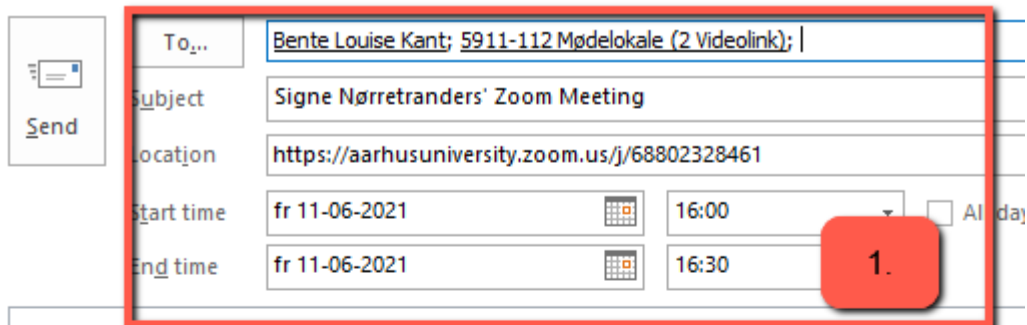


HYBRID MEETING THROUGH ZOOM

1. Create a ZOOM meeting in the Outlook calendar



To: Bente Louise Kant; 5911-112 Mødelokale (2 Videolink); |

Subject: Signe Nørretranders' Zoom Meeting

Location: <https://aarhusuniversity.zoom.us/j/68802328461>

Start time: fr 11-06-2021 16:00 All day

End time: fr 11-06-2021 16:30

Signe Nørretranders is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://aarhusuniversity.zoom.us/j/68802328461>

Meeting ID: 688 0232 8461 2

Join by SIP
68802328461@109.105.112.236
68802328461@109.105.112.235

Join by H.323
109.105.112.236
109.105.112.235
Meeting ID: 688 0232 8461

- a. Choose the preferred settings in ZOOM → Save

N.B.: If you are exclusively participating physically in the meeting room, please note that those participating online through ZOOM actively need to let in the persons participating through the screen of the meeting room. This is done by approving their access from the lobby. A pop-up window will inform of any guests waiting in the lobby.

If you wish to give all guests direct access without them having to wait in the lobby, this can be done under "Security" by making sure the box "waiting room" for the ZOOM participant is not ticked off.

Zoom - Schedule Meeting

Your scheduling settings have been synced from your Zoom web portal
[Change Default Settings](#)

Meeting ID
 Generate Automatically Personal Meeting ID 739 389 4693

Security
 Passcode ⓘ
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join: Sign in to Zoom

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Advanced Options ^

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Include invite link in location field
- Insert Zoom meeting invitation above existing text

