

Zoom guide

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1. Creating a Zoom meeting

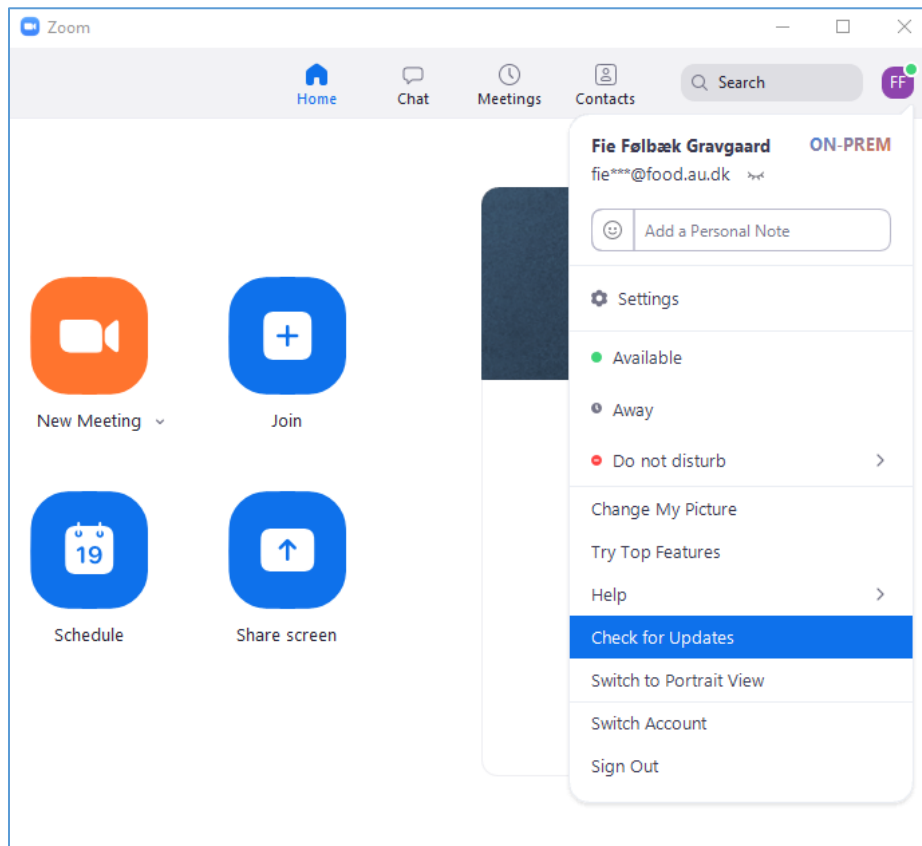
1.1. Install and update Zoom

Aarhus University has a website with the **Zoom Desktop Client** and plugins for download:

<https://aarhusuniversity.zoom.us/download>

In addition to the Outlook plugin, which is described in the following section, you may also find the browser plugin relevant, as well as the Zoom app for your mobile phone.

Once you downloaded the Zoom Desktop Client, you can always **check for updates** by clicking on your initials/profile picture in the top right corner and choosing Check for Updates. This might be helpful in troubleshooting, if you find that some features are not working as expected:



The first time you use the Zoom Desktop Client or a plugin, you might have to sign in. Use **Sign In with SSO** and use the domain **aarhusuniversity**

Sign In with SSO

Your company domain

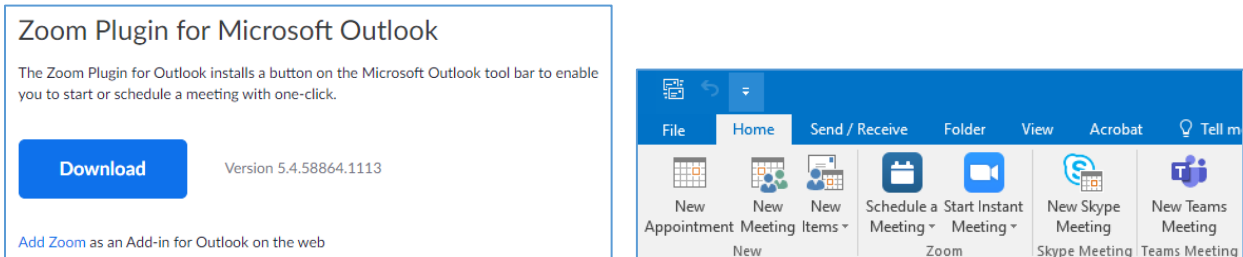
aarhusuniversity

.zoom.us

1.2. Outlook plugin

1.2.1. Install

Download and install the Zoom **Plugin for Microsoft Outlook** from the AU Zoom website mentioned above (left picture). After installation, restart outlook (close and open your Outlook windows) to see and use the plugin in the Home tab of both Calendar and mail (right picture):

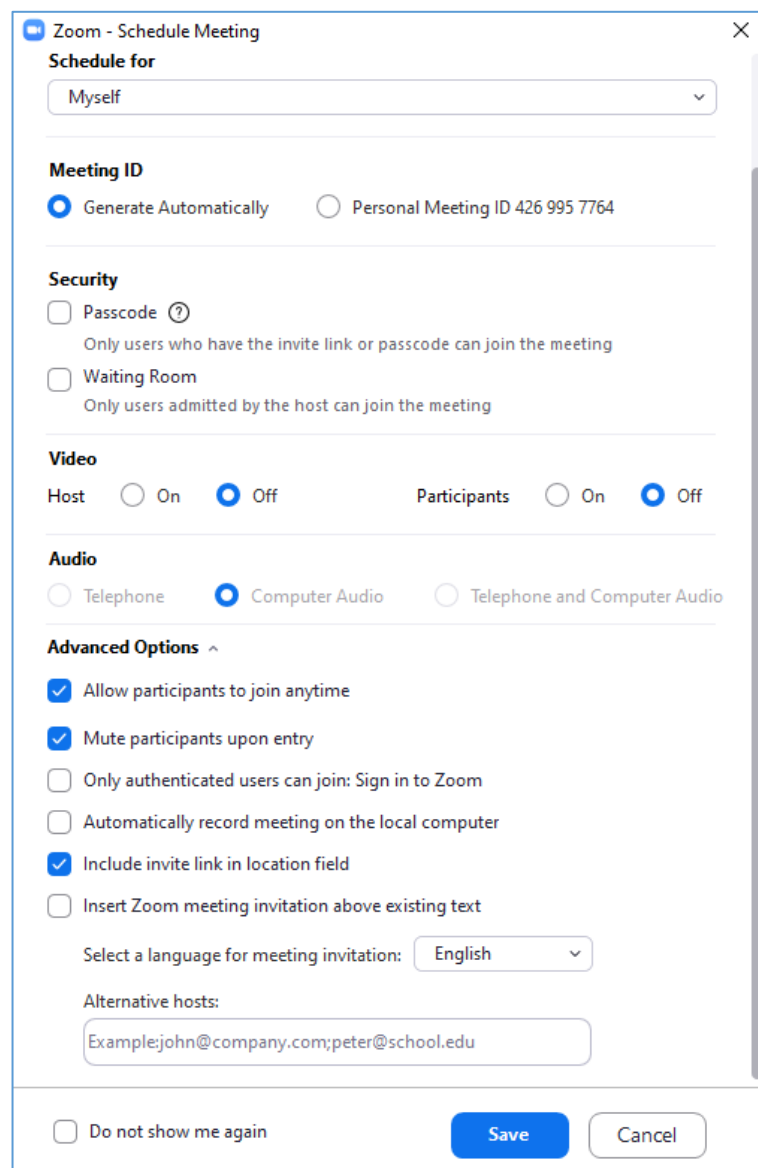


1.2.2. Create meetings

You can either **start an instant meeting**, inviting other people to the meeting once you are in the meeting (see chapter 4.4. Participants), or you can **schedule a meeting for later** and invite people to join the meeting via an Outlook invitation.

When you create a scheduled meeting, you can **define the meeting** invitation by choosing among the given options in the pop out window to the right, e.g. create a waiting room (learn more about waiting room in chapter 4.3. Security). You can also choose several video and audio settings, enable automatic meeting recording, assigning alternative hosts, also known as co-hosts.

Once you save your settings for the scheduled Zoom meeting, a text with meeting ID and meeting link is inserted in the Outlook meeting window, and you can continue as for any other **Outlook invitation**.

The image shows the 'Zoom - Schedule Meeting' dialog box. It has a title bar with the Zoom logo and a close button. The dialog is divided into several sections: 'Schedule for' with a dropdown menu set to 'Myself'; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 426 995 7764'; 'Security' with checkboxes for 'Passcode' (unchecked) and 'Waiting Room' (unchecked); 'Video' with radio buttons for 'Host' (On) and 'Participants' (On); 'Audio' with radio buttons for 'Telephone' (selected), 'Computer Audio' (selected), and 'Telephone and Computer Audio' (unchecked); 'Advanced Options' with checkboxes for 'Allow participants to join anytime' (checked), 'Mute participants upon entry' (checked), 'Only authenticated users can join: Sign in to Zoom' (unchecked), 'Automatically record meeting on the local computer' (unchecked), 'Include invite link in location field' (checked), and 'Insert Zoom meeting invitation above existing text' (unchecked). There is a dropdown for 'Select a language for meeting invitation:' set to 'English' and a text field for 'Alternative hosts:' containing 'Example:john@company.com;peter@school.edu'. At the bottom, there is a checkbox for 'Do not show me again', a 'Save' button, and a 'Cancel' button.

1.3. Using the AU Zoom website

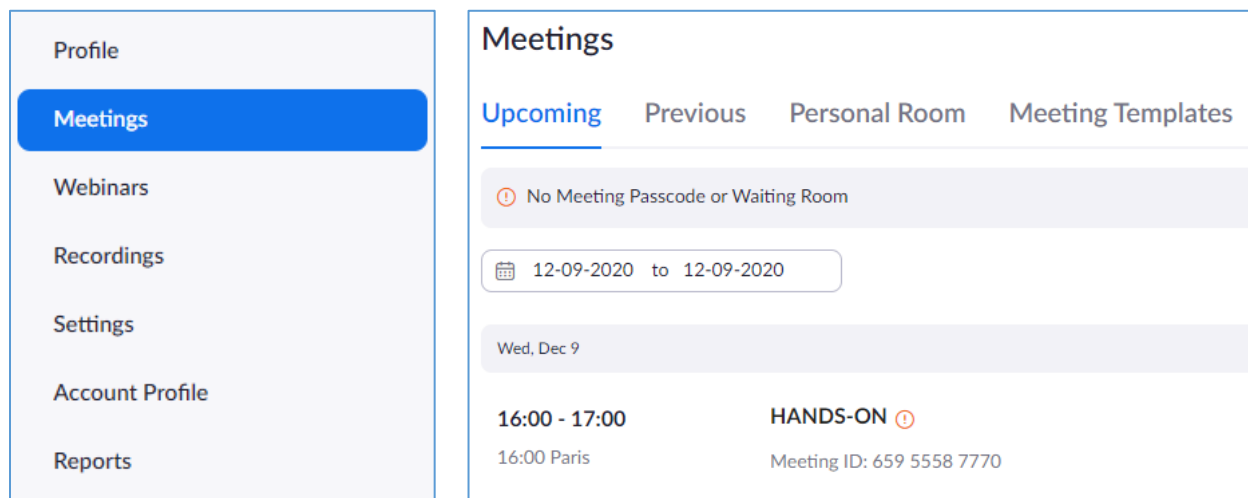
The Aarhus University Zoom website <https://aarhusuniversity.zoom.us/> offers plenty of features. Sign in and continue with WAYF:



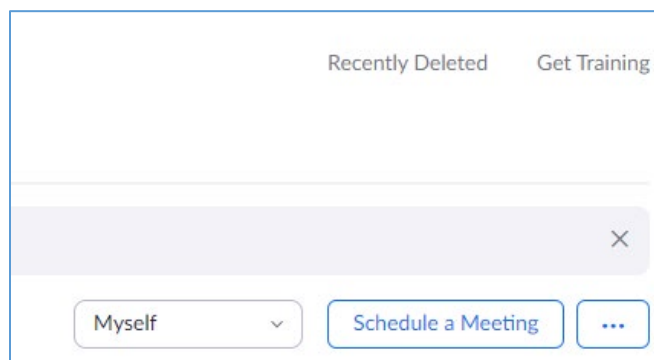
You now enter your profile, where you among other things can change your profile picture.

1.3.1. Create meetings

If you go to **Meetings** in the left side panel, you can choose between seeing your Upcoming and Previous meetings (arranged for yourself or on behalf of people, who you have been assigned scheduling privileges by, see chapter 1.3.2. Allow others to create meetings , for more information). You can also go to your Personal Room and Meeting Templates.



To the right side, you can schedule a meeting, access your Recently Deleted meetings and access the **Zoom support website (Get Training)**:



When scheduling a meeting via the AU Zoom website, you get the same setting options as in the Outlook plugin. The big difference is that **from here you cannot send an Outlook invitation directly**, but only copy the invitation link and send it manually. Thus, if you use Outlook for your mail and calendar, the plugin is very helpful and highly recommended.

When you wish to handle a specific meeting (including the meetings that scheduled with the Outlook Plugin), point the cursor on a meeting in the website to obtain the opportunities to **Start, Edit or Delete** the meeting. You can also click on the meeting title to see more. This, too, will allow you to start edit and delete the meeting, and furthermore you get the opportunity to add polls, save the meeting as a template, and copy the meeting link for invitations.

Wed, Dec 9

16:00 - 17:00

16:00 Paris

HANDS-ON ⓘ

Meeting ID: 659 5558 7770

Start

Edit

Delete

1.3.2. Allow others to create meetings your behalf

In the left side panel under Settings, you can scroll to the bottom of the page and **assign Scheduling privilege to someone**. Likewise, you can see who gave you permission to schedule on behalf of them:

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to

+

No one

I can schedule for

jettef.young@food.au.dk

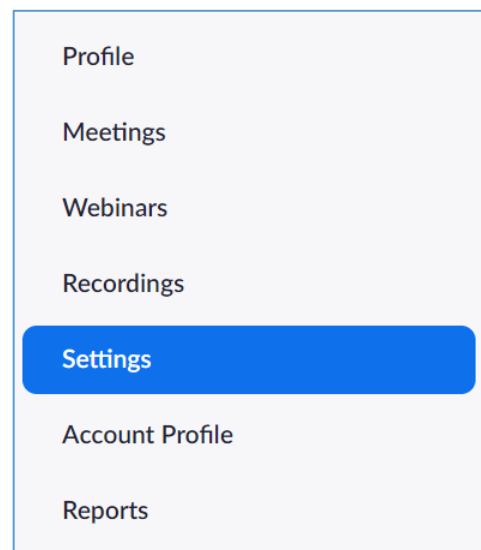
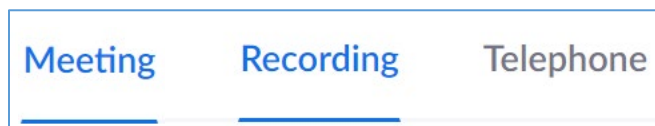
×

Note that permitting a scheduling privilege implies that the person, who can schedule on behalf of you, can edit and delete previous meetings, but not upcoming meetings, scheduled by yourself. It is only possible for the person to edit and delete upcoming meetings if scheduled by that person.

2. Preparing the meeting: Settings

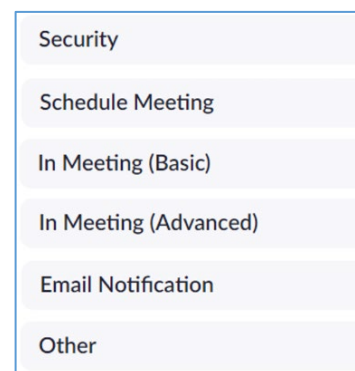
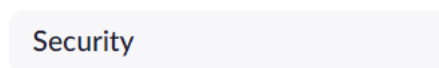
2.1. Zoom meeting settings online

On the Aarhus University Zoom website <https://aarhusuniversity.zoom.us/>, you can go to settings in the left side panel. There are various customization options, and this guide only covers some of the most relevant ones. The next two chapters covers **settings related to the meeting and to the recording**. This means that telephone related settings are not covered.

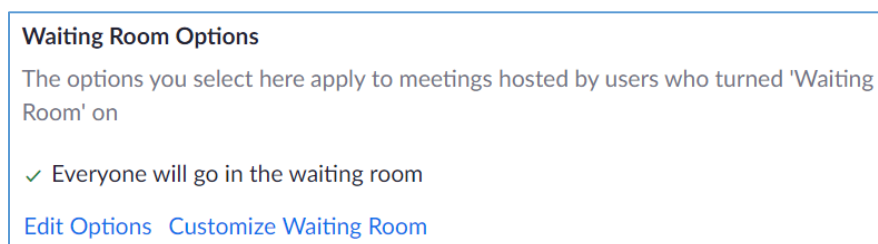


2.1.1. Meeting settings

The meeting settings are divided into six categories (see to the right). This chapter will go through the most relevant settings in the six categories one by one.



From this section, the main point is that you can **edit the waiting room**.

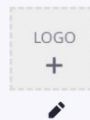


Edit Options allows you to choose who goes into the waiting room (by default everyone is sent there). **Customize Waiting Room** allows you to redesign the waiting room by changing the informative text, uploading a waiting room picture, and/or adding a description. Beware that a customization will apply to all meetings with a waiting room, so if you are planning a seminar, conference or workshop, you might want to redesign more often.

Customize Waiting Room

Meeting ID : 888-888-888

Please wait, the meeting host will let you in soon. ✎



{ Your Meeting Topic }

[Add waiting room description](#)

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

Schedule Meeting

Most settings in the Schedule Meeting section concerns audio and video, but you can also choose whether you **Allow participants to join before the host** or not, and if desired, define when they can join.

Allow participants to join before host



Allow participants to join the meeting before the host arrives

☐ Participants can join 5 minutes ▾ before start time

In Meeting (Basic)

In the section, In Meeting (Basic), you can edit the options of your participants in the meetings you scheduled, for example **enable annotations, reactions, and so on**. You can also **auto save chats** to your local drive, which may be helpful if you have an important event and you want to avoid forgetting to save the chat before closing the meeting window.

