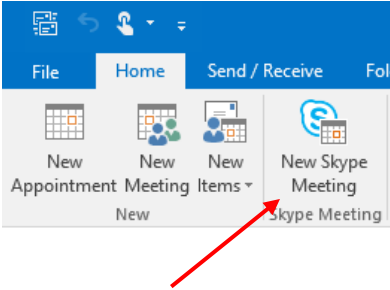
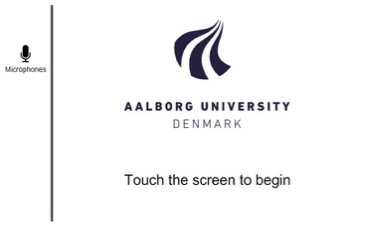
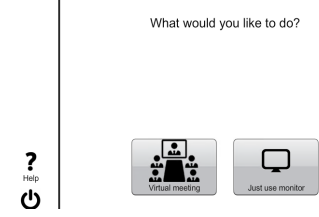
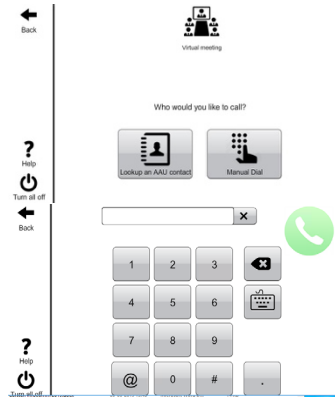
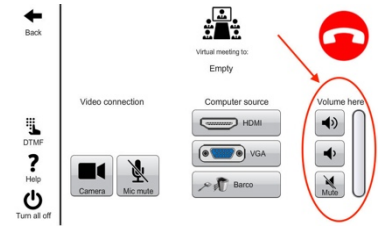
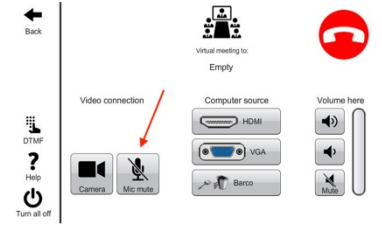




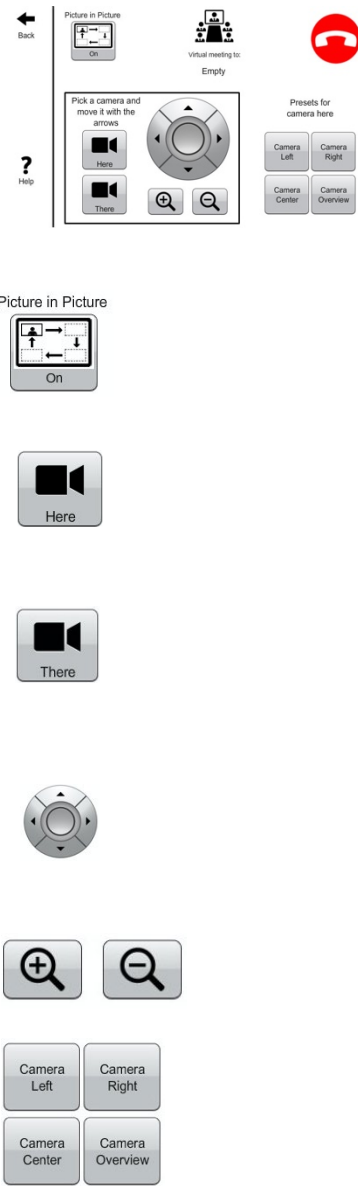

Arrange and hold an exam/meeting – online

Steps	Description	Activity
Book a meeting room	Book a meeting room with video conferencing facilities Description and room booking	
Request a meeting	Create a "New Skype meeting" in Outlook and invite all participants including the examiners and any audience. You will find a link to the guide at the bottom of this guide.	
Guide the users	Guide the participants in how they attend the meeting. Typically, the examiner does not have a Skype for Business profile and therefore participates through a guest account on a browser-based Skype for Business client. Attach the link for the guide " Participate in a meeting/lecture by using Skype for Business – as an external participant also. " along with the meeting request.	
Begin the exam	Tap the touch panel in the meeting room.	





Select type of meeting	“Virtual meeting” is used for meetings/exams where videoconferencing is needed	
Make the call	“Manual Dial” – Here you can manually enter the info about the call, for example a Skype for Business meeting-ID or an IP address from a videoconferencing location outside of AAU	
Adjust the sound in the room	The sound in the room can be adjusted on the touch panel under “Volume here” by pressing one of the 3 buttons.	
Turn the microphone off	Turn off the microphone by pressing “Mic mute” .	



<p>Change camera settings</p>	<p>Press the 'Camera' button and your screen will look like this and give you the option to change the camera settings.</p> <p>'Picture in Picture' – Here you can see your own camera in one of the corners of the screen.</p> <p>To select your camera, press 'Here'</p> <p>If the other location is also a meeting room with video, you can change their camera settings by pressing 'There'</p> <p>You can move the camera up, down, right, or left by tapping the arrows</p> <p>You can zoom in and out by pressing + or –</p> <p>Under 'presets for camera here' there are 4 fixed camera settings you can select</p>	
<p>Connect computer</p>	<p>If you need to share content, you have to connect your computer via HDMI or VGA. In some cases, the room is also equipped with a Barco Clickshare for wireless transfer.</p> <p>To play audio when using VGA, connect the audio cable (jack stick) that is linked to the VGA connector.</p>	



End the meeting and turn off the equipment	End the meeting by pressing the red phone-icon and then turn of the equipment.	  <u>Turn all off</u>
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TIPS:

Calling in for a Skype for Business meeting:

[Request a Skype for Business-meeting in Outlook for Windows](#)

[Request a Skype for Business-meeting in Outlook for macOS](#)