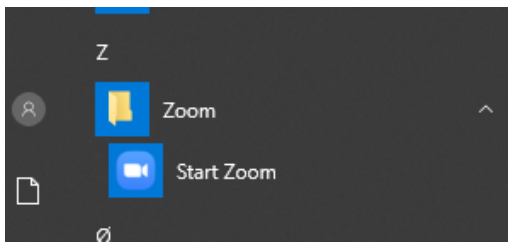
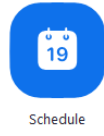




Create an AAU ZOOM meeting in Outlook

Process	Description	Activity
Start the AAU ZOOM client	Click "Start Zoom" in the map "ZOOM" under "Start"	
Create a meeting	Click on the "Schedule" box.	
Enter topic and time	Enter the topic, starting time and duration.	Schedule Meeting <p>Topic Zoom Meeting</p> <p>Start: sø august 30, 2020 12:00</p> <p>Duration: 1 hour 0 minute</p>
Require password	The "Require meeting password" box must be marked.	Password <input checked="" type="checkbox"/> Require meeting password 818142
Select Outlook	Select "Outlook" as calendar.	Calendar <input checked="" type="radio"/> Outlook <input type="radio"/> Other Calendars



Go to advanced options	Click on the down-facing arrow at "Advanced Options"	
Join before host	If anyone is attending from a room with videoconference, "Enable join before host" must be marked.	
Mute participants	If the meeting is a Ph.D. defense, "Mute participants upon entry" must be marked.	
Assign an alternative host	<p>If you are not attending the meeting yourself, it is important that you assign one of the meeting participants in "Alternative hosts." Enter the email of 1 or more participants, separated by semicolon.</p> <p>The first person to join the meeting becomes host. An alternative host must be an aauser and must have logged in at AAU ZOOM at least once before the meeting creation.</p>	
Create the meeting in outlook	Click "Schedule" (Before you click "Schedule" make sure that your Outlook is open)	
	<p>You will now see the same screen as in the beginning.</p> <p>The meeting has now been created. You can find it in Outlook.</p>	



Send invitation	Now you can enter the participants and send the invitation in Outlook.	<div data-bbox="837 324 1300 481"><p>Til... ■ Jimmi S. Jensen</p><p>Emne Dagens Zoom møde</p><p>Sted https://aau.dk.zoom.us/j/...</p><p>Starttidspunkt ti 19-05-2020 18:00</p><p>Sluttidspunkt ti 19-05-2020 21:00</p></div> <div data-bbox="837 504 1300 683"><p>Hossein Gorgin is inviting you to a scheduled Zoom meeting.</p><p>Join Zoom Meeting https://aau.dk.zoom.us/j/...</p><p>Meeting ID: [REDACTED]</p><p>Password: 211808</p></div>
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