Auto saving chats



Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

In Meeting (Advanced)

In this section, many advanced settings are available, but the ones relevant for most people are the **Breakout Room and the Virtual background**, which are both automatically available. The Group HD video may be useful to **change to Full HD (1080P)**, which is only effective when possible.

Group HD video



Activate higher quality video for host and participants. (This will use more bandwidth.)

☐ Standard HD (720P)

☒ Full HD (1080P)

Email Notification

Several email notifications are turned on by default, for example, you are notified by email when attendees join meeting before the host (i.e. you) do.

When attendees join meeting before host



Notify host when participants join the meeting before them

Other

A few settings are available under the **Other** section, but most importantly the **scheduling privilege**, as described in chapter 1.3.2. Allow others to create meetings .

2.1.2. Recording settings

In the Recording setting section, you may consider enabling the ability for the host to **give permission to participants to record locally**. They still have to ask for permission, so you will know, who records, but in a teaching situation, this feature might be useful.

Local recording



Allow hosts and participants to record the meeting to a local file

☒ Hosts can give participants the permission to record locally

If you are hosting a bigger event, it might be useful to ask participants for consent when the recording starts. You can later download a .csv-file with a list of participants and their consent as a documentation (see chapter 4.8. Record, for more information).

Recording disclaimer

Show a customizable disclaimer to participants before a recording starts ☒

☒ Ask participants for consent when a recording starts

☒ Ask host to confirm before starting a recording

Save

Cancel

In the same space, you can also tell Zoom to ask the host for confirmation of a recording if you want to make sure to avoid accidentally starting a recording.

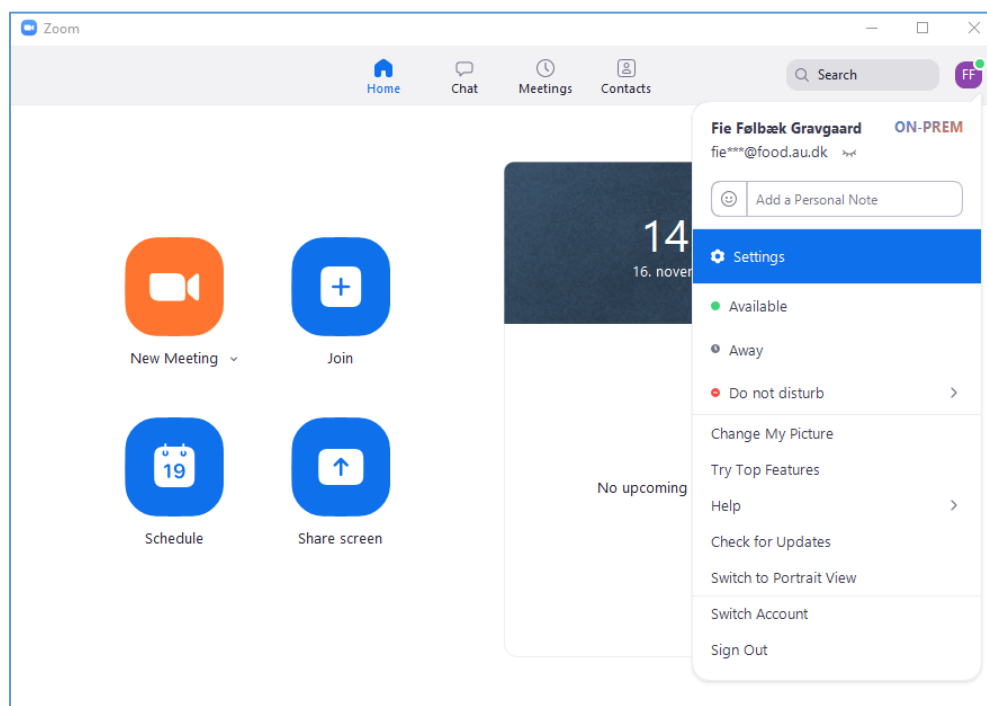
Record this meeting to this computer?

Continue

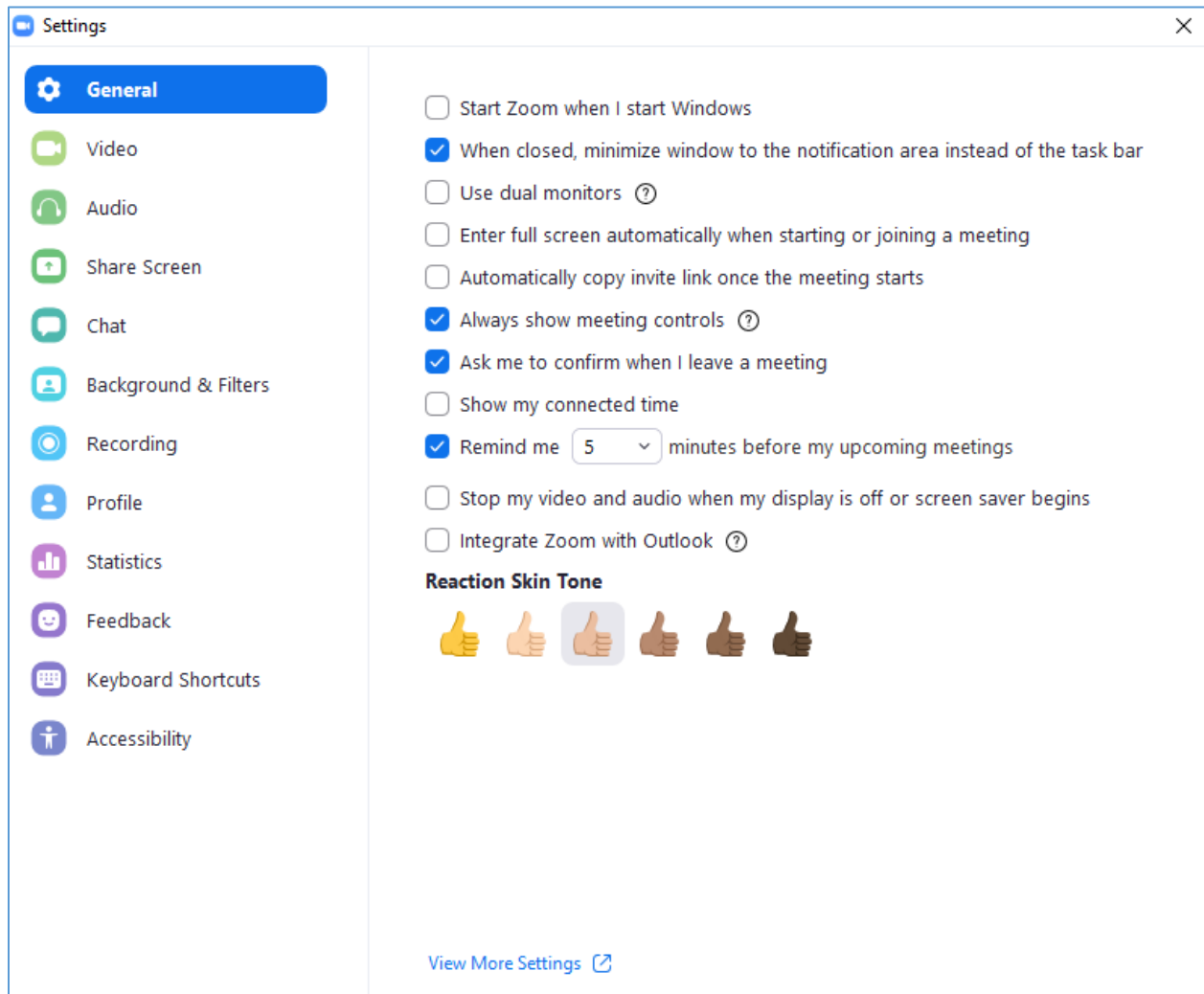
Cancel

2.2. Zoom meeting settings in the Zoom Desktop Client

You can enter the Zoom Desktop Client settings by clicking the gear icon in the drop-down menu from your initials/profile picture, or the gear icon just below that.



This opens a comprehensive setting menu that allows you to manipulate your settings for video, audio, screen sharing, and much more.



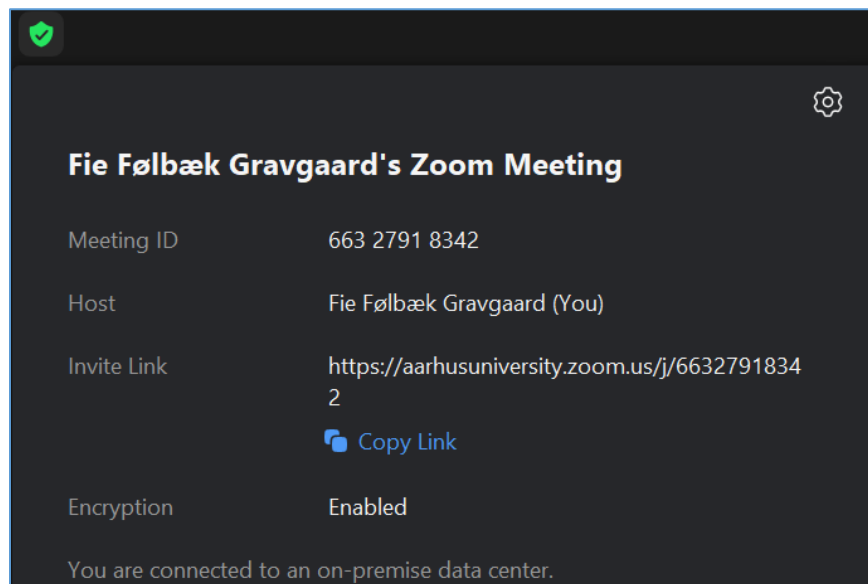
If you press the bottom link View More Settings, you will be redirected to the setting section in the website (described in chapter 2.1. Zoom meeting settings online).

3. In the meeting: Main features

This chapter will go through the all-around features in a Zoom meeting. Next chapter will focus on the toolbar in the bottom of the meeting window.

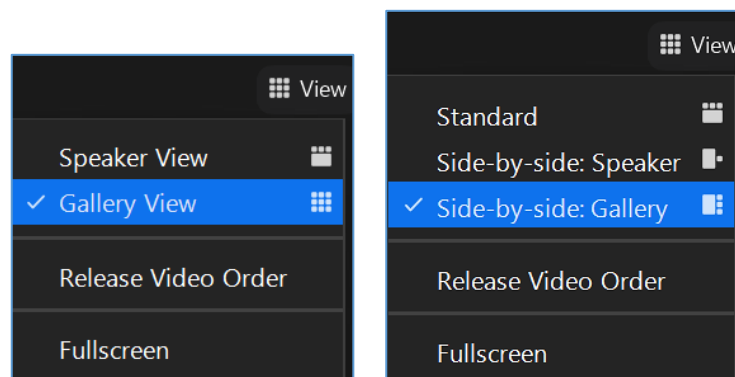
3.1. Meeting details

In the corner of the meeting window, you can always click on the **green shield**. Here you can see **meeting details** such as the **Meeting ID**, and you can obtain an **Invite Link**.

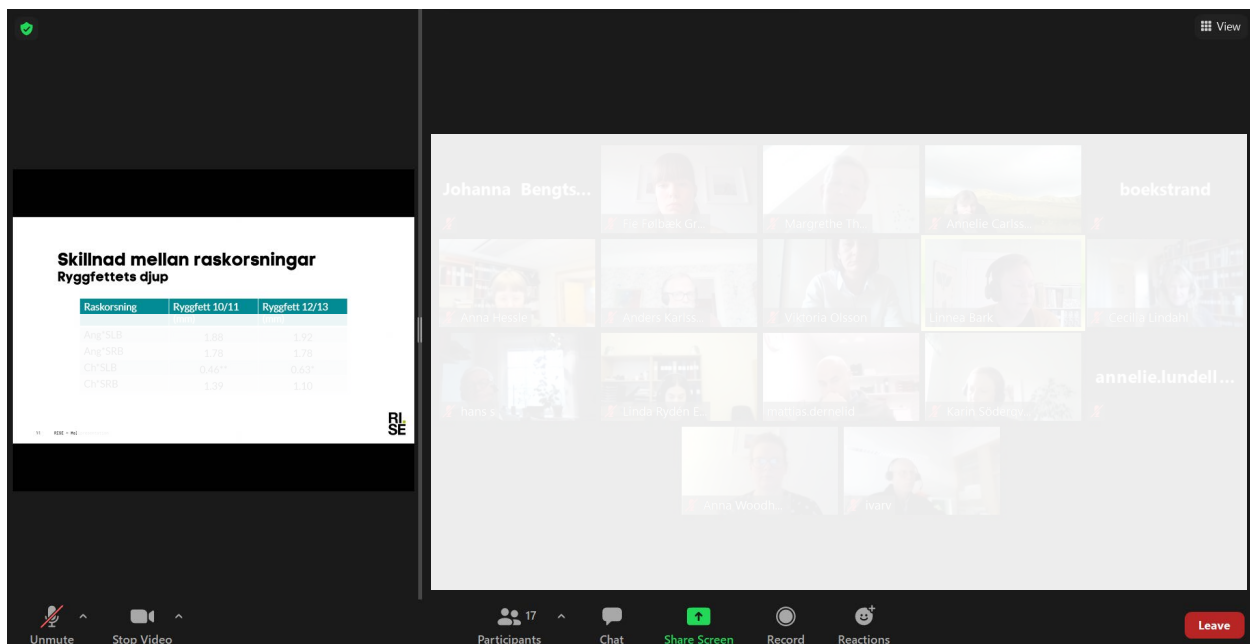


3.2. Gallery- and Speaker View

In the top right corner of the Zoom screen, you can switch between Gallery- and Speaker View (left picture). If someone is screen sharing, you can also choose the side-by-side options (right picture).



The **Side-by-side: Gallery view** allows you to keep a discussion going between several people during screen sharing and being able to see who talks. You can pull the line between the gallery and the shared screen to adjust the sizes of each section and thus, how many people you see in the gallery.



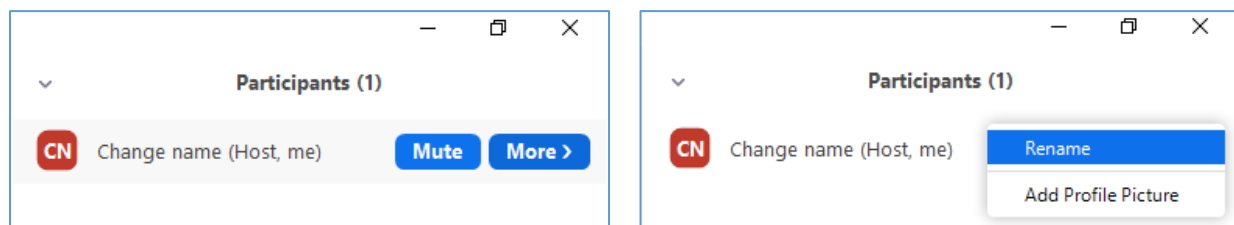
If you have a large meeting, you can go to the Zoom Desktop Client settings as described in chapter 2.2. Zoom meeting settings in the Zoom Desktop Client. When entering Video in the left side panel, you can increase the maximum participants displayed per screen in Galley View to 49 participants.

Maximum participants displayed per screen in Gallery View:

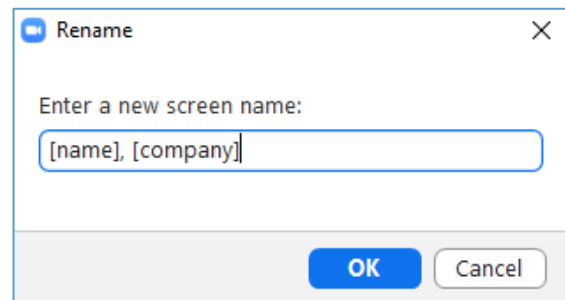
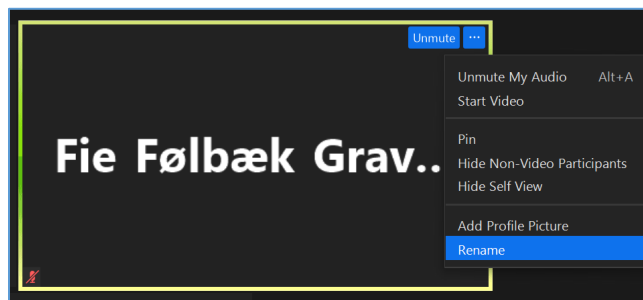
☒ 25 participants ☐ 49 participants

3.3. Rename participants

You can always rename yourself in a meeting. **Host and co-hosts can rename anyone in the meeting.** You can either rename by entering Participants in the toolbar, identifying the person, you wish to rename, clicking More next to their name, and entering a desired name.



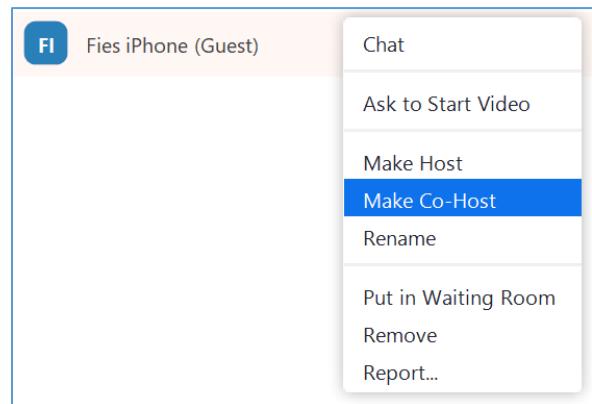
You can also identify the desired person in the gallery- or speaker view, hit the three dots in the top right corner and click **Rename**. In the rest of the document, the participant **manipulation** is described through the Participant and More drop-down menu, but most things are possible to select **via the three dots in the corner of the participants' picture** as well.



