Setting up a Zoom meeting with participant video and audio restrictions

Visit [https://duke.zoom.us/](https://duke.zoom.us/) and join or login in using your NetID and password.

Schedule a new meeting:

![Zoom meeting scheduling interface](image)

When scheduling a new meeting, to ensure the most privacy and no external interruptions, be sure to set the following controls as you are setting up your meeting:

1. Keep video off for participants
2. Mute participants on entry
3. Enter committee members duke email addresses to make them alternative hosts (each committee member must have an activated duke zoom account to do this; they will show up as “co-hosts” in the participant list)
On the day of the prelim or thesis defense, once the zoom meeting window is launched, the main host should click the “Manage Participants” in the controls at the bottom of the view screen. The list of participants will pop out from the right side of the screen.

Click on the “more” button in the bottom right of the participant list. The default settings are:

**Change to “Mute participants on Entry”.**

A dialog box with pop up; unclick “allow participants to unmute themselves”.

During the zoom session, you should see that all participants’ microphones and cameras have these icons next to the names:

![Microphone and Video Off Icon]

Only those individuals designated as hosts or co-hosts can mute/unmute and turn their cameras on/off. Be aware that any host could accidentally unmute or switch on video for a participant. The host and co-hosts (committee members) will be placed at the top of the participant list so there should be no need to venture down the participant list.
Disable comments during presentation via Settings on your Duke zoom page (left hand pane):

Scroll down to the In Meeting (Basic) section and inactivate Chat and Private Chat (button should be grayed out).

Make sure that the Co-host button is active (so the host can add co-hosts) and that Host is able to put attendees on hold – this allows the host to remove anyone from the meeting that they wish.

Farther down in settings, ensure that removed participants cannot rejoin (button grayed out).

Please reach out to Beth Sullivan (beth.sullivan@duke.edu) if you need help setting up (or recording) your zoom meeting for your thesis defense.