#### How to:

### 1)

If it is the first time you are using Zoom, you need to start by logging in correctly.

Do this by going to the link <u>http://aarhusuniversity.zoom.us/</u>. Here you will be met by the following page:



On this page you click **Sign in**, and you will now be asked to log in with WAYF (the same information that you use to log in to mit.au.dk and Blackboard).

### 2)

You can now go to your course in Blackboard. To access ZOOM via blackboard, you must add it to the menu in your course. To add a new "Tool Link" click the plus icon in the top left corner of the user interface.

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Test Course for Math	ilde Andersen -	au483177 🗍 Home Page
Content Area Module Page	I C	Home Page 🚥
Blank Page		Add Course Module
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Subheader		
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Groups	000	
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Calendar	000	

#### 3)

Select "Zoom meeting" in the menu. Name the link, e.g. "Room for Exam" and check the box next to "Available to Users".

Next, click "Submit".

			My Institution	Courses Community
est Course for Me	athilde Andersen -	au483177 🔲	Home Page	
	1 <i>C</i>			
dd Tool Link				
Name:	Online møder			
pe:	Zoom meeting	\$		
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#### 4)

The link to Zoom with the specific given name will then appear at the bottom of your left-hand menu in the Blackboard course. When you click on the link, you will be redirected to Zoom's own user interface.

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#### 5)

To schedule a meeting click on "Schedule a New Meeting".

All My 20011 Meet	ingentecordings Concepte a rear meeting
Cloud Recordings	View AU guidelines and support material 🖳

### 6)

You will then have a number of options for setting up the room. Please state the topic/title under **Topic** and date and time under **When**. The meeting should **not** be held as a "Recurring Meeting".

Course Meetings > Schedu	ale a Meeting	
Торіс	Eksamen	
Description (Optional)	Enter your meeting description	
When	05/05/2020 📋 8:00 V AM V	
Duration	10 v hr 0 v min	
Time Zone	GMT+02:00 Copenhagen	

#### Remember to Enable Waiting Room

The personal meeting-ID may **not** be used, and meetings may **not** be recorded.

Registration	Required
Video	Host
Audio	💮 Telephone 💿 Computer Audio 💮 Both 🔺
Meeting Options	<ul> <li>Require meeting password</li> <li>Enable join before host</li> <li>Mute participants upon entry</li> <li>Use Personal Meeting ID 8033087085</li> <li>Enable waiting room</li> <li>Only authenticated users can join</li> <li>Record the meeting automatically on the local computer</li> </ul>
Alternative Hosts	Example: john@company.com, peter@school.edu

### 7)

Next, click '**Save**'. You will then be redirected to a window where you can get an overview of the room, that you just create. Beneath the **Invite Attendees** icon, you will find the link that should be shared with UVAEKA, who will make sure that it will be made available to students and co-examiners in the Digital Exam system. If you are performing a test, just share the link with the relevant parties.

Invite Attendees	Join URL: https://aarhusuniversity.zoom.us/j/67880095274

You can always find the link again, by finding **Meetings** in the Zoom menu. Here you will get an overview of all the scheduled meetings. When you on the relevant meeting, the link to that meeting will appear.