3.4. Making Co-Host

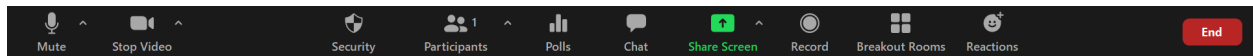
Go to Participants in the toolbar, choose More and click Make Co-Host. **You can have as many co-hosts as you want** in a meeting. Beware that co-hosts in many cases have the same rights as the host.

If you predefine co-hosts when creating a meeting (see chapter 1.2.2. Create meetings), these will be host if joining before you. When you join the meeting, you will automatically become the host, and they will turn into co-hosts.

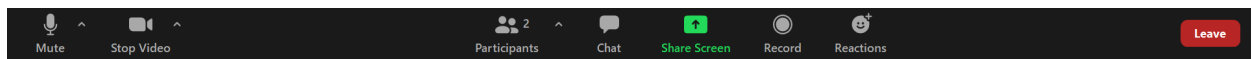


4. In the meeting: Toolbar options

As a Zoom meeting **host and co-host**, you have many options:

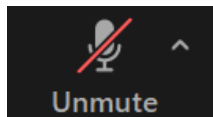


As a Zoom meeting **participant**, you have fewer options:

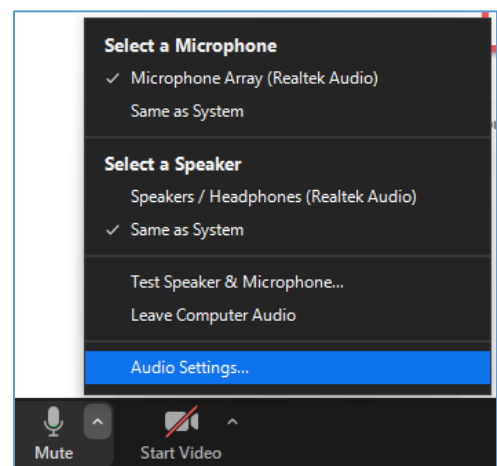


In the following, the features are presented in detail from left to right.

4.1. Audio

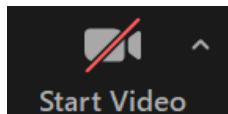


Here you can **Mute/Unmute** yourself. The small arrow offers various audio settings for speakers and microphone, and allows you to test your speakers and microphone (see picture to the right). If you press the Audio Settings... in the arrow menu, the Zoom Desktop Client settings window introduced in chapter 2.2. Zoom meeting settings in the Zoom Desktop Client, will open showing all audio features.

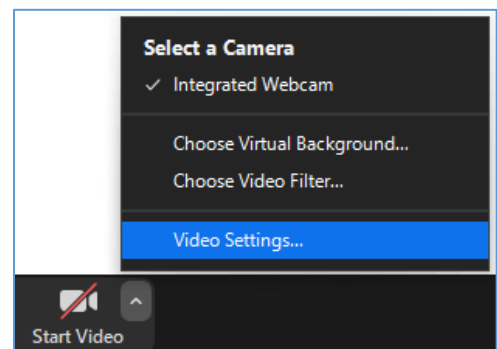


- Shortcut: **Alt + A** while being in the Zoom meeting window will mute/unmute you
- Shortcut: pressing and holding the **space bar** while being in the Zoom meeting window, will temporarily unmute you

4.2. Video



Here you can stop/start your video. The small arrow offers various video settings, including choosing a virtual background (see picture to the right). If you press the **Video Settings...** in the arrow menu, the Zoom Desktop Client settings window introduced previously will open, showing all video features.



In the settings menu you can improve the quality of your video by choosing HD and adjust for low light (Auto), see left picture below.

When you click Advanced in the bottom of the page, you get to another set of options, where you can check the box **Optimize video quality with de-noise** to further improve video quality (see below).

- Shortcut: **Alt + V** while being in the Zoom meeting window will turn your camera on/off

4.3. Security

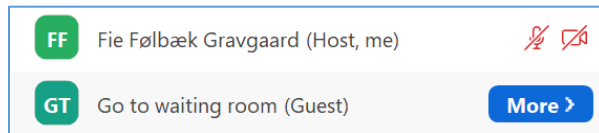


Security is available for the host and co-host, and it defines, what your **meeting participants are allowed to**: by default, participants are allowed to share their screen, chat, rename and unmute themselves and start video. In addition, you can hide the participant profile pictures, or even **suspend participant activities**, meaning that all the previously mentioned permissions are withdrawn.

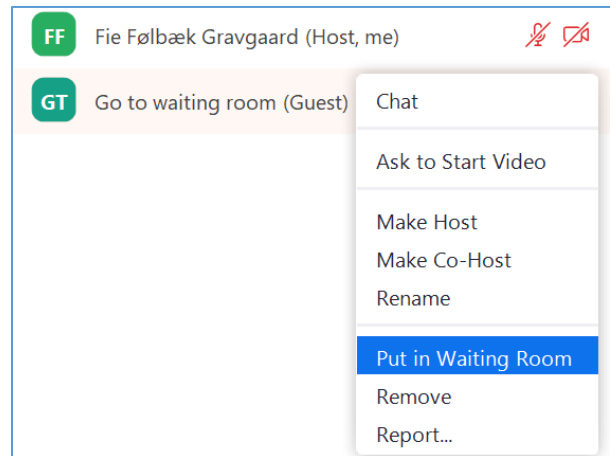
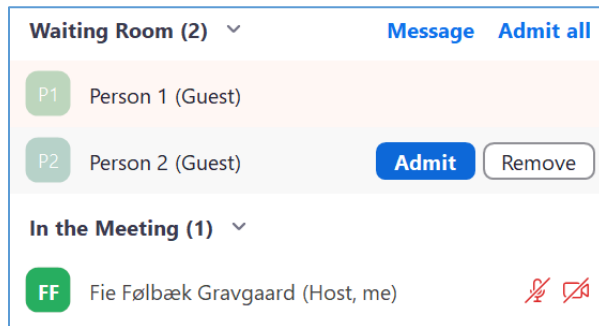
You can also **lock the meeting**, meaning that no participants can join, even if they are invited and have the meeting ID. Thus, if you wish to test the link, polls, etc. a few days before the meeting starts, and you already sent out the meeting invitation, you may want to lock the meeting to make sure you are not disturbed. If so, the meeting automatically unlocks when you end the meeting. As a host, you by default also get **email notifications, when someone enters your meetings** without you being there (that is useful knowledge for both the host and the participants). You can change this in the settings on the Aarhus University Zoom website, see chapter 2.1.1. Meeting settings, for more information.

As an alternative, you can enable waiting room, which allows you to choose when new participants enter the meeting. Waiting room is useful for conferences, workshops and seminars, and can be custom designed as described in chapter 2.1.1. Meeting settings. For big meetings you may want to prepare in the meeting room with your co-organizers or test screen sharing with a presenter before opening the meeting for the audience. You can **enable the waiting room** by checking the Waiting Room box already when you schedule the meeting, going back and editing the meeting settings before the meeting starts in the Aarhus University Zoom website or during the meeting in the toolbar Security section.

You can always **move participants to the enabled waiting room** manually by going to Participants in the toolbar, clicking More next to their names and choosing Put in Waiting Room.



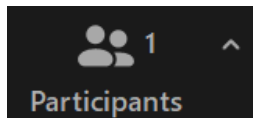
Once you have your Waiting room, you can send the people in there a message, or admit access to all or to specific persons.



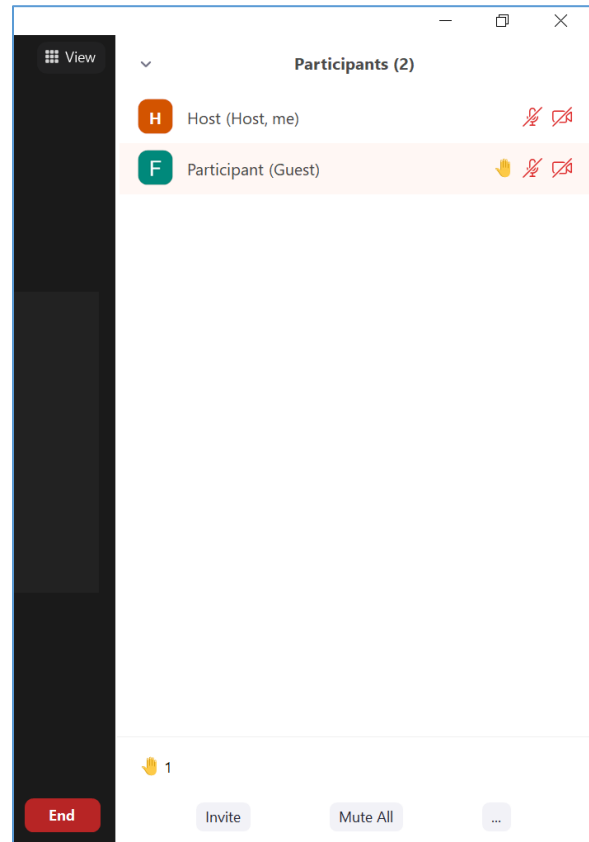
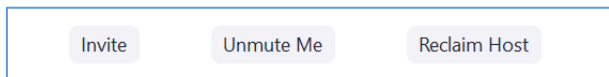
Co-hosts can admit access to persons, move persons to the waiting room and enable/disable waiting room on equal terms with the host.

Note that if you only admit access to all and do not disable the waiting room, you have to admit access manually to anyone joining the meeting later.

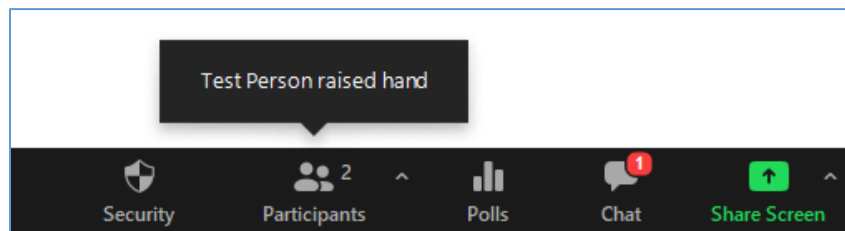
4.4. Participants



Participants give you a quick overview of the number of people present in the meeting. The small arrow in the participants section allows you to **invite more people** to the meeting. When you click on Participants, a **list of the participants** will appear as a panel in the side. In addition to inviting more people, the host and co-hosts also have the opportunity to **mute all participants** (optionally in combination with the Security feature not enabling people to unmute themselves if it is a bigger conference). In the participants list, you have an overview of the participants' use of the reactions described in chapter 4.10. Reactions. If you made another participant host, you will also have the opportunity to **Reclaim Host** (see below):

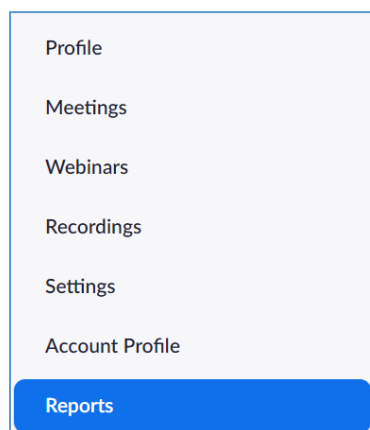


When somebody raises their hand and the host's participants list is closed, the host is notified with a pop up from the toolbar as shown below. See more about raising hands in chapter 4.10. Reactions.

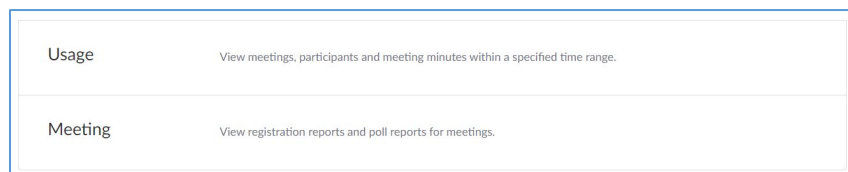


For more information on the participants list window possibilities, see chapter 4.6.1. Chat and participants list windows.

If you need to **report on who entered your meeting and how long they stayed online** (e.g. for documentation purpose in a funding situation after a seminar, conference or workshop), you can



download a **.csv report file** from the **Reports** tab in the left side panel at Aarhus University Zoom website <https://aarhusuniversity.zoom.us/>. Here you will choose **Usage** and define a period that includes the desired meeting.



Identify the meeting of interest on the list and click on the blue number in the Participants column to the right.

Reports > Usage Reports > Usage Document

From: 14/12/2020 To: 15/12/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

[Export as CSV File](#) [Toggle columns](#)

User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Fie Følbaek Gravgaard	fie.gravgaard@food.au.dk			No	14/12/2020 13:58:13	14/12/2020 13:58:14	14/12/2020 14:05:50	10	3	Zoom

This action opens a pop out window, with a list of the activity in and out of the meeting. Here you can export the list as a .csv file (the check in *Export with meeting data* may come in handy) and afterwards **import this into Excel** to ease the interpretation (see description of .csv text file import into excel in chapter 4.5. Polls).

Meeting Participants

☒ Export with meeting data
 ☐ Show unique users

Meeting ID : 670 6023...

Duration (Minutes) : 8

Participants : 3

Topic : Fie Følbaek Gravgaard's Zoom...

Start Time : 14/12/2020 13:58:14

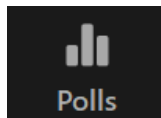
User Email : fie.gravgaard@food.au.dk

End Time : 14/12/2020 14:05:50

Export

Meeting ID	Topic	Start Time	End Time	User Email	Duration (Minutes)	Participants
67060236146	Fie Følbaek Gravgaard's Zoom Meeting	14-12-2020 13:58	14-12-2020 14:05	fie.gravgaard@food.au.dk	8	3
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)		
Fie Følbaek Gravgaard	fie.gravgaard@food.au.dk	14-12-2020 13:58	14-12-2020 14:06	8		
Fies iPhone		14-12-2020 13:58	14-12-2020 14:01	3		
Test person		14-12-2020 13:59	14-12-2020 14:06	7		

4.5. Polls



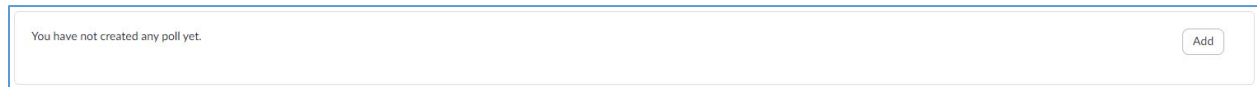
Polls allows you to create questions for the meeting participants. This feature is available for both the **host and co-host**, who have equal opportunities to edit, launch and relaunch a common poll or set of polls. This also means that **host and co-hosts cannot answer poll** questions, only regular participants. When you click “Add a Question”, you will be guided to a website, where you can define one or more questions:

The screenshot shows the 'Polls' interface. On the left, a window titled 'Polls' displays 'Poll 1' with an 'Edit' button and an 'Add a Question' button. On the right, the 'Edit Poll 1' modal is open. It features a title field 'Shape question', an 'Anonymous?' checkbox, and a list of questions. The first question is 'What is round?' with 'Edit' and 'Delete' buttons. The second question is 'What is squared?' and is highlighted in blue. Below it, there are radio buttons for 'Single Choice' (selected) and 'Multiple Choice'. A list of answers is shown: 'A ball', 'A box', 'Answer 3 (Optional)', 'Answer 4 (Optional)', and 'Answer 5 (Optional)'. The 'A box' answer has a value of '250' next to it.

The screenshot shows the 'Edit Meeting Polls' interface. It displays a table of created polls. The table has columns for Title, Total Questions, and Anonymous. Two polls are listed: 'Poll 1: Shape question' with 2 questions and 'Poll 2: Colour question' with 1 question. Each row has 'Edit' and 'Delete' buttons. Below the table, the details for 'Poll 1: Shape question' are expanded, showing two questions: '1. What is round? (Single Choice)' and '2. What is squared (Single Choice)'. Each question has two answers: 'Answer 1: A dog' and 'Answer 2: A ball' for the first question, and 'Answer 1: A ball' and 'Answer 2: A box' for the second question.

