# Create a AAU ZOOM meeting in Outlook

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start the AAU ZOOM client</strong></td>
<td>Click &quot;Start Zoom&quot; in the ZOOM map under the &quot;Home&quot; tab</td>
<td><img src="image1.png" alt="" /></td>
</tr>
<tr>
<td><strong>Create a meeting</strong></td>
<td>Click the &quot;Schedule&quot; box</td>
<td><img src="image2.png" alt="" /></td>
</tr>
<tr>
<td><strong>Meeting setup</strong></td>
<td>Enter the meeting topic, starting time and duration.</td>
<td><img src="image3.png" alt="" /></td>
</tr>
<tr>
<td></td>
<td><strong>There must</strong> be a check mark at &quot;Require meeting password&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select &quot;Outlook&quot; as calendar</td>
<td></td>
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<tr>
<td></td>
<td>Click the down-facing arrow at &quot;Advanced Options&quot;</td>
<td></td>
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</tbody>
</table>
IMPORTANT: For anyone to participate from a room with video conference, “Enable join before host” must be chosen.

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.

**Create the meeting in Outlook**

Click "Schedule" (before you click "Schedule" make sure your Outlook is open)

You will now meet the screen that you started with

The meeting has now been created, and you can find it in Outlook.

**Send invitation**

In Outlook, you can now add the participants and send the invitation

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**Advanced Options**

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting on the local computer

**Alternative hosts:**

Example: john@company.com; peter@school.edu