







Recommended settings for AAU ZOOM

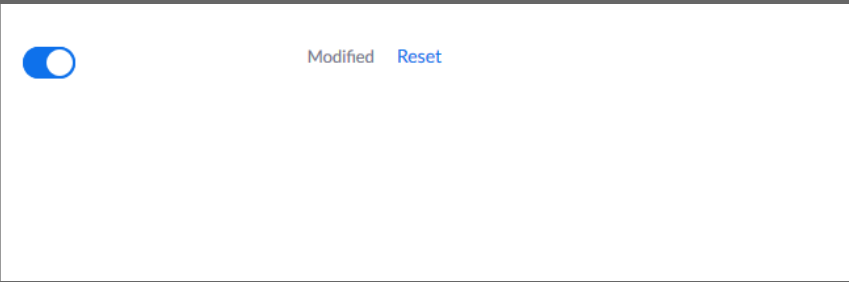
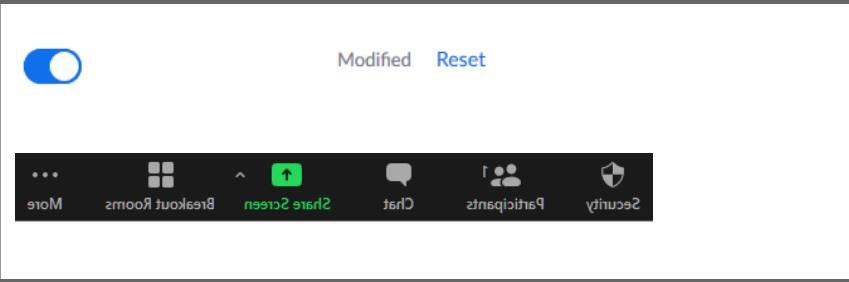
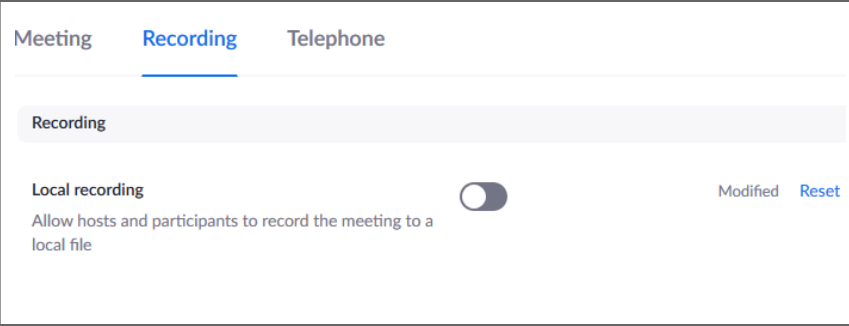
The following is based on the options under "settings" that are *not* already enabled and *can* be activated when needed.

The button  shows a function that is enabled, and the word "modified" indicates that it has been changed.

IMPORTANT: Your changes will be saved and used in your future meeting creations!

Process	Description	Activity
Enable "Waiting room"	<p>If you want participants to wait in a "waiting room" before they are let into the meeting.</p> <p>Participants in the Waiting room cannot see or talk to each other</p> <p>Hereafter, you can decide which participants the lobby should apply to</p>	<p> Modified Reset</p> <p>Choose which participants to place in the waiting room:</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Everyone<input type="radio"/> Users not in your account<input type="radio"/> Users who are not in your account and not part of the allowed domains
Enable Co-host	<p>A co-host can replace the host in many cases</p>	<p> Modified Reset</p>
Enable breakout	<p>If you need to group the participants. E.g.: for exams.</p>	<p> Modified Reset</p>



Show Zoom windows during screen share	If you want to show the actual AAU ZOOM interface to other participants.	
Always show meeting controls during a meeting	Allows the AAU ZOOM Control Panel to remain visible	
Local Recording	If you do not want the meeting to be recorded, the "Local recording" function must be turned off	
Auto saving chats	Saves the chat automatically. You can find the file under the documents/zoom folder in the File Explorer	