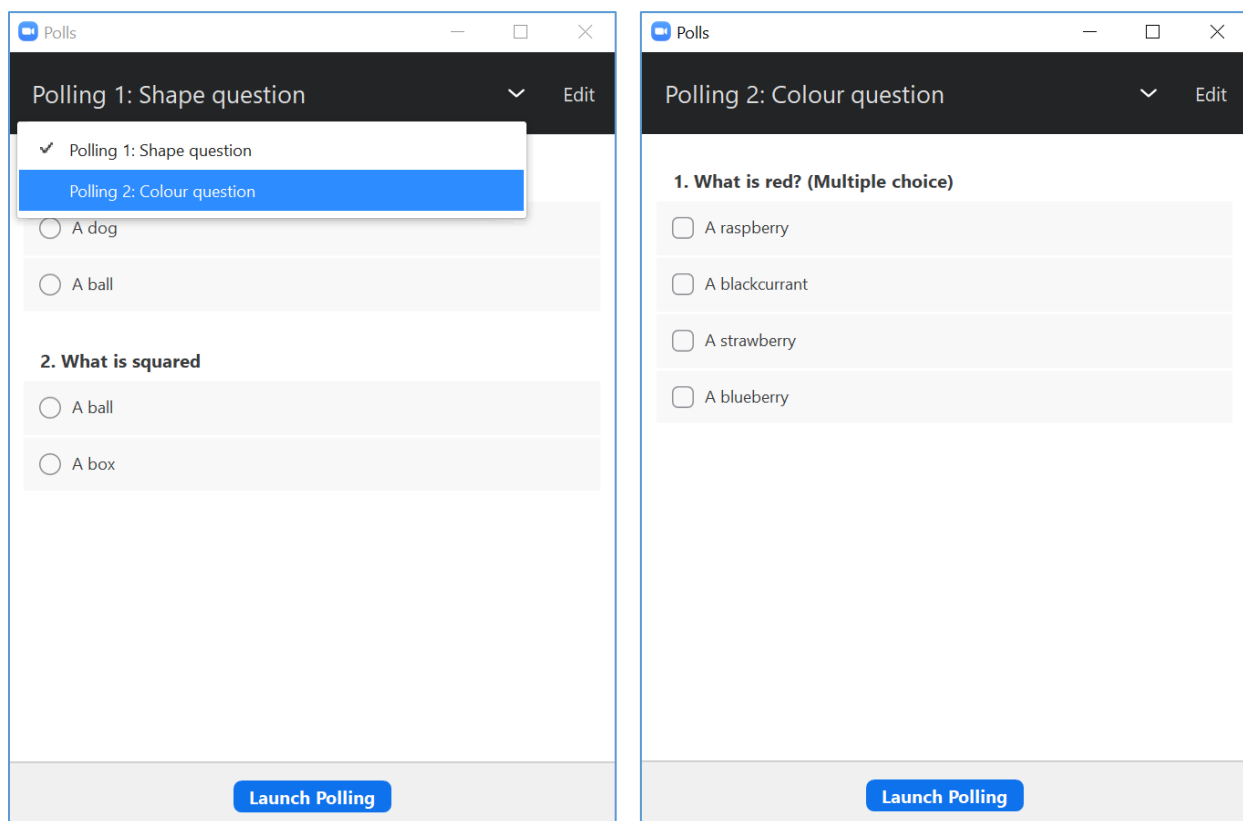
Title	Total Questions	Anonymous	
^ Poll 1: Shape question	2 questions	No	Edit Delete
1. What is round? (Single Choice) Answer 1: A dog Answer 2: A ball 2. What is squared (Single Choice) Answer 1: A ball Answer 2: A box			
v Poll 2: Colour question	1 question	No	Edit Delete

Alternatively, you can enter the Aarhus University Zoom website directly before the meeting and save the polls. You do that by entering Meetings in the left side panel, finding the meeting you want to add your poll to, and clicking on the meeting title. In the bottom of that page, you get an overview of the polls created for that meeting, and you can **add polls**:

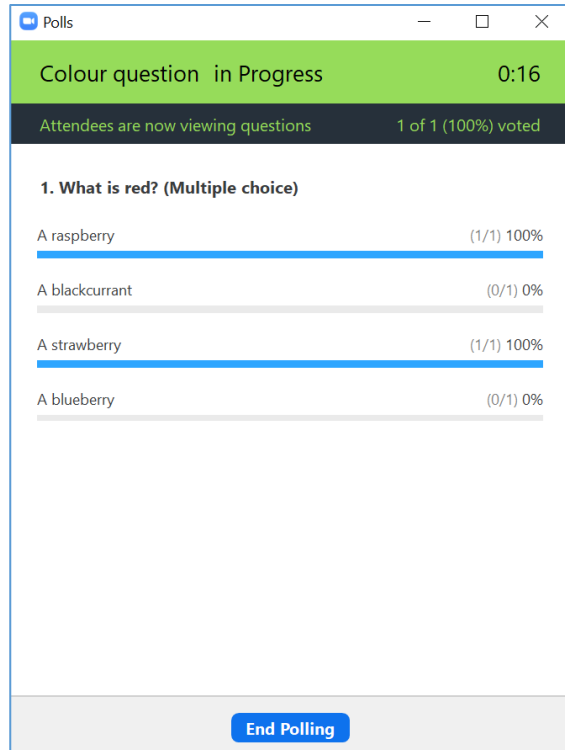
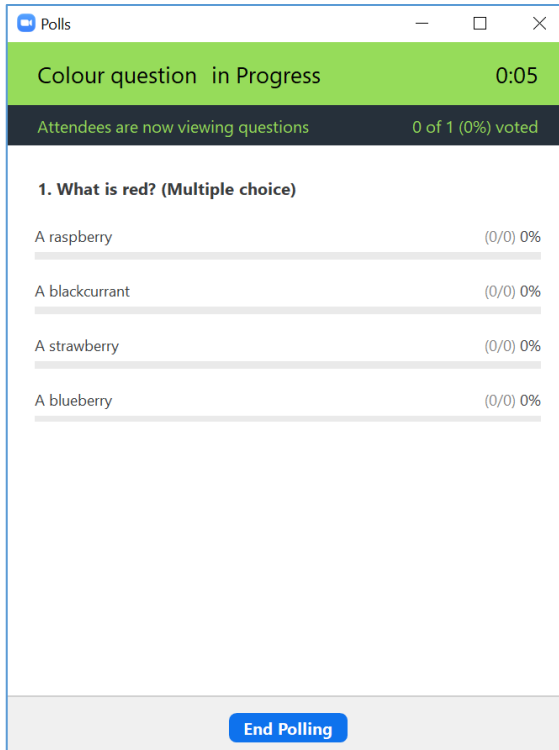


The poll questions are saved until you delete the polls or the meeting.

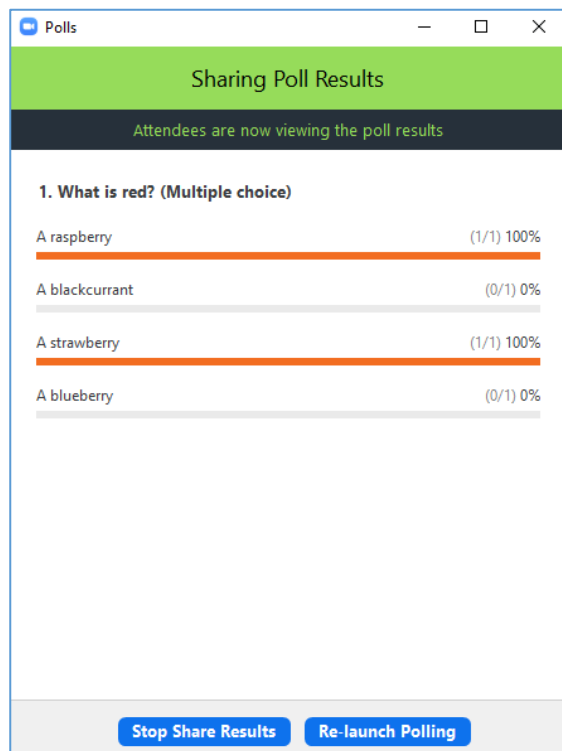
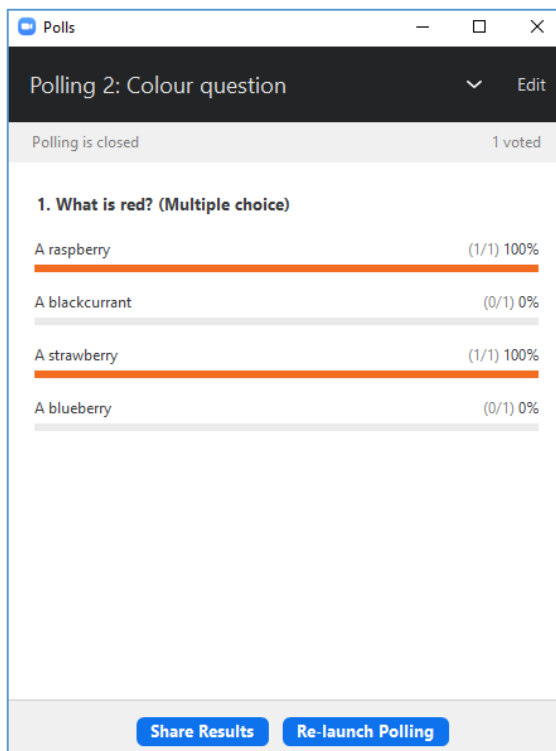
Immediately after you save the poll(s) on the website, you are able to choose from your created poll(s) and **launch the desired poll** in the Zoom meeting window by clicking the button in the bottom of the pop out polls window:

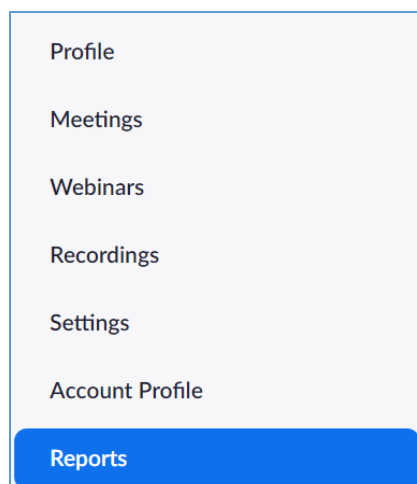


When you launch a desired poll, you can follow the progress of the voting – how many voted, and how many voted for what. You can end the poll when you like by clicking the button in the bottom:



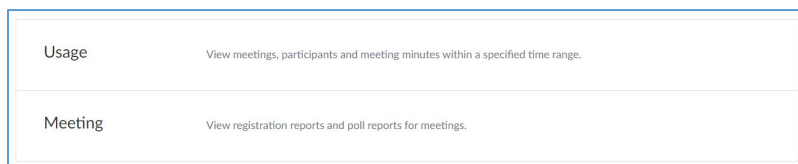
When the poll is ended, the results are displayed on your screen (the top bar is now black, indicating that the participants in your meeting does not see the poll window anymore, left picture below). In this window, you can choose to Share/Stop Sharing Results by clicking the button at the bottom of the window (right picture below):



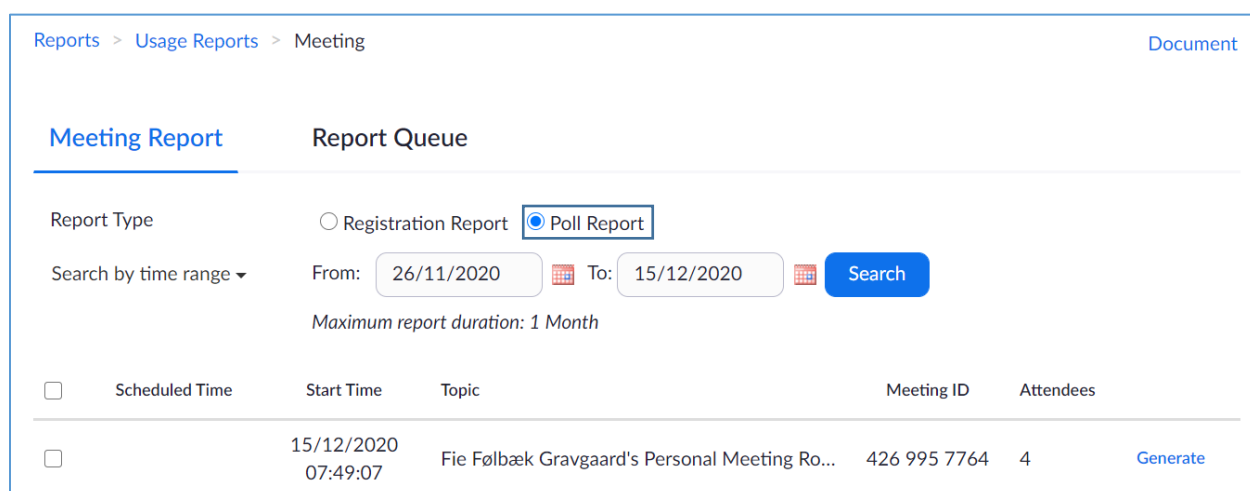


On the Arhus University Zoom website

<https://aarhusuniversity.zoom.us/> in the Reports tab in the left side panel, you can download a report of the poll answers from a specific meeting. Go to **Meeting**:



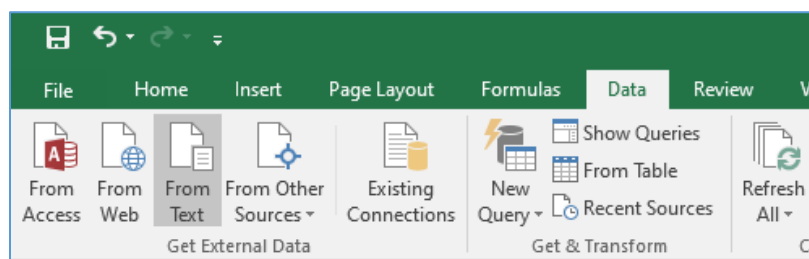
Check **Poll Report** and define a period that includes the desired meeting. Identify the meeting on the list and click **Generate** to the right side. Go to the Report Queue to download the .csv report file.



When the file is opened, you will see that the information is not separated in the columns.

	A	B	C
1	#,User Name,User Email,Submitted Date/Time,		
2	1,Fies iPhone,,"Nov 13, 2020 13:25:47",What is red?,A raspberry	A strawberry,	
3	2,Fies iPhone,,"Nov 13, 2020 13:25:14",What is squared,A box,What is round?,A ball,		

You can ease interpretation by importing the file into excel in the **Data tab** via **From Text**. Now you will find and open the respective .csv report file that you just downloaded.



A pop out window opens. Choose **Delimited** and check **My data has headers** and press **Next**:

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☒ My data has headers.

Preview of file C:\Users\au524338\Downloads\66913778481_PollReport (1).csv.

1	#,User Name,User Email,Submitted Date/Time,
2	"1,Fies iPhone,, ""Nov 13, 2020 13:25:47""",What is red?,A raspberry"A stra
3	"2,Fies iPhone,, ""Nov 13, 2020 13:25:14""",What is squared,A box,What is r
4	
5	

< >

Cancel < Back Next > Finish

Choose the delimiters (in this case Tab and Comma). If it does not seem right in the Data preview window in the bottom of the pop out window, try to change the text qualifier to ' instead of ". Press Finish:

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☒ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: ' " {none}

Data preview

#	User Name	User Email	Submitted Date/Time		
"1	Fies iPhone		""Nov 13	2020 13:25:47""	What is re
"2	Fies iPhone		""Nov 13	2020 13:25:14""	What is sq

< >

Cancel < Back Next > Finish

After this you are asked to choose which cell the data should start from (usually \$A\$1). Pres OK and your **data is now plotted**:

	A	B	C	D	E	F	G	H	I	J
1	#	User Name	User Email	Submitted Date/Time						
2	"1	Fies iPhone		""Nov 13	2020 13:25:47""	What is red?	A raspberry"	A strawberry		
3	"2	Fies iPhone		""Nov 13	2020 13:25:14""	What is squared	A box	What is round?	A ball "	

If you wish to **anonymize the poll report**, you must do it by checking the box on the Zoom website, where you add/edit polls.

Add a Poll

Enter a title for this poll.

☒ Anonymous? ⓘ

1. Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

Add a Poll

The user information in poll report will be kept anonymous

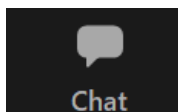
☒ Anonymous? ⓘ

Below is an example where one of two polls are anonymous. However, anonymity only shows in the poll report, and is not visible for the participants when they answer the questions.

You have created 2 polls for this meeting.				Add	
Title	Total Questions	Anonymous			
✓ Poll 1:Shape question	2 questions	Yes		Edit	Delete
✓ Poll 2:Colour question	1 question	No		Edit	Delete

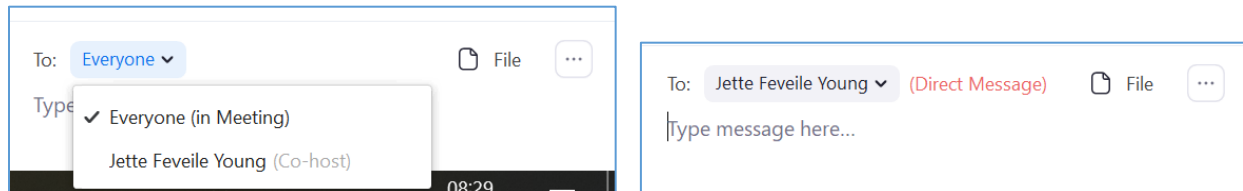
	A	B	C	D	E	F	G	H
1	#	User Name	User Email	Submitted Date/Time				
2	1	Fies iPhone		Nov 13, 2020 14:00:00	What is red?	A raspberry;A strawberry		
3	2	Anonymous	Anonymous	Nov 13, 2020 13:59:45	What is squared	A box	What is round?	A ball

4.6. Chat

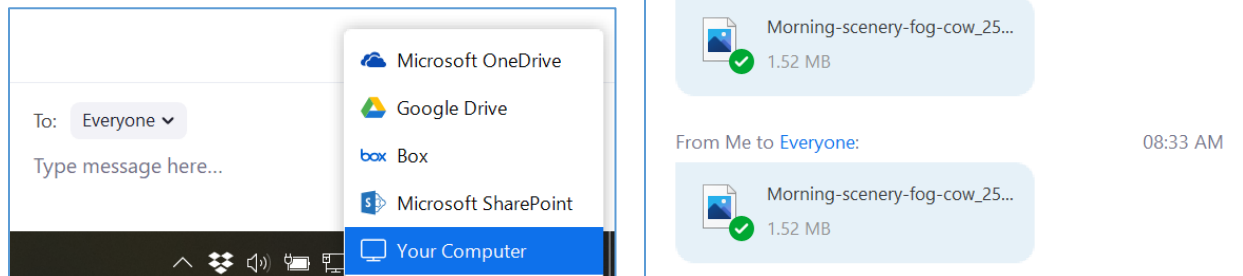


The **Chat** function enables you to communicate with host, co-host and/or participants by text. You are not able to delete or edit anything that is already posted, and **you cannot format text** in the chat. When writing a message you must decide whom you are sending it to by clicking on the drop-down menu next

to “To:” and choosing the recipient of your message. If you send a direct message to just one participant of the meeting, it will show next to the name to make you aware:

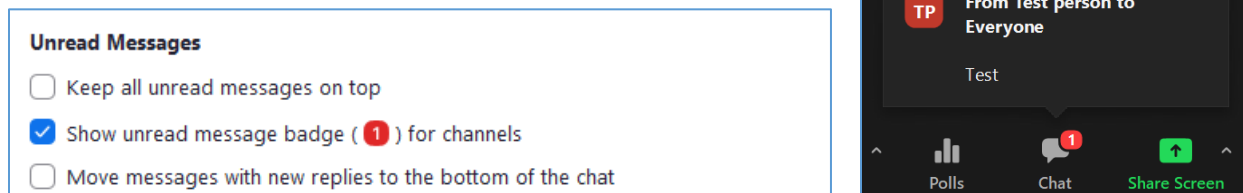


You can **share files** in the chat with a desired participant or everyone in the meeting by pressing the **File button** and choosing the file location:

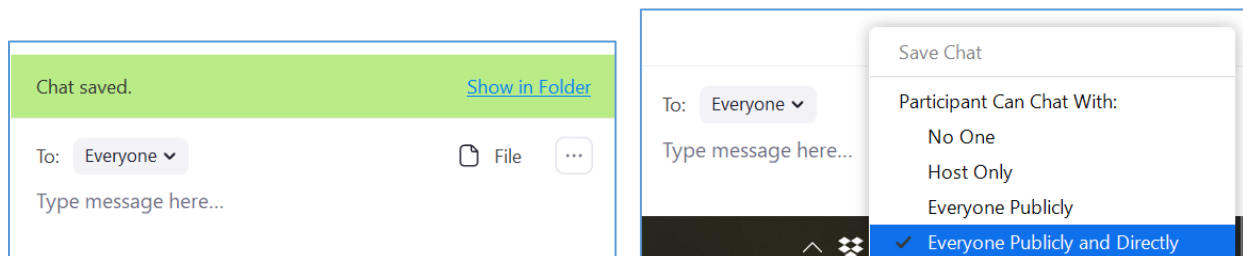


For more information on the chat window possibilities, see chapter 4.6.1. Chat and participants list windows.

