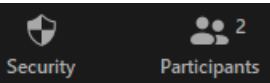
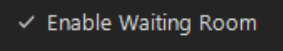
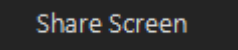
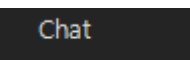
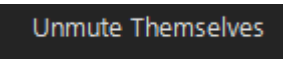
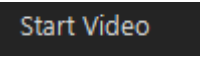


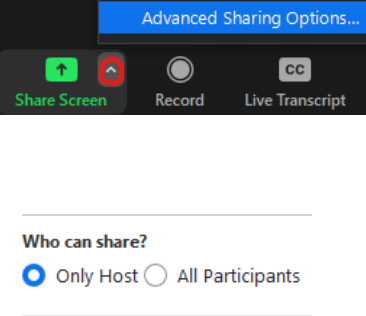
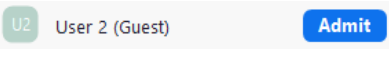

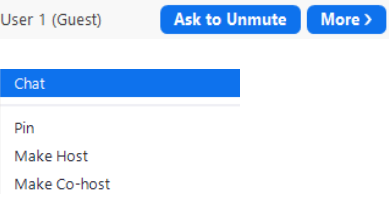


Conduct an AAU ZOOM-meeting as a webinar

This guide explains how to organize an AAU ZOOM meeting as a webinar after the meeting has started and before the participants log in. The host must log in well in advance.

Process	Description	Activity
Enable Waiting Room	Click "Security" in the menu bar at the bottom of your zoom screen. Click "Enable Waiting Room" to mark it.	 
Deactivate screen sharing	Click "Security" and then "Share Screen" to deactivate.	
Deactivate Chat	Click "Security" and then "Chat" to deactivate (if wanted).	
Deactivate microphones	Click "Security" and then "Unmute Themselves" to deactivate.	
Deactivate video	Click "Security" and click "Start Video" to deactivate.	



Who can share screen	<p>Click on the arrow next to "Share Screen" in the menu at the bottom of your zoom screen and click "Advanced Sharing Option"</p> <p>Under the "who can share" section, select "only host".</p> <p>This will also apply to the co-host Det vil også gælde for Co-Host.</p>	
Admit one participant	<p>Hover the mouse on a participant and click "Admit"</p>	
Admit all participants	<p>Click "Admit all" at the top left in "Waiting Room"</p>	
Make key people co-hosts	<p>Hover your mouse on a key person and click "More"</p> <p>Click "Make Co-host"</p> <p>Key people can now enable audio and video and share screen. They can also use the chat. Participants cannot reply in the chat.</p>	

Tip: When creating the meeting you can select key people as "Alternative Host". By doing this, they can join the meeting without waiting in the Waiting Room.