Select a language for meeting invitation: English

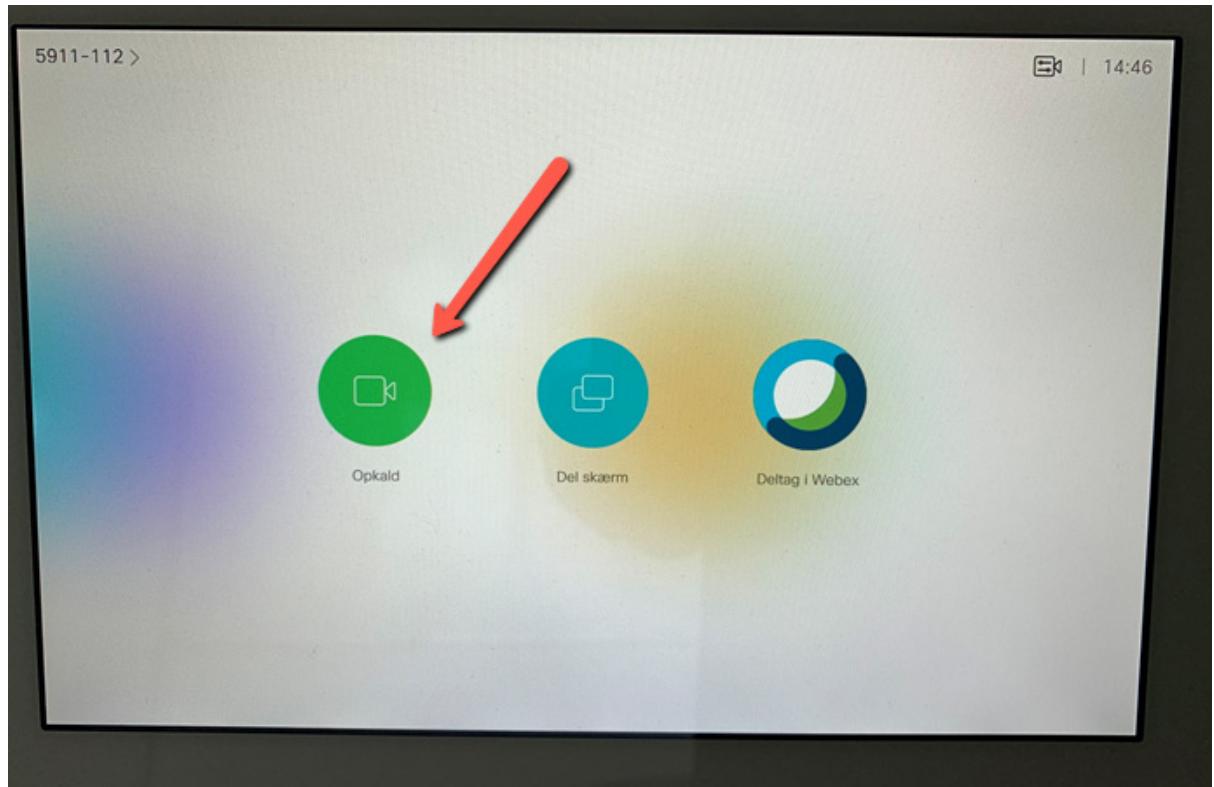
Alternative hosts:
Example:john@company.com;peter@school.edu

Do not show me again **Save** Cancel

- b. Add the meeting participants, the location of the meeting, time, date, etc. → send the meeting invitation

2. Choose the menu option “opkald” on the tablet in the meeting room and type in the Meeting ID specified in the meeting invitation

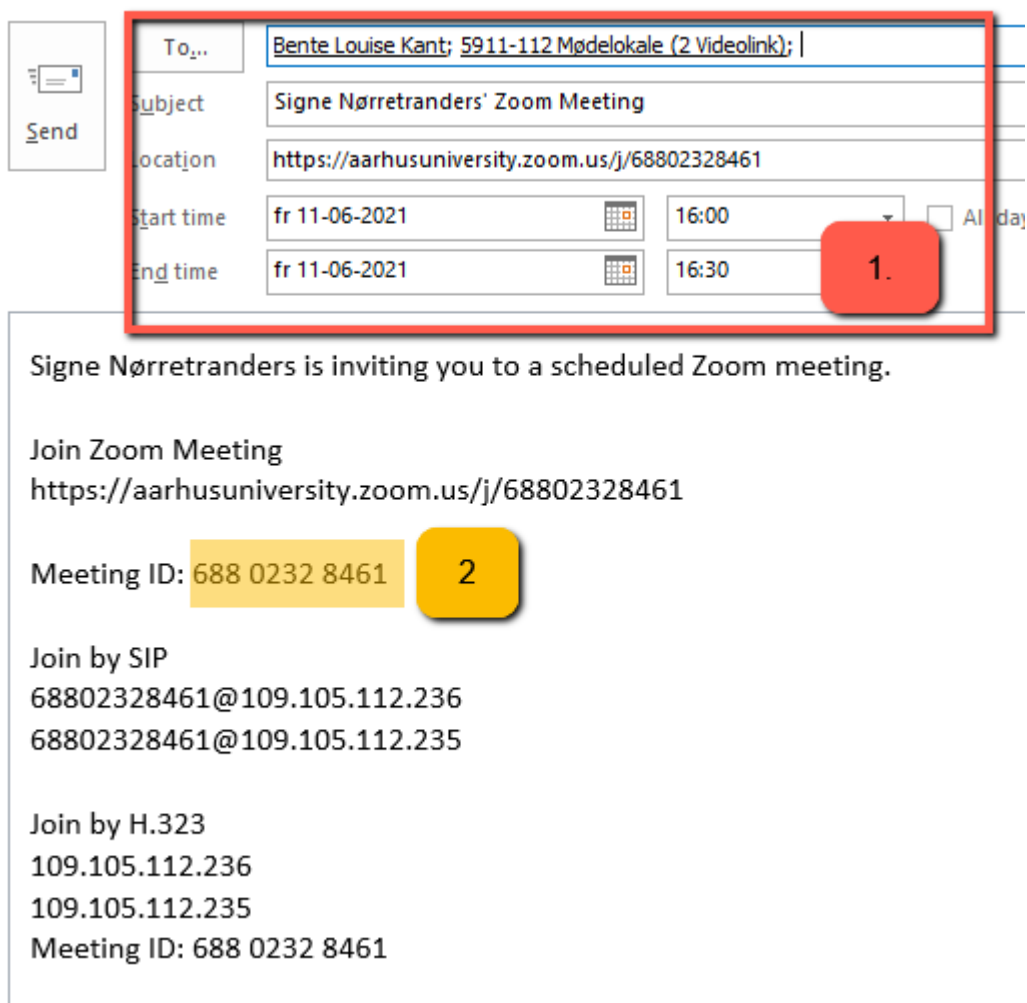
N.B.: The Meeting ID needs to be followed by **@zoom.au.dk**. e.g.:
68802328461@zoom.au.dk



3. The ZOOM participant(s) will now appear on the big screen.
(Sound is either adjusted on the remote of the TV or on the buttons on the tablet. The microphone is muted/turned on, on the buttons on the tablet)

HYBRIDMØDE VIA ZOOM

1. Opret ZOOM møde i outlook kalenderen



The image shows a screenshot of an Outlook meeting creation form and its invitation details. The form fields are as follows:

To...	Bente Louise Kant; 5911-112 Mødelokale (2 Videolink);		
Subject	Signe Nørretranders' Zoom Meeting		
Location	https://aarhusuniversity.zoom.us/j/68802328461		
Start time	fr 11-06-2021	16:00	<input type="checkbox"/> All day
End time	fr 11-06-2021	16:30	

Below the form, the invitation text reads: "Signe Nørretranders is inviting you to a scheduled Zoom meeting." It includes a "Join Zoom Meeting" link: <https://aarhusuniversity.zoom.us/j/68802328461>. The Meeting ID is 688 0232 8461. There are also instructions for joining by SIP and H.323.

- a. Vælg de indstillinger du ønsker i ZOOM → Save

OBS: Deltager du selv udelukkende fysisk i mødelokalet, skal du være opmærksom på, at de, der deltager online via ZOOM aktivt skal lukke de personer ind, der deltager via mødelokalets skærm. Dette gøres ved at godkende deres adgang fra lobbyen. Et pop-up-vindue vil advisere om eventuelle gæster, der venter i lobbyen.

Ønsker du at give alle gæster direkte adgang uden at skulle vente i lobbyen, kan dette gøres under "Security" – ved at sikre, at der ikke er vinket af i "waiting room" for Zoom deltageren.

Zoom - Schedule Meeting

Your scheduling settings have been synced from your Zoom web portal
[Change Default Settings](#)

Meeting ID
 Generate Automatically Personal Meeting ID 739 389 4693

Security
 Passcode [?]
Only users who have the invite link or passcode can join the meeting
 Waiting Room
Only users admitted by the host can join the meeting
 Only authenticated users can join: Sign in to Zoom

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio

Advanced Options ^

- Allow participants to join anytime
- Mute participants upon entry
- Automatically record meeting on the local computer
- Include invite link in location field
- Insert Zoom meeting invitation above existing text