In the Zoom Desktop Client settings you can turn on chat-notifications, which will show incoming chats as pop ups from the toolbar.



Note that everyone in the meeting can save the chat at any time by clicking the **...** and pressing **Save Chat** (even if the chat was disabled during the meeting by the host in the Security section of the toolbar). As a host and co-host, you furthermore have the opportunity to customize the chat options of the participants (picture to the right):

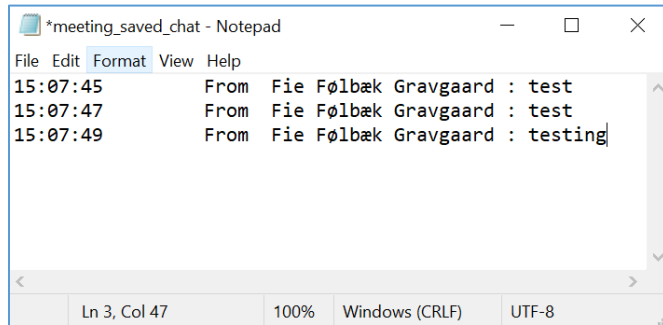


The chat is saved as a text document, and you can access it by immediately clicking on the blue “Show in Folder”, or by finding it on your local drive in the folder below (or elsewhere, if you customized the path):


C:\Users\auXXXXXX\Documents\zoom\YYYY-MM-DD hh.mm.ss [meeting title]

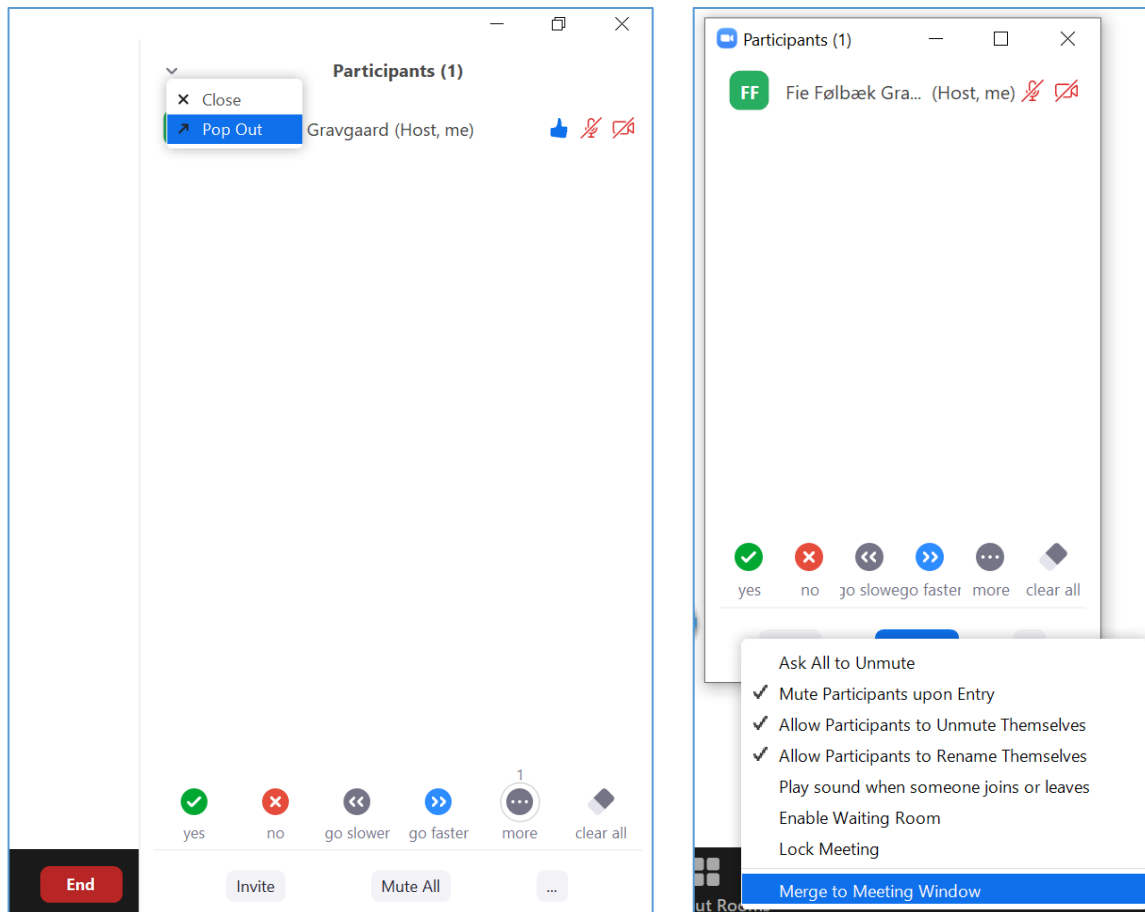
(YYYY-MM-DD hh.mm.ss = Date and time for saved chat)

Note that the chat is lost once you leave the meeting, so if needed, remember to save it before you end the meeting or activate auto save chat in the settings as described in chapter 2.1.1. Meeting settings.



4.6.1. Chat and participants list windows

In the top left corner of the chat and participants list, you can **turn the lists into pop out windows**. You can always merge the pop out window with the Zoom meeting window again in the  of the bottom right corner (see pictures below).

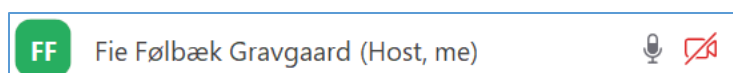


If you wish to **close the merged overview**, you can close it in the same corner as when creating a pop out window, or simply by pressing the Participants or Chat button in the toolbar or using the shortcuts below.

- Shortcut: **Alt + U** while being in the Zoom meeting window will open/close the participants list
- Shortcut: **Alt + H** while being in the Zoom meeting window will open/close the chat

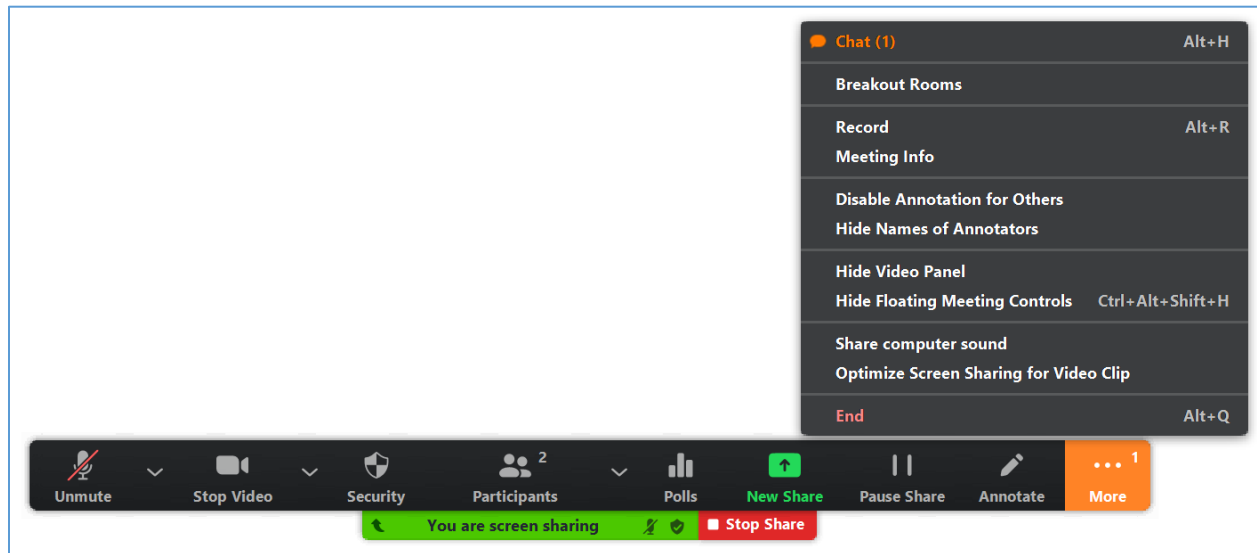
If you open the participants list and/or the chat **while sharing screen**, it will automatically open as a pop out window.

Viewing the participants list would allow you to see the participants' reactions to what you present (especially relevant if they want you to speak faster or slower), and furthermore, you can easily identify who, if someone is asking you a question, by looking at the microphone symbols. You can always close and open the window with the participants list during your presentation:



If you turn on chat-notifications in the Zoom Desktop Client as described in chapter 4.6. Chat, an orange color will appear in your toolbar when someone writes in the chat while you are sharing your screen.

This way you can easily close the chat window when there is no activity in the chat during your presentation (see picture below).



You can also have the **participants list and the chat showing at the same time**, both during a presentation, as pop outs and when merged to the Zoom meeting window. **You can always close and open** any of the two windows independent of each other and the meeting mode:

AMINO ACID COMPOSITION

	Plant sources								Animal sources							
	Wheat	Maize	Rice	Oats	Soyabean	Pea	Potato	Quinoa	Whey	Milk	Casein	BEEF	PORK	CHICKEN	EGG	
Essential amino acids																
Histidine	2.1	2.8	2.5	2.3	2.6	2.5	2.0	3.1	1.9	2.7	2.7	3.4	2.8	2.8	2.8	2.8
Isoleucine	4.1	3.8	3.8	4.1	4.7	4.6	4.9	4.7	6.4	5.1	5.0	5.4	4.8	4.8	4.8	4.8
Leucine	6.8	12.9	8.2	7.9	8.0	7.4	7.8	7.8	9.9	9.5	8.9	8.4	8.8	8.8	8.8	8.8
Lysine	1.4	2.8	3.8	4.0	6.6	8.2	6.2	7.2	9.2	6.9	7.6	9.4	8.8	8.8	8.8	8.8
Methionine	1.6	2.0	2.3	1.8	1.3	1.0	1.7	2.6	2.0	2.5	2.6	2.8	2.8	2.8	2.8	2.8
Phenylalanine	5.1	5.0	5.2	5.4	5.1	5.0	5.2	5.3	3.8	4.6	4.9	4.6	4.4	4.4	4.4	4.4
Threonine	2.5	3.7	3.9	3.6	4.0	4.4	4.9	4.5	6.7	4.0	4.3	4.8	4.8	4.8	4.8	4.8
Valine	4.2	5.0	5.5	5.5	4.9	5.1	6.1	5.8	6.3	6.2	6.3	5.2	5.9	5.7	5.7	5.7
Total EAA	27.8	38.1	35.2	34.7	37.1	38.2	38.8	40.9	46.2	41.6	42.4	43.7	43.8	43.2	43.2	43.2
Non-essential amino acids																
Alanine	2.5	7.8	6.0	4.9	4.4	4.4	5.8	6.1	4.8	3.3	2.9	6.1	6.0	3.8	3.8	3.8
Arginine	3.0	4.3	8.3	6.8	7.4	10.3	6.5	9.1	2.5	3.3	3.5	6.6	6.5	6.2	6.2	6.2
Aspartic acid	3.0	6.5	10.3	8.4	12.0	11.9	16.1	9.4	10.2	7.5	6.7	9.4	9.7	10.2	10.2	10.2
Cystine	2.1	1.6	1.1	2.9	1.4	1.2	0.8	0.0	1.7	0.9	0.3	1.3	1.3	1.5	1.5	1.5
Glutamic acid	36.9	19.6	20.6	22.8	19.2	17.5	13.3	15.4	17.8	20.0	20.6	15.9	15.8	16.7	12.5	15.3
Glycine	3.1	3.8	5.0	5.1	4.3	4.4	4.9	6.7	2.2	1.9	1.8	5.1	4.7	5.9	3.3	4.5
Proline	13.0	9.2	4.7	5.6	5.6	4.2	4.9	4.0	6.3	11.3	10.8	3.9	4.2	4.6	4.1	3.8
Serine	4.9	5.1	5.4	5.1	5.3	4.7	5.4	4.8	5.2	5.5	5.6	4.2	4.2	4.3	7.5	4.8
Tyrosine	3.6	4.0	3.5	3.6	3.2	3.0	3.6	3.6	3.0	4.8	5.4	3.8	3.7	3.7	4.1	3.8
Total NEAA	72.2	61.9	64.8	65.3	62.9	61.8	61.2	59.1	53.8	58.4	57.6	56.3	56.2	56.8	55.2	56.5

Chat

From Me to Everyone:

Test

Test

Test

To: Everyone

Type message here

yes no go slower faster more clear all

Invite Mute All

Participants (1)

FF Fie Fallbaek ... (Host, me)

yes no go slower faster more clear all

Invite Mute All

Unmute

Start Video

Security

Participants 1

Polls

New Share

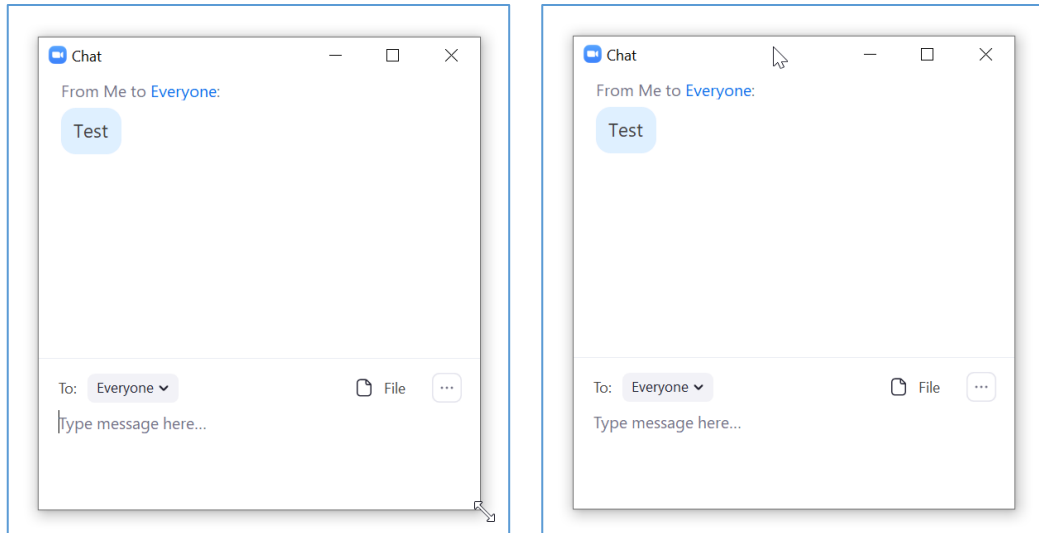
Pause Share

Annotate

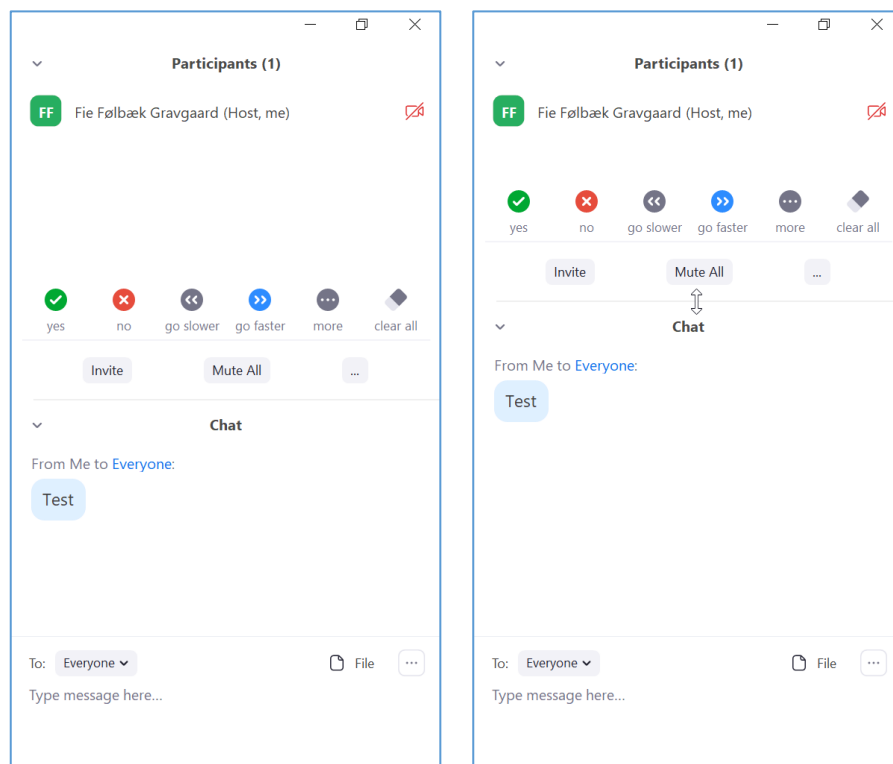
More

rd, 2017)

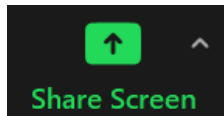
The pictures below show how you can **manipulate with the size of the pop out window** using your cursor (left), and how you can **move the pop out window** around on your screen with your cursor (right):



