can unmute themselves if needed.) **This is a good option for large group meetings.**
 - **Enable waiting room** – This allows a host to control when participants enter the conference call. Zoom provides [branding and other configuration options](#) for your pre-meeting waiting room.
 - **Only authenticated users can join** – An advanced feature that controls who can attend your meeting. [Click here](#) for more detailed information about this feature.
 - **Record the meeting automatically** – Zoom can record your meetings and store them on the cloud. If you choose to record your meeting, you'll need to promptly remove it as Duke has very limited cloud storage for Zoom recordings.
 - **Alternative Hosts** – Use this option if you want to share hosting duties with anyone.

It looks complicated, but once you've done it a few times, setting up a meeting is easy. Plus, you can configure most of these for all meetings by default. Use the **Settings** menu option.

Zoom Best Practices

- Make it a habit to do this each time you use Zoom or any videoconferencing software:
 - Connect to the meeting. Once you are connected:
 - **Test your audio** – make sure your microphone works and your speakers work:

- **Test your video** – make sure your camera is on.
- **Make sure you are well-lit** so the other participants can see you. Also, it's best not to sit with your back to a window or other brightly lit wall – this will make you appear back-lit and it may be difficult for others to see you.
- **Create your own personal meeting ID**. That makes it easy to remember – both when connecting from your own devices or providing your meeting information to other participants.
 - In **Zoom**, go to the **Profile** menu option and enter your own **Personal Meeting ID**.
- If you have connection problems, it's probably not a **Zoom** issue. **If you don't have a strong internet connection, your video/audio will appear to skip or look "jumpy"**. Using a video conferencing system at a restaurant or hotel WiFi, or using your mobile hotspot, is going to be a bad experience compared to when you are on campus with a high-quality network.

For best results with videoconferencing, use your laptop while plugged directly into the network or your home router. You can also expect good results from our campus wireless networks. If you have a high-speed connection at your home or office with a strong wireless router, you should be fine, depending on other concurrent online activity.