

Setting up a Zoom meeting with participant video and audio restrictions

Visit <https://duke.zoom.us/> and join or login in using your NetID and password.

Schedule a new meeting:

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

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:

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Enable waiting room

Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically

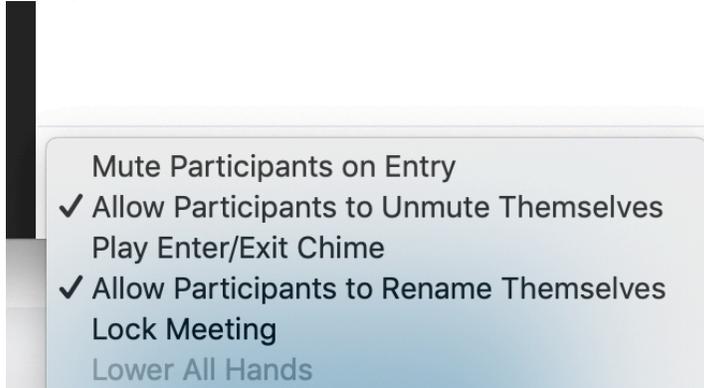
Alternative Hosts

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)

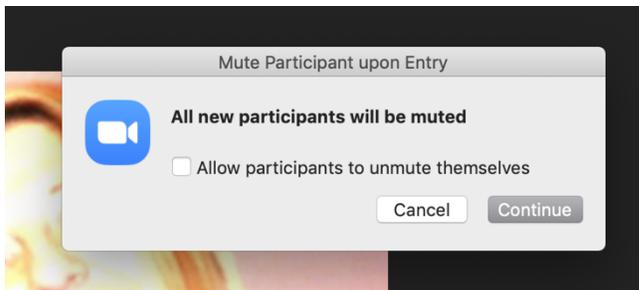
On the day of the prelim or thesis defense, once the zoom meeting window is launched, the main host should click the “Manage Participants” in the controls at the bottom of the view screen. The list of participants will pop out from the right side of the screen. →

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

Change to “Mute participants on Entry”.



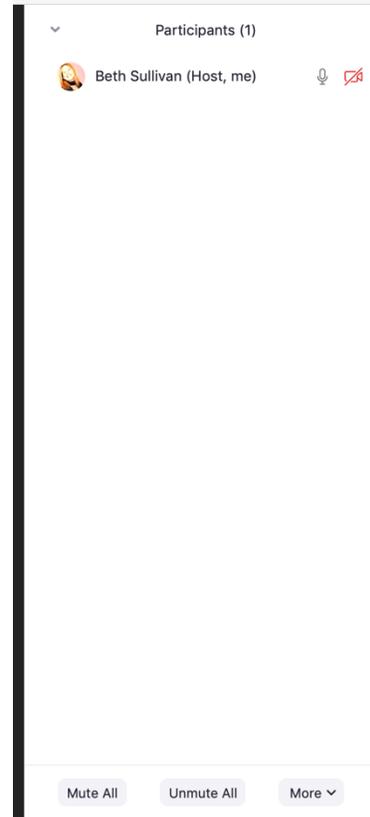
A dialog box will pop up; unclick “allow participants to unmute themselves”.



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

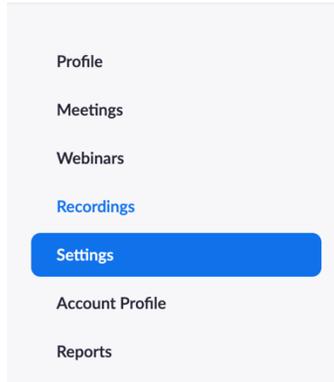


Only those individuals designated as hosts or co-hosts can mute/unmute and turn their cameras on/off. Be aware that any host could accidentally unmute or switch on video for a participant. The host and co-hosts (committee members) will be placed at the top of the participant list so there should be no need to venture down the participant list.

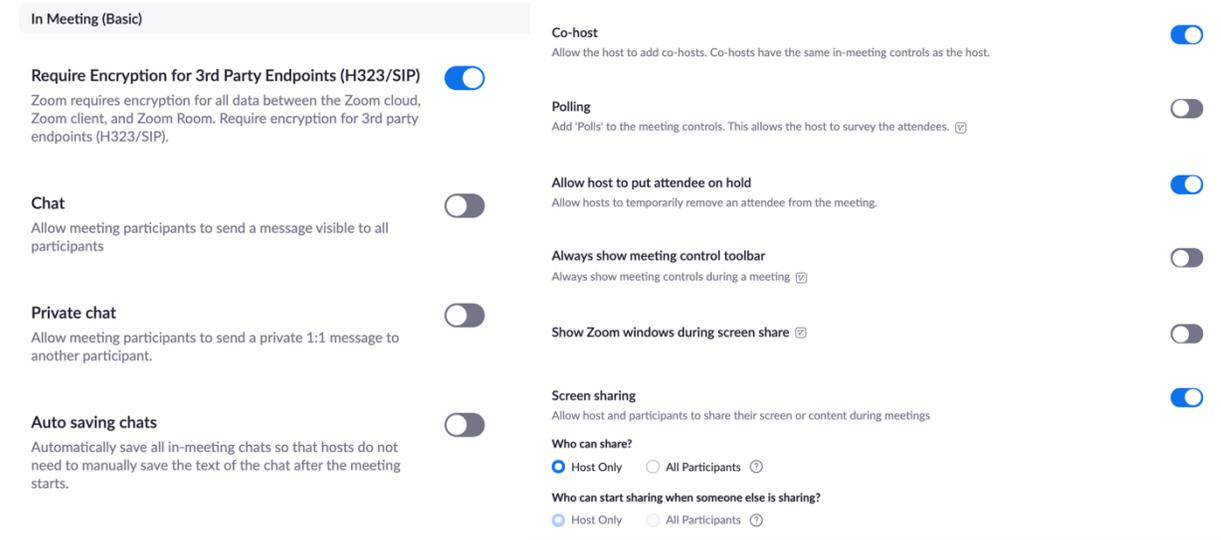


Disable comments during presentation via Settings on your Duke zoom page (left hand pane):

Duke 1.888.799.9666 SALES



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



In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)
Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

Chat
Allow meeting participants to send a message visible to all participants

Private chat
Allow meeting participants to send a private 1:1 message to another participant.

Auto saving chats
Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Co-host
Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ

Allow host to put attendee on hold
Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar
Always show meeting controls during a meeting. ⓘ

Show Zoom windows during screen share ⓘ

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
 Host Only All Participants ⓘ

Who can start sharing when someone else is sharing?
 Host Only All Participants ⓘ

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).



Nonverbal feedback
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. ⓘ

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin ⓘ

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.