When participants list and chat are **both merged to the meeting window**, you can use your cursor to manipulate with the size of each feature (see picture to the right):



4.7. Share Screen

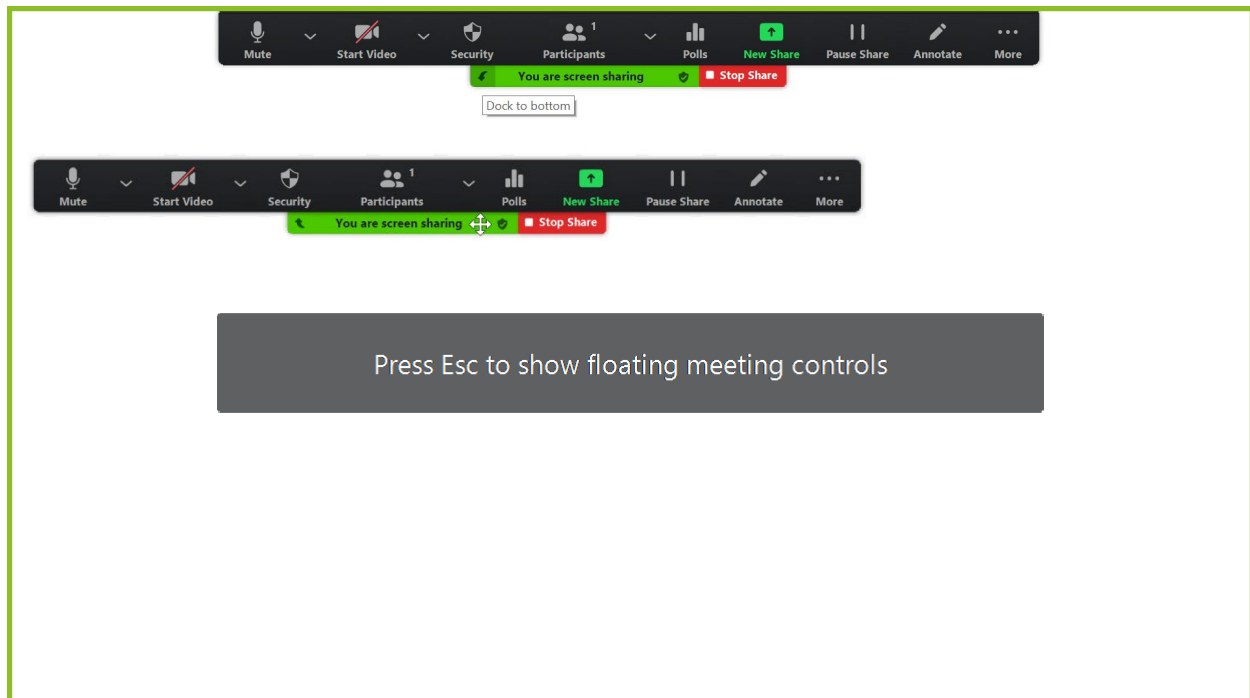


The **Share Screen** function enables you to share your screen with the other participants in the meeting. If you click the arrow in the corner, you can switch from the default setting where only one participant can share at a time, and enable more participants to share simultaneously. You can also enter the Advanced Sharing Options.

Chat	Alt+H
Breakout Rooms	
Record	Alt+R
Meeting Info	
Disable Annotation for Others	
Hide Names of Annotators	
Hide Floating Meeting Controls	Ctrl+Alt+Shift+H
Share sound	
Optimize for video clip	
End	Alt+Q

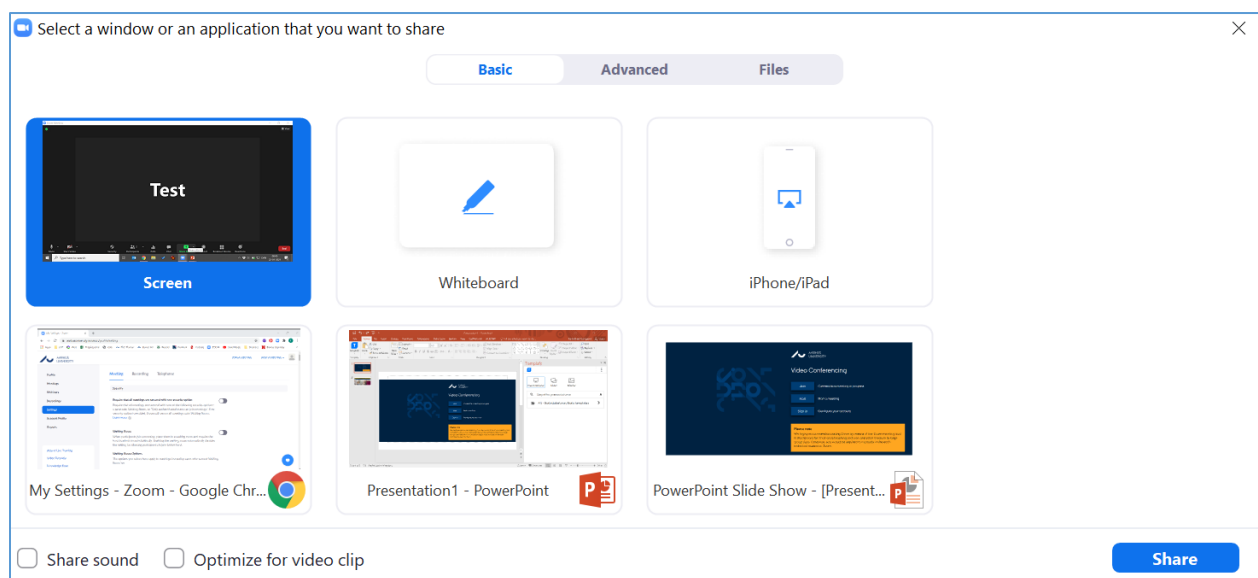
When you share your screen, your toolbar is reduced (find the missing toolbar options and additional options for sharing in **More, marked with three dots** – see picture above). You can still open pop out windows with participants and chat. For more information on how you can use your cursor to manipulate the size of pop out windows and move them around on your screen, see chapter 4.6.1. Chat and participants list windows. You can **move your toolbar** around on your screen by clicking on the arrow that switches from top to bottom or by dragging it around when your cursor is in the green area (participants will not see your toolbar during screen sharing, only your cursor when it is moving). You can hide your toolbar in **More** by clicking **Hide Floating Meeting Controls**. A big message will appear on your screen, telling you that Esc will bring back your toolbar.

- Shortcut: **Alt + S** while being in the Zoom meeting window will open/close the share window
- Shortcut: **Ctrl + Alt + Shift + H** while screen sharing will hide your toolbar, Esc will bring it back

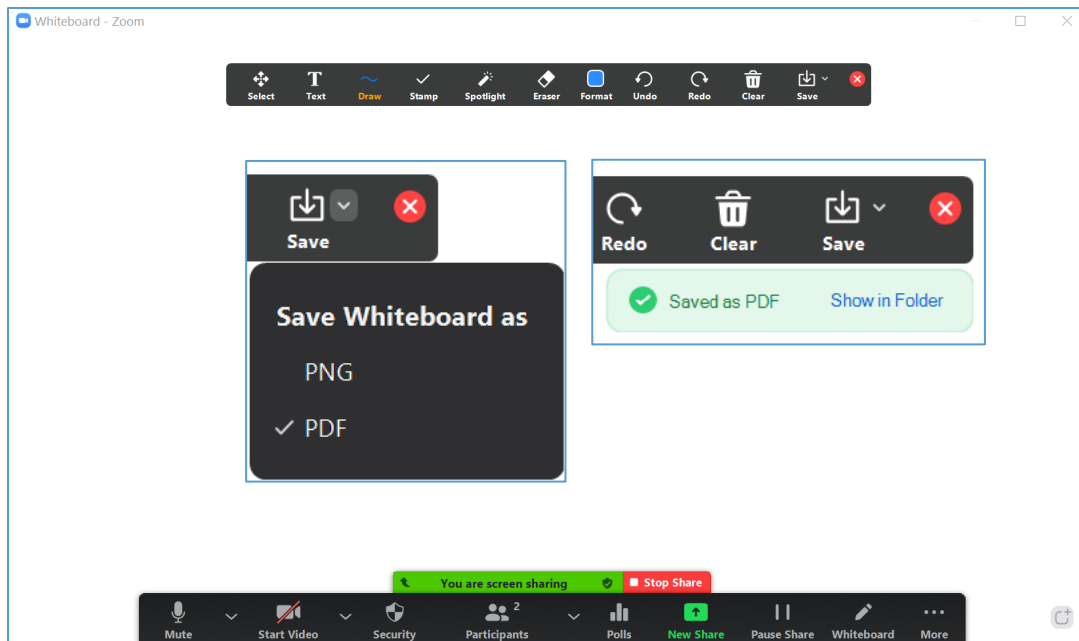


Share Screen has three different tabs with options (see picture below). The first one, **Basic**, enables you to share your **entire Screen** as marked with blue. This means that the participants see your entire screen regardless of which windows you open and close. A green line around your screen area marks this type of screen sharing as seen above (not present on the share that your audience receive).

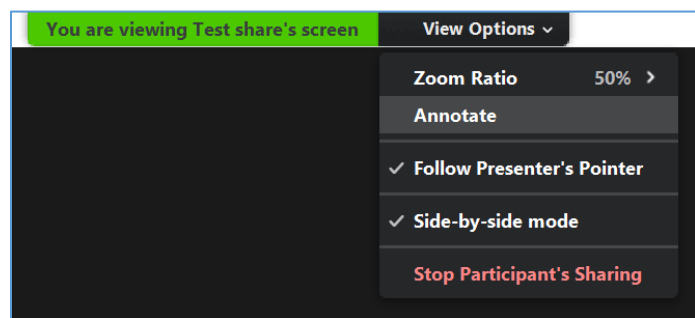
If you instead **share a specific window**, participants will only see that window even if you go to another one (but then the cursor will disappear on the share that your audience receive). In this kind of share, the green line will be around the specific shared window. This allows you to make it smaller and have several windows open next to each other, only sharing the one you defined (the shared window will appear as full screen for your audience no matter the size of the window on your screen). If you close the specific shared window, the screen sharing will automatically stop. You can always stop sharing by pressing **Stop Share** as seen below the toolbar on the above picture.



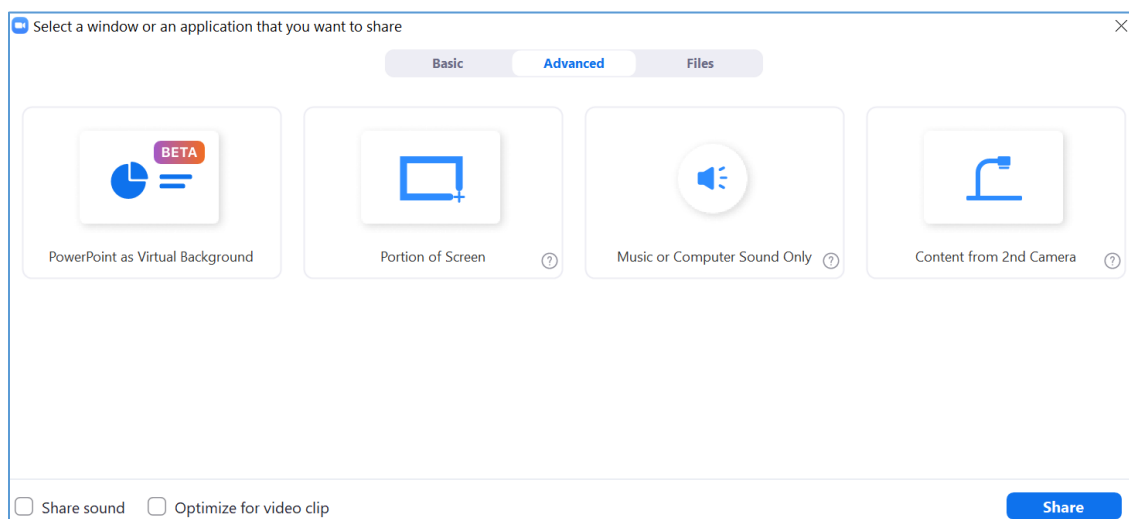
Finally, in the Basic tab you can open a **Whiteboard**. Among other things, you can write and draw, then you can save the whiteboard slide(s), and you can make new slides in the bottom right corner. When you hit Save, it will by default save the current slide as a PNG-file, but if you hit the small arrow in the corner, you can switch to PDF. The next time you hit save, all slides are saved as one PDF-file. A green box will appear below to inform you that the file was successfully saved, and it provides a link for the folder on your local drive (read more about the savings on local drive and how to change the destination in the next chapter, 4.8. Record).

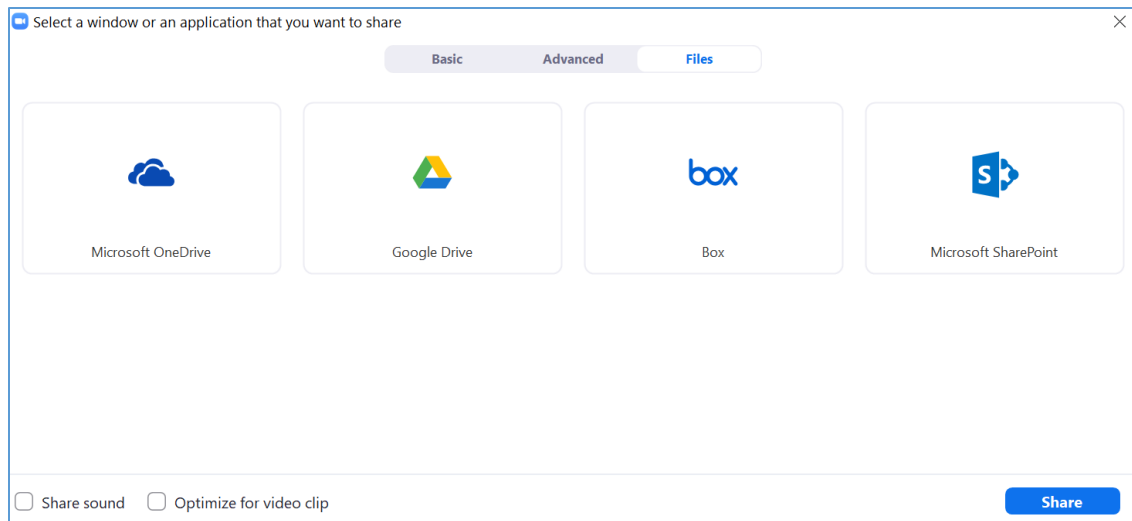


Be aware that other participants can annotate on the whiteboard as well, unless you disable this from the **More** menu in the toolbar. If the annotation by others is enabled (default setting), the audience may click the View Options and **Annotate**. Annotation is also available in all other kinds of screen sharing and always for the one who shares, no matter the settings.

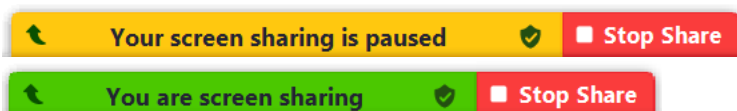
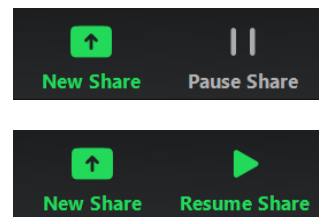


The next two tabs, **Advanced** and **Files**, offers various sharing options. Beware that all three tabs offers you the two options in the bottom left corner to include sound sharing and optimize for video clips. You can also enable these functions during a share in **More** on your toolbar.

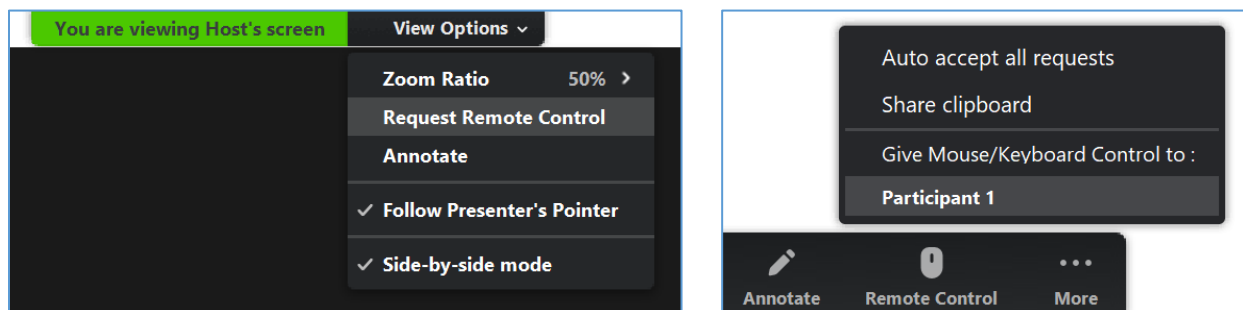




During a screen share, you always have the opportunity to **pause**, which freezes your screen on the share that your audience receive, while you can change to show another page, file, window, etc. Remember that it is only possible to change window if you shared your screen and not a specific window. In other cases, you would have to make a new share. New share is available with or without a paused share. When you pause your share, it is shown in the toolbar as seen below.



Specifically interesting for presentations and group work situations, is the ability to request remote control from the presenter (left picture) or give **Remote Control** to someone in the meeting (right picture).



