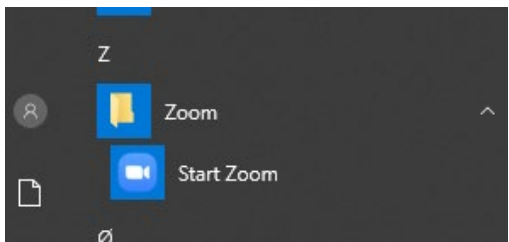
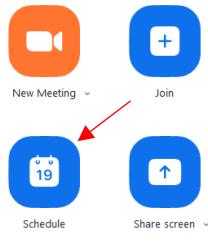
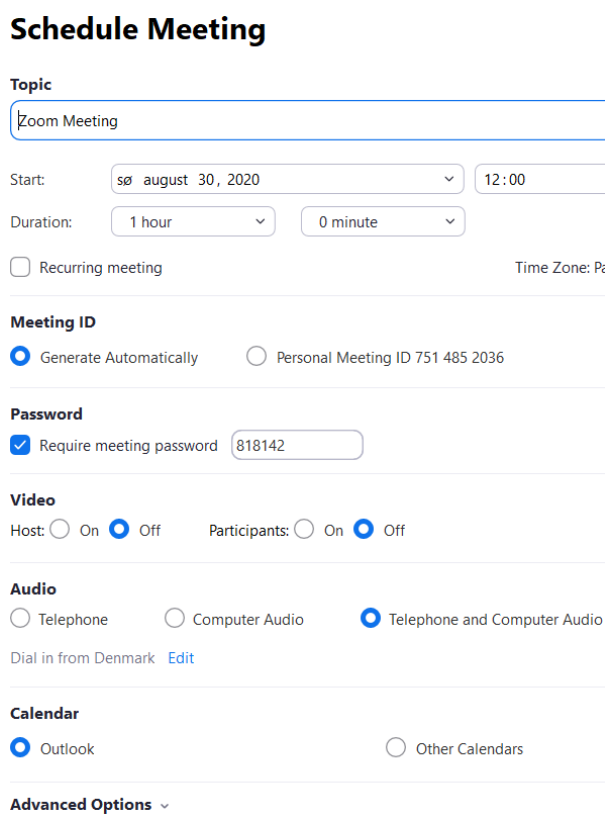

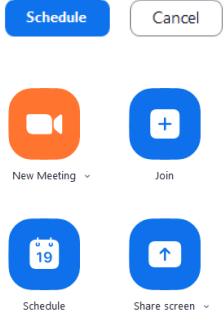
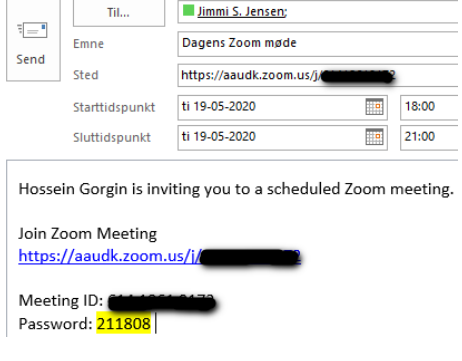




Create a AAU ZOOM meeting in Outlook

Process	Description	Activity
Start the AAU ZOOM client	Click "Start Zoom" in the ZOOM map under the "Home" tab	
Create a meeting	Click the "Schedule" box	
Meeting setup	<p>Enter the meeting topic, starting time and duration.</p> <p>There must be a check mark at "Require meeting password"</p> <p>Select "Outlook" as calendar Click the down-facing arrow at "Advanced Options"</p>	



	<p>IMPORTANT: For anyone to participate from a room with video conference, "Enable join before host" must be chosen.</p> <p>If you're not attending the meeting yourself, it is important to enter one of the meeting participants in the "Alternative Hosts:" box. Type the e-mail on 1 or several meeting participants, separated by semicolons. The first person who joins the meeting becomes host.</p>	<p>Advanced Options ^</p> <ul style="list-style-type: none"><input type="checkbox"/> Enable Waiting Room<input checked="" type="checkbox"/> Enable join before host <input type="checkbox"/> Mute participants upon entry<input type="checkbox"/> Only authenticated users can join: Sign in to Zoom<input type="checkbox"/> Automatically record meeting on the local computer <p>Alternative hosts:</p> <div style="border: 1px solid #ccc; padding: 2px; border-radius: 5px;">Example:john@company.com;peter@school.edu</div>
<p>Create the meeting in Outlook</p>	<p>Click "Schedule" (before you click "Schedule" make sure your Outlook is open)</p> <p>You will now meet the screen that you started with</p> <p>The meeting has now been created, and you can find it in Outlook.</p>	 <p>The screenshot shows the Zoom mobile app interface. At the top, there are two buttons: 'Schedule' (blue) and 'Cancel' (white). Below these are four circular icons: 'New Meeting' (orange), 'Join' (blue with a plus sign), 'Schedule' (blue with a calendar icon), and 'Share screen' (blue with an upward arrow).</p>
<p>Send invitation</p>	<p>In Outlook, you can now add the participants and send the invitation</p>	 <p>The screenshot shows an Outlook email invitation. The sender is 'Jimmi S. Jensen'. The subject is 'Dagens Zoom møde'. The location is a Zoom link: 'https://aadk.zoom.us/j/...'. The start time is '19-05-2020 18:00' and the end time is '19-05-2020 21:00'. The body of the email says: 'Hossein Gorgin is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://aadk.zoom.us/j/... Meeting ID: ... Password: 211808'.</p>