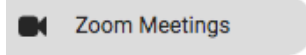


ZOOM SESSION STUDENT CHECKLIST

ACCESS YOUR COURSE IN SAKAI. (sakai.duke.edu)
ALL STUDENTS **MUST JOIN ZOOM SESSIONS THROUGH THEIR COURSE IN SAKAI**. STUDENTS SHOULD **NOT JOIN** ZOOM SESSIONS VIA A TELEPHONE

CLICK ON THE **ZOOM MEETINGS TOOL** LOCATED IN THE **LEFT HAND PANEL** OF THE COURSE.

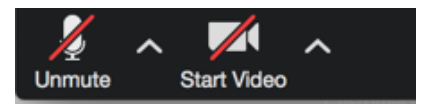


LOCATE THE ZOOM SESSION FOR THE DATE IN WHICH YOU ARE JOINING AND **CLICK** ON THE **JOIN** BUTTON DESIGNATED FOR THAT SESSION.

Join

ONCE YOU JOIN THE ZOOM SESSION, YOU WILL NEED TO **LAUNCH** THE **ZOOM APPLICATION**. IF YOU NEED HELP WITH THIS YOU MAY [CLICK HERE TO ACCESS INSTRUCTIONS FOR HOW TO LAUNCH ZOOM SESSION IN CHROME AND FIREFOX.](#)

WHEN YOU ENTER **AND THROUGHOUT** THE ZOOM SESSION, PLEASE BE SURE THAT YOUR **MICROPHONE IS MUTED** AND YOUR **CAMERA IS DISABLED**.



IF YOU HAVE A QUESTION DURING THE SESSION, PLEASE FOLLOW THE INSTRUCTIONS PROVIDED TO YOU DURING THE OPENING OF THIS SESSION.

IF YOUR CONNECTION TO THE ZOOM SESSION IS INTERRUPTED OR LOST, PLEASE **ATTEMPT TO REJOIN THE SESSION** BY FOLLOWING THE STEPS LISTED ABOVE. IF YOU ARE **UNABLE TO REJOIN** THE SESSION, PLEASE TEXT GLENN SETLIFF AT **919-358-0459**

When texting Glenn regarding technical issues, be sure to **include your name** the **course number** for the session as well as a **very brief description of the issue**.