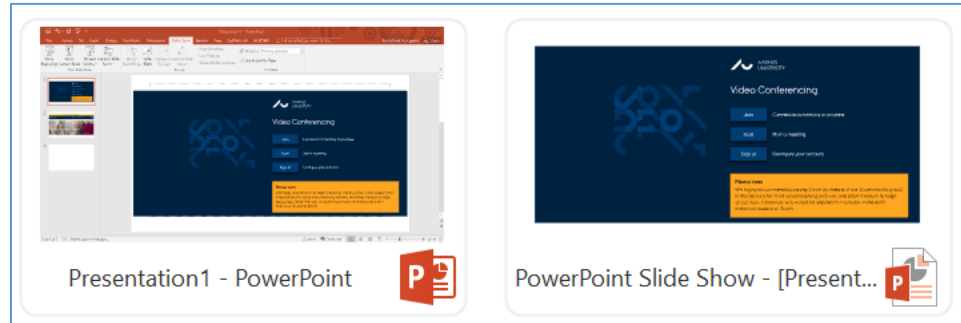
Once you have the **mouse and keyboard control** over the presenters screen, it will show in the toolbar like this:



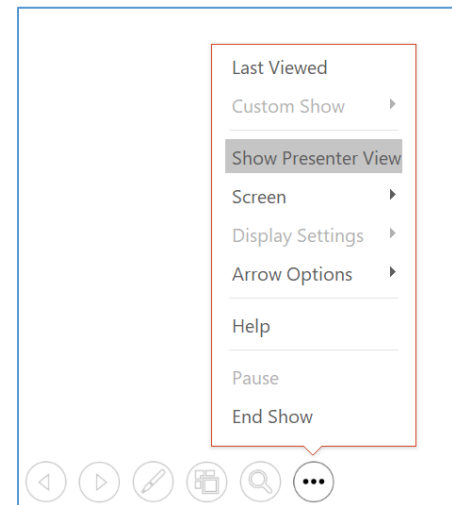
Now you have the ability to control the sharers screen, e.g. scroll, type in documents, change slide in PowerPoint or Adobe, search in Google, click around on websites, etc. The sharer still has the ability to control and the same cursor is used for both people, so there must be a one-at-a-time policy.

4.7.1. PowerPoint

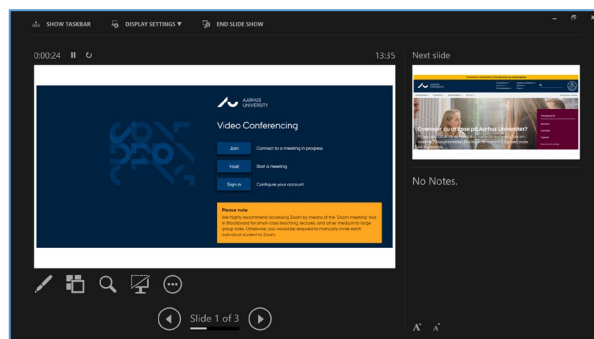
For a PowerPoint slideshow, you might want to **open your presentation in presentation mode** before you start sharing your screen. To move from the open presentation, you click **Alt + tab** and go back to Zoom, where you can choose to share a window of your presentation in presentation mode (right picture below). This will immediately show the slideshow in presentation mode and you avoid revealing you notes and the first few thumbnail slides in the left side.



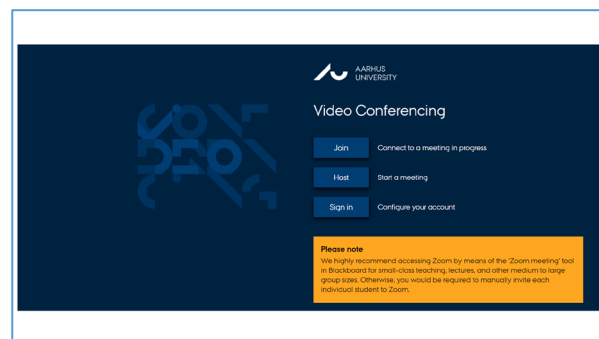
If you need your notes, time, etc., you can change the presentation to Presenter View in the bottom left corner of the presentation by clicking on the three dots and choosing **Show Presenter View**. If you share directly from a Presenter View slide, the audience will receive this, but by changing in a shared full screen presentation, the presentation will stay full screen for your audience, whereas you see the Presenter View (see example below).



Presenter View



Audience view

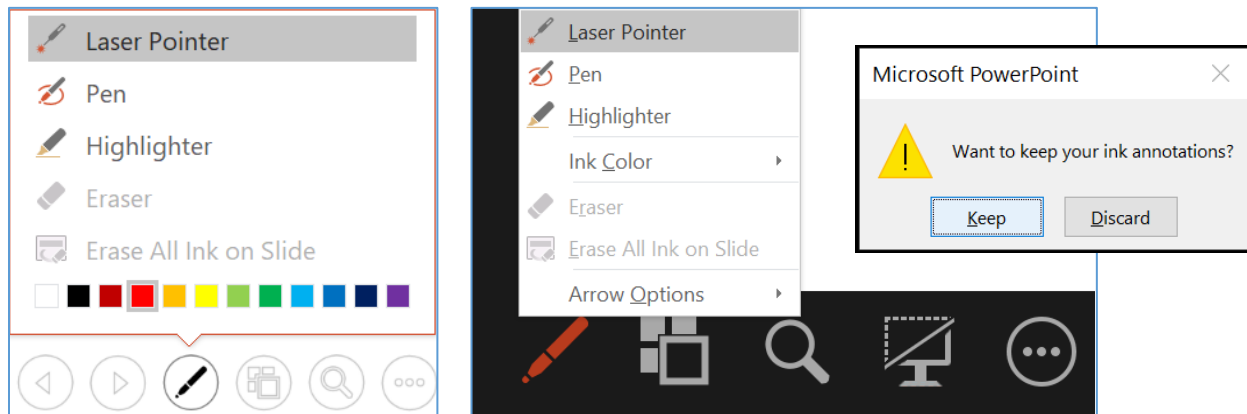


A final tip for PowerPoint is the **Laser pointer**.

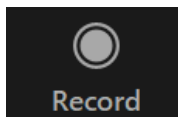


It is found in the corner of the presentation: click on the pen logo and choose Laser Pointer (it looks different, depending on if you are in full screen mode or Presenter View, see below). You can also write on your slides here, similar to the annotation function in Zoom, but with Zoom, your annotations are not

slide dependent, meaning that they will stay on your screen when you change slide. In **PowerPoints annotation function**, your annotations follow the slides and by the end of the slideshow you get the opportunity to keep your annotations in your PowerPoint file (see box below).



4.8. Record



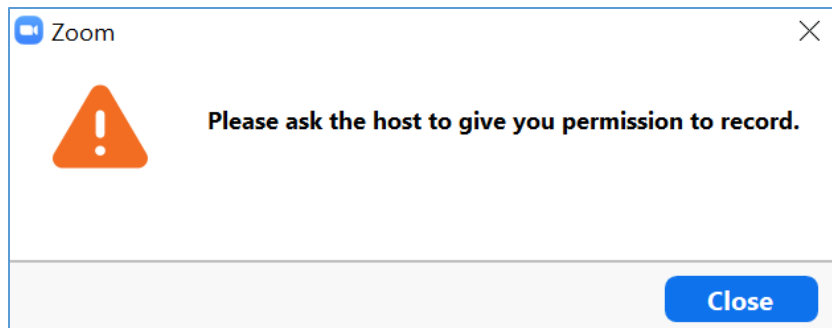
The **Record** section enables you to record a Zoom meeting of interest. Be aware that the recording will capture what your Zoom window shows, so make sure to always **keep Zoom in the desired view mode** (see more in chapter 3.2. Gallery- and Speaker View). You cannot minimize the Zoom meeting window during a recording, but you can open other programs and windows, yet Zoom will only record the meeting content, so go ahead and write notes during the recording.

Already when you schedule a meeting, you can tell Zoom to **automatically record meeting** on local computer by checking the respective box. You can also start, pause, pause and stop a recording manually by clicking on the record/pause/stop buttons in the toolbar, or by using the shortcuts:



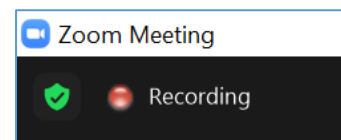
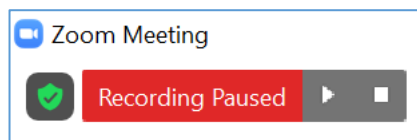
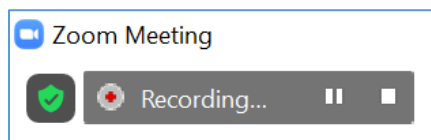
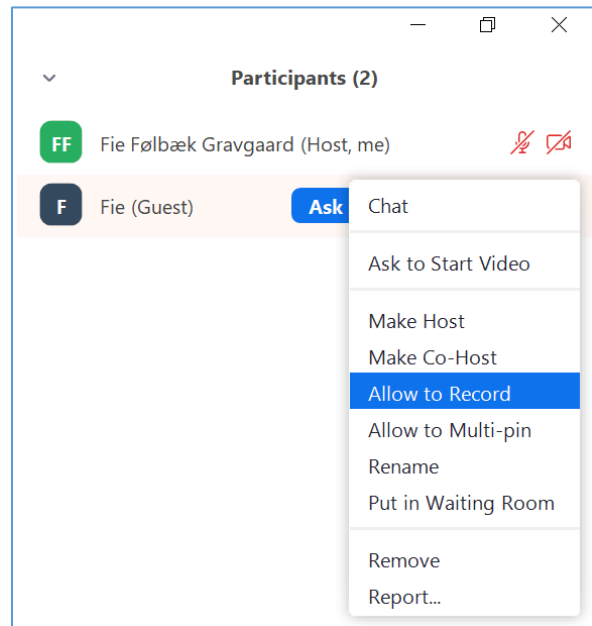
- Shortcut: **Alt + R** while being in the Zoom meeting window will start/stop recording
- Shortcut: **Alt + P** while being in the Zoom meeting window will pause/resume recording

Note that **only host and co-hosts are allowed to record**, participants are not allowed, even though the record symbol is in their toolbar. If they press the record button, they will see a pop out window informing them to ask the host for permission to record.

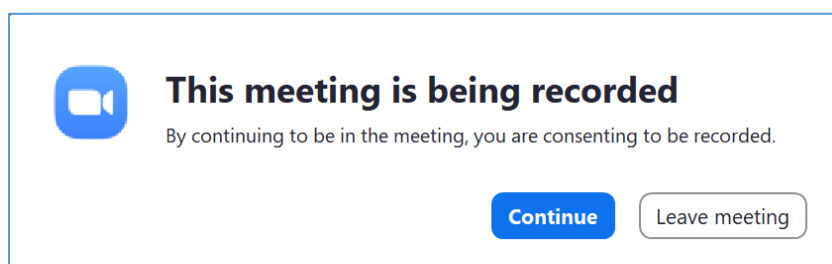


This does not give them an opportunity to send you an automatic request, so they have to ask manually in the chat or by using the microphone. If the permission is granted, you can either record on behalf of the participant or **enable the participant to record** by entering the participants list, clicking More and Allow to Record (note that this is only possible if you enabled this in your settings at the Aarhus University Zoom website, see chapter 2.1.2. Recording settings, for more information).

During a recording, you will see a small box in the top left corner. Here you are also able to pause/resume or stop the recording (the two left screenshots). The remaining meeting participants are also notified in the top left corner, when someone is recording (the right screenshot):



Sometimes it may be convenient to notify participants clearly that a recording has started enabling them to decide actively whether they consent. A window will occur on their screen, allowing them to either **consent or leave the meeting**:



Note that this is only possible if you enabled this in your settings at the Aarhus University Zoom website, see chapter 2.1.2. Recording settings, for more information.

The recording consents will appear as a Y on the Usage Report, where more information on the participants and how much time they spent in the meeting is also given (see chapter 4.4. Participants, for more information on how to download the Usage Report).

Meeting Participants

☒ Export with meeting data

Export

Meeting ID : 670 4063 5401

Duration (Minutes) : 2

Participants : 2

Topic : Fie Følbæk Gravgaard's Zoom...


Start Time : 15/12/2020 14:27:40

User Email : fie.gravgaard@food.au.dk

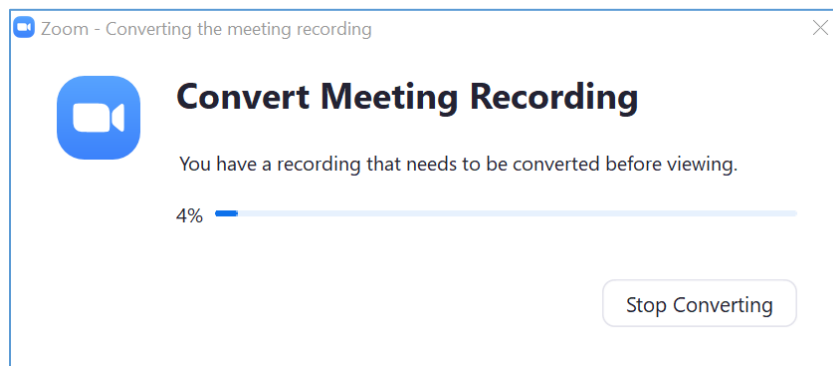
End Time : 15/12/2020 14:29:32

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Recording Consent
Fie Følbæk Gravgaard	fie.gravgaard@food.au.dk	15/12/2020 14:27:39	15/12/2020 14:29:30	2	
Fie		15/12/2020 14:28:08	15/12/2020 14:29:31	2	<div>Y</div>

If you do not stop the recording manually, leading to the pop-up message shown to the right, the **recording will automatically end when you leave the meeting**.

**Meeting recording has stopped**
The recorded file will be converted to mp4 when the meeting ends

After the meeting, the recording(s) are automatically converted to files on your local computer:



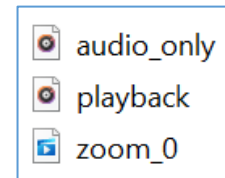
The folder with the files of the recorded meeting open automatically when the conversion of the meeting recording is successfully done. The default folder that the recordings are saved in on your local drive is (see at the end of this chapter for more information on how to change the save location on your local drive):

C:\Users\auXXXXXX\Documents\zoom\YYYY-MM-DD hh.mm.ss [meeting title]:

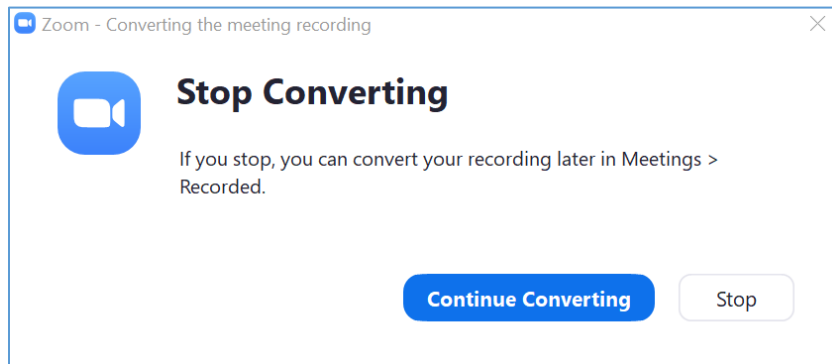
(YYYY-MM-DD hh.mm.ss = Date and time for meeting end)

The recording is automatically generated in three formats:

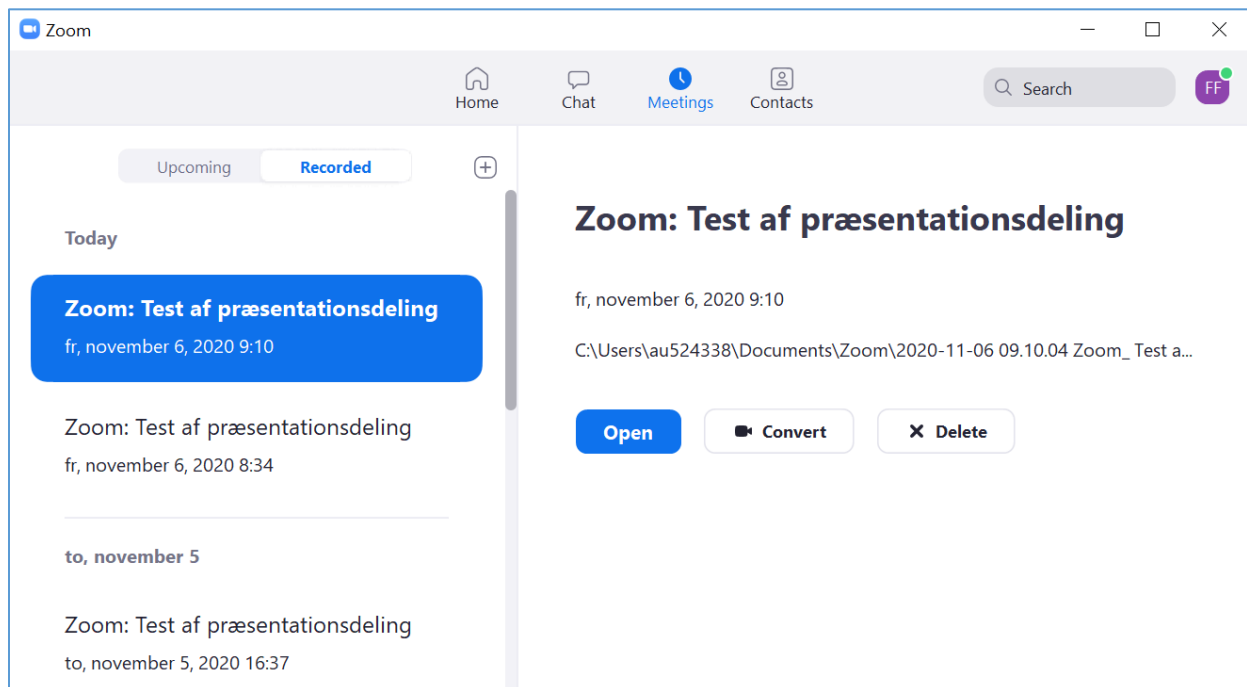
1. Only the sound: M4A file called “audio_only”
2. Video and sound: M3U file called “playback”
3. Video and sound: MP4 file called “zoom_0”



If you close the conversion window or press Stop Converting in this and the next box, **you will not lose the recordings**:

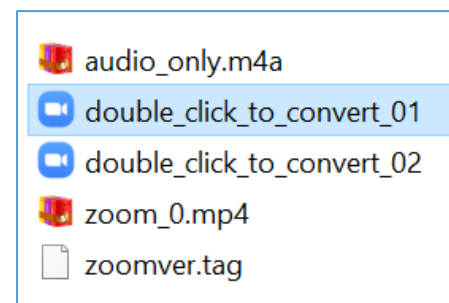


As the window suggest, you can always find it in your Zoom Desktop Client: choose Meetings in the top bar and then press Recorded in the left side panel. Here you can also open the respective folders with the files on your local drive, or you can **delete the recordings permanently** (remember to empty thrashbin):



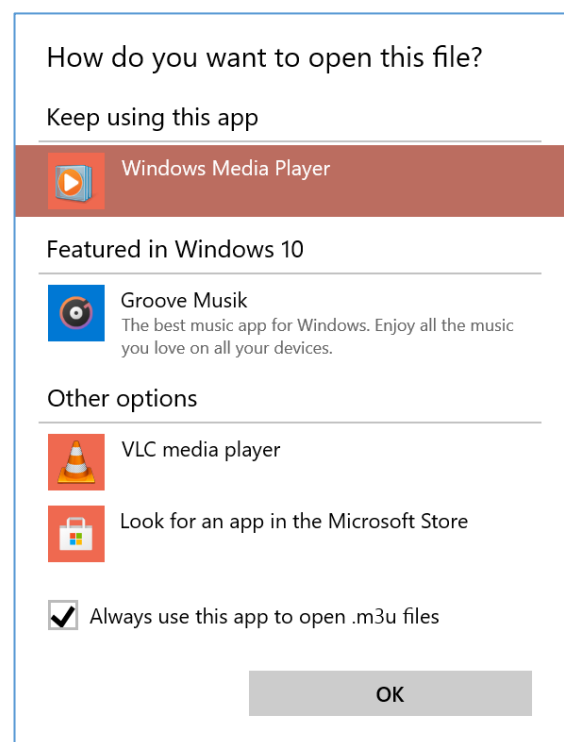
You can also find your recordings via the Aarhus University Zoom website, where you enter Recordings in the left side panel, and go to Local Recordings in the top of the page. On this list, you identify the desired meeting and then you can open the folder that holds the recordings on your local drive. You can also delete the recording.

Finally, you can go directly to the above-mentioned folder on your local drive, where documents will still be generated. You can **start the conversion of all files from this meeting** by double clicking on either of the two files “double_click_to_convert_01” or “double_click_to_convert_02”. You can also delete meeting recordings permanently (remember to empty trashbin). When deleting recordings through the Zoom program, the respective folders on your local drive will automatically be deleted.

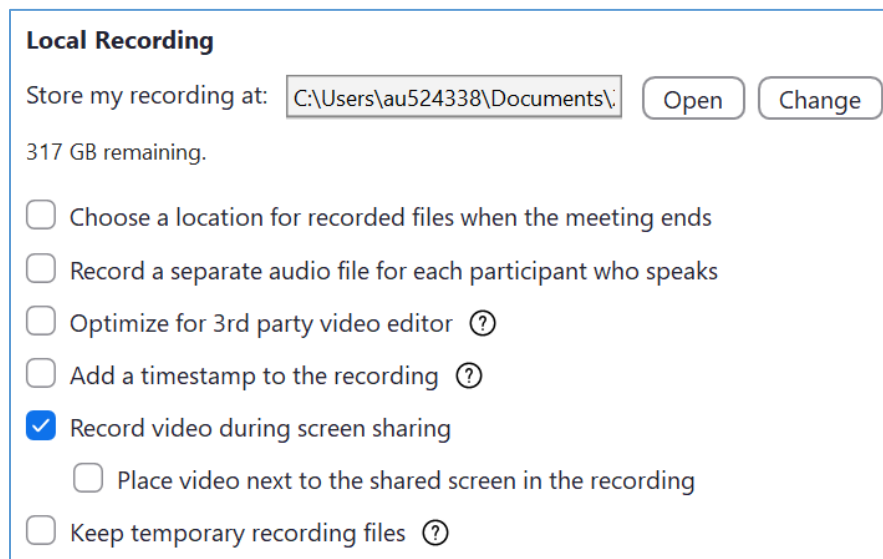


After conversion, the Zoom program allows you to Play or Play audio only, and you can do the same in the folder on your local drive.

The success depends on your computer’s default program for playing these kinds of files (I found that Groove Musik is not working). **If it does not open when asked to in Zoom**, please enter the folder on your local drive, right click on the desired file type and go to Open with → choose a different app. After choosing the desired media player (e.g. Windows Media Player), make sure to check the box at the bottom, before pressing OK: “Always use this app to open .XXX files”. This should solve the problem.



This information was based on standard settings. You can change your settings in the Zoom Desktop Client, where you for example can **change the location on your local drive** or add a **timestamp** to the video.



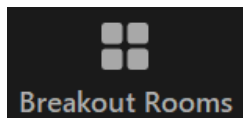
Local Recording

Store my recording at:

317 GB remaining.

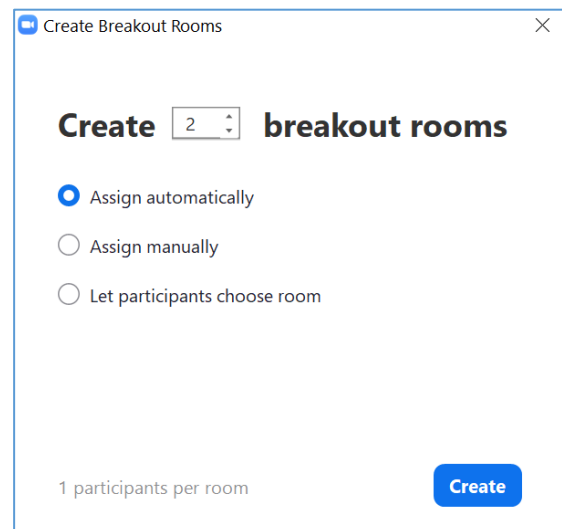
- ☐ Choose a location for recorded files when the meeting ends
- ☐ Record a separate audio file for each participant who speaks
- ☐ Optimize for 3rd party video editor ?
- ☐ Add a timestamp to the recording ?
- ☒ Record video during screen sharing
 - ☐ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files ?

4.9. Breakout Rooms



The **Breakout Rooms** section is available for the host and recently also the co-host (yet, the host cannot be assigned to a room from the beginning). Breakout rooms can be used as small meeting rooms and are suitable for discussions and group work. When creating breakout rooms, you **choose the number of groups** (in the bottom of the box, a light gray text will indicate the approximate number of people in each group with your chosen number of groups). Now you decide whether participants should be assigned automatically, you want to divide manually, or if you want to allow the participants to choose a room themselves. By clicking **Create**, you continue to the overview. You now have different options to design the rooms depending on your first choice:

- **Automatically:** You get an automatically generated overview and have the opportunity to edit it before the breakout rooms are opened by exchanging or moving people between groups:

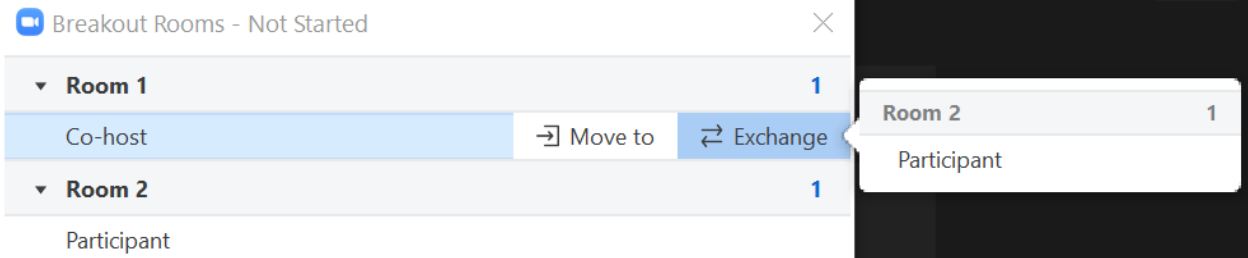


Create Breakout Rooms ×

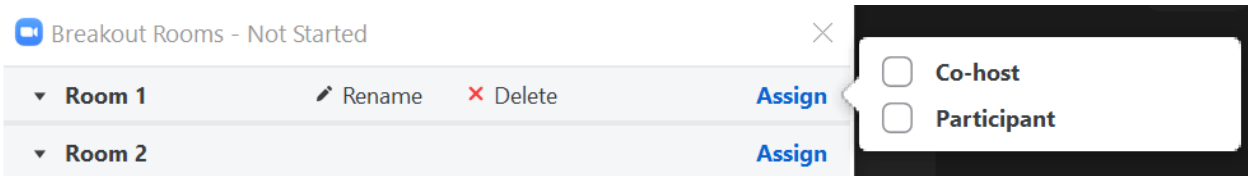
Create **breakout rooms**

☒ Assign automatically
☐ Assign manually
☐ Let participants choose room

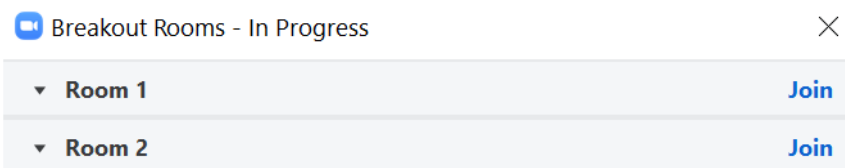
1 participants per room



- **Manually:** You get the overview of the empty groups and you can now assign people to the desired groups:

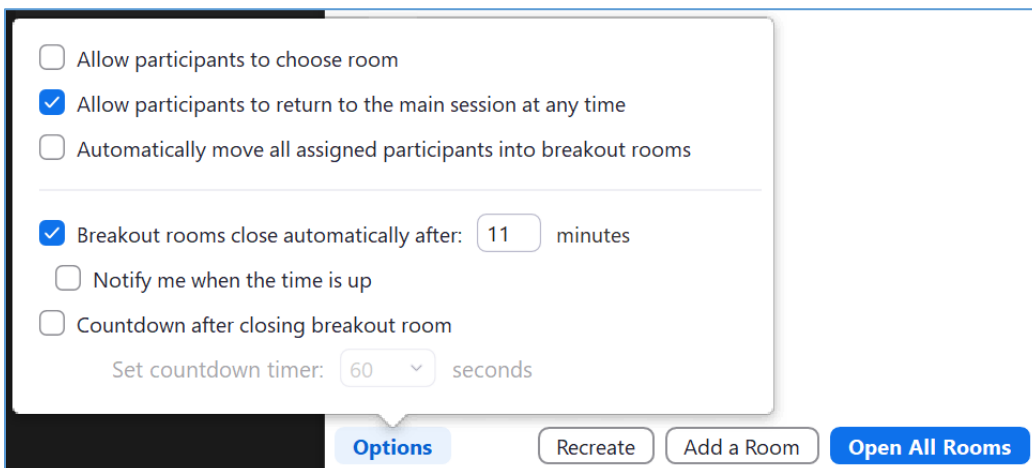


- **Participants choose:** When you open the rooms, the participants are asked to join a room:

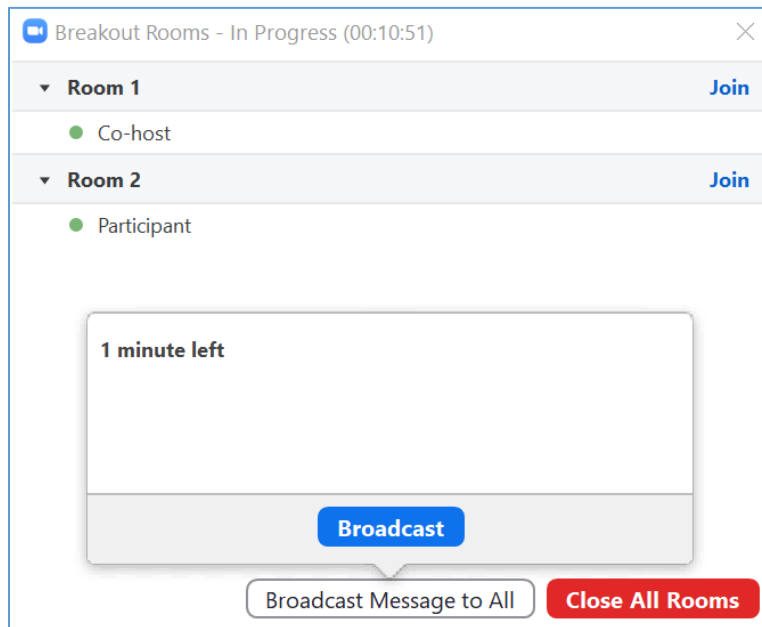


You can always **rename or delete groups**, by pointing at a desired room with your cursor. You can also **Add a Room** in the bottom of the Window or even **Recreate** the rooms, if you for example want another type of assignment.

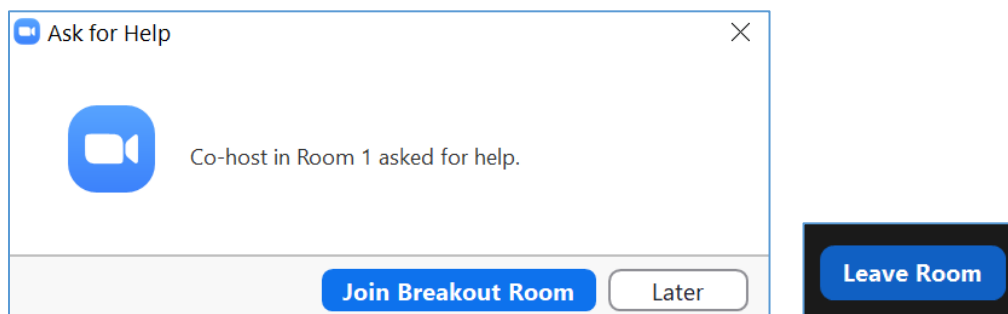
By clicking **Options** in the bottom of the window, you can adapt the settings to your needs and define when the rooms should close. You can also add a **countdown**, to notify the participants further about when they will return to the main session.



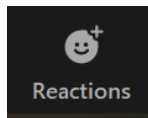
Once you are ready, you can **Open All Rooms**. This allows you and any co-hosts to **Join** any room, **Broadcast a Message to All**, or **Close All Rooms**. If you limited the time of the breakout rooms, the top bar of the breakout room window also shows the remaining time.



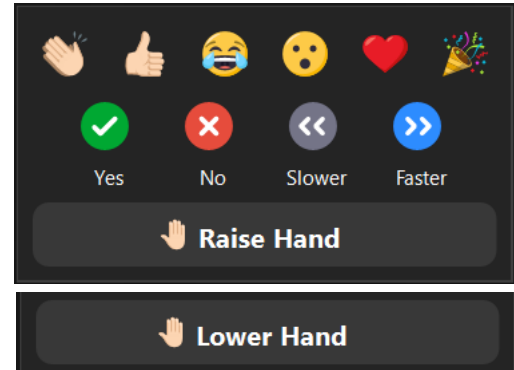
Participants and co-hosts in breakout rooms may hit the **Ask for Help** button, which after their confirmation will invite the host to join their breakout room. The host can either accept and **Join Breakout Room** or reject. If more people ask for help simultaneously, they are automatically notified that the host is currently helping others (same message as when the host clicks **Later**). If the host joins the breakout room as requested, it becomes possible for other people to ask for help again. It is always possible for the host and co-host to return to the main session by clicking **Leave Room** in the bottom right corner. Participants can also do that if allowed in the **Options** section when the rooms were created.



4.10. Reactions

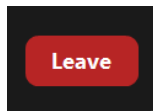


In the **Reactions** section, you can share different **reactions** with the other meeting participants including yes/no, posing requests for the presenter to go faster/slower, or sharing various emojis. The reactions are available for everyone and will disappear after a short while. Everyone in the meeting can also **raise/lower their hand**, but only the host and co-host can lower hands of other people via the Participant list as seen below. The hand will be up until someone actively lowers it.

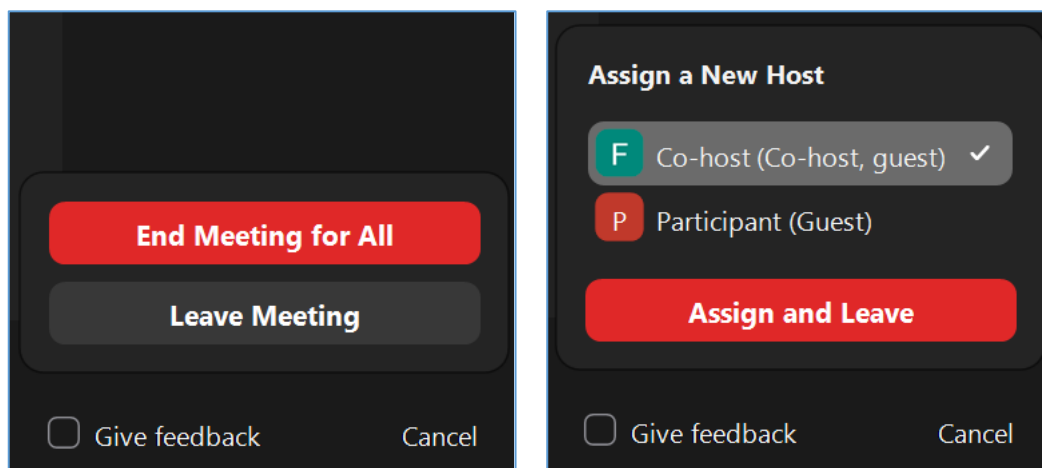


- Shortcut: **Alt + Y** while being in the Zoom meeting window will raise/lower your hand

4.11. Leave the meeting



When you click leave meeting as a host, you can either **End Meeting for All** or Leave Meeting (left picture below). If you leave without ending the meeting, you are asked to **assign a New Host**, which can both be a co-host or a regular participant (right picture below).



5. Useful websites

Aarhus University Zoom Downloads

<https://aarhusuniversity.zoom.us/download>

Aarhus University Zoom website

<https://aarhusuniversity.zoom.us/>

Keyboard shortcuts for mac and windows is available for download at:

<https://chrismenardtraining.com/zoom/zoom-resource-center>

Zoom video tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>