

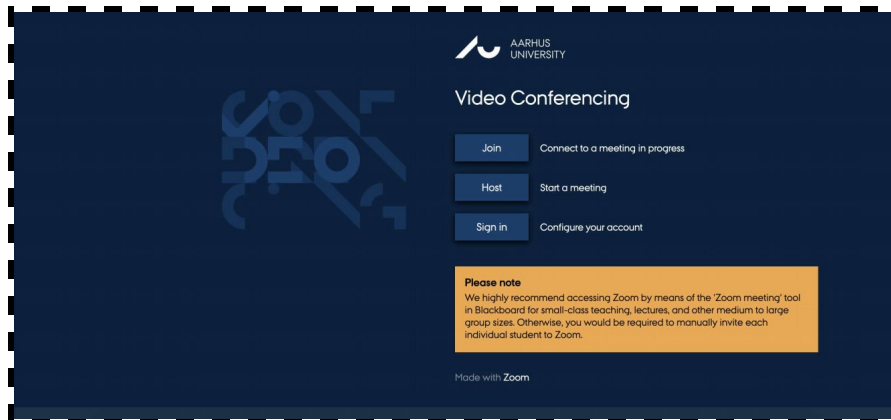
ZOOM guide - setting up a meeting

Sådan gør du:

1)

To access ZOOM through the University of Aarhus, you must first follow the link below to log in: <http://aarhusuniversity.zoom.us/>

Copy the link and paste it into your browser. You will then be directed to the following homepage:



2)

To schedule your next meeting, you will first have to log in. Click 'Host Meetings'. Next you will need to log in using WAYF, which uses the same login information as mit.au and Blackboard.

When you log in for the first time, it is a good idea to adjust the settings to your needs before scheduling your first meeting. These settings are applied to all future meetings that you set up.

- In the menu option '**In Meeting (basics)**' make sure that '**Chat**' og '**Private Chat**' functions are activated, so students may interact with each other in the chat during the meeting
- In '**In Meeting (advanced)**' activate '**Show a "Join from your browser" link**', so that students may join via the link, without having to download and instal ZOOM
- To receive a notice, when one of your students accesses the meeting, go to '**Email Notification**' and mark '**When attendees join meeting before host**'.
- There is no need to further adjust the settings. You may now schedule a meeting by clicking on '**Schedule A Meeting**'.

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3)

Schedule a Meeting

Topic: Test

Description (Optional): Enter your meeting description

When: 10/15/2018 10:00 AM

Duration: 1 hr

Time Zone: GMT+2:00 Copenhagen

Recurring meeting

Registration: Required

Video: Host: on off; Participant: on off

Audio: Telephone Computer Audio Both; Dial From Denmark: Edit

Meeting Options: Require meeting password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID 803-308-7085; Enable waiting room

Alternative Hosts: Example: john@company.com, peter@school.edu

Save Cancel

In **'Schedule a Meeting'** you can choose which technical specifications apply to your next meeting. First, enter a name or a topic for the meeting, and if necessary, a progress report in the **'Description'**. In addition, indicate the time when the meeting begins.

- In **'Registration'** make sure that **'Required'** is not marked, making access possible for participants, who are unregistered.

- In **'Video'** make sure to mark **'On'** for both **'Host'** (yourself) and **'Participant'** (the students).
- In **'Audio'** check the box **'Computer Audio'**
- In **'Meeting Options'** mark the box **'Enable join before host'** so students won't have to wait for the teacher to join the meeting.

No other features should be activated. Next, press **'Save'**, then you will be redirected to the next page, where you can copy the URL link to your virtual meeting room. Click the **'Copy the invitation'** by **'Invite Attendees'** and again click on **'Copy Meeting invitation'** in the window that appears. go to BlackBoard and send this message to your students. Copy the the link by pushing **'Command + V'** / **'Control + V'** on your keyboard.

 Require meeting password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID 803-308-7085; Enable waiting room. At the bottom are 'Edit this meeting' and 'Join this meeting' buttons."/>

My Meeting: Meeting "Test"

Topic: Test

Time: 10/15/2018 10:00 AM (GMT+2:00 Copenhagen)

Meeting ID: 794 597 796

Join Meeting: join URL: https://us02.zoom.us/j/794597796

Copy Meeting Invitation: Copy Meeting Invitation

Meeting Options: Require meeting password; Enable join before host; Mute participants upon entry; Use Personal Meeting ID 803-308-7085; Enable waiting room

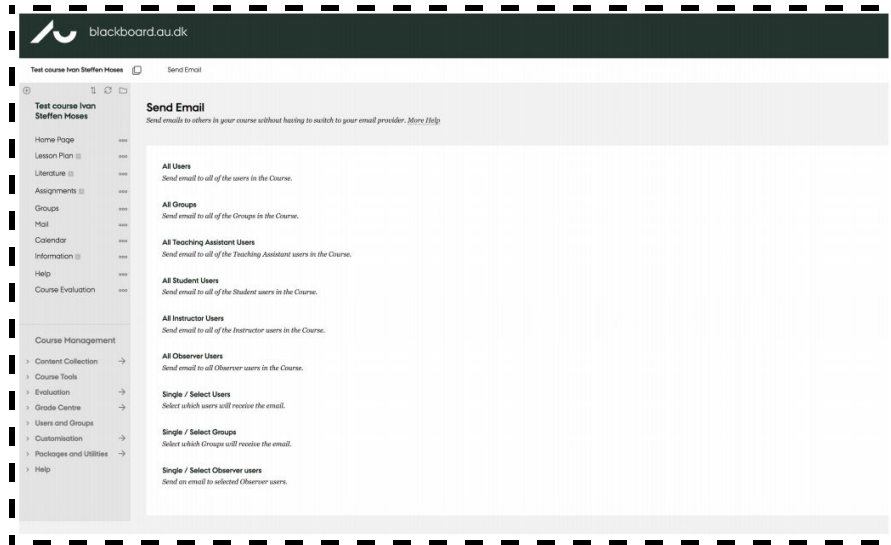
Edit this meeting Join this meeting



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4)

To share the meeting with a specific module in Blackboard, click on that module and then on **'Mail'**, where you can send an email to all your students by pressing **'All Student Users'**. Then copy the mail from your clipboard to the mail and send.



mail (i.e.: "<https://aarhusuniversity.zoom.us/j/83961318XX>") and pasting it in your browser.

When the first student follows the link, thereby joining the meeting, you will receive a notification on your mail, stating "Hi there, Please click this URL to start your Zoom meeting: test, <http://aarhusuniversity.zoom.us/j/83961318XX> as your participant x is waiting." You can go to the meeting by copying the link in the