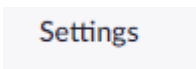
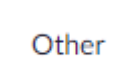
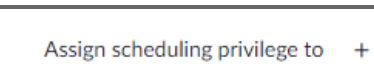

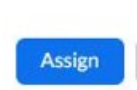
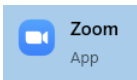






## Create AAU ZOOM meetings on behalf of others

All users with an AAU mail can create meetings on behalf of each other. The user who the meeting is created on behalf of must give permission. You can use the guide "Log in on zoom app and on AAU ZOOM portal".

Process	Description	Activity
Go to settings	Click " <b>Settings</b> "	
Go to Other	Click " <b>Other</b> "	
Go to Schedule Privilege	Click "+"	
Enter e-mail	Enter e-mail in the text box	
Give permission	Click the " <b>Assign</b> " button	
Open Zoom	Open the Zoom app	



<b>Go to meeting settings</b>	Click <b>"Schedule"</b>	 Schedule
<b>Select a meeting owner</b>	Select who to schedule the meeting for.	<b>Schedule for</b> <input type="text" value="Myself"/>
<b>Create meeting</b>	Adjust other options and click the <b>"Save"</b> button.	<input type="button" value="Save"/>
<b>Select participants</b>	Enter the name/mail of the participants.	To... <input type="text"/>
<b>Send the meeting invitation</b>	Click the button <b>"Send update"</b>	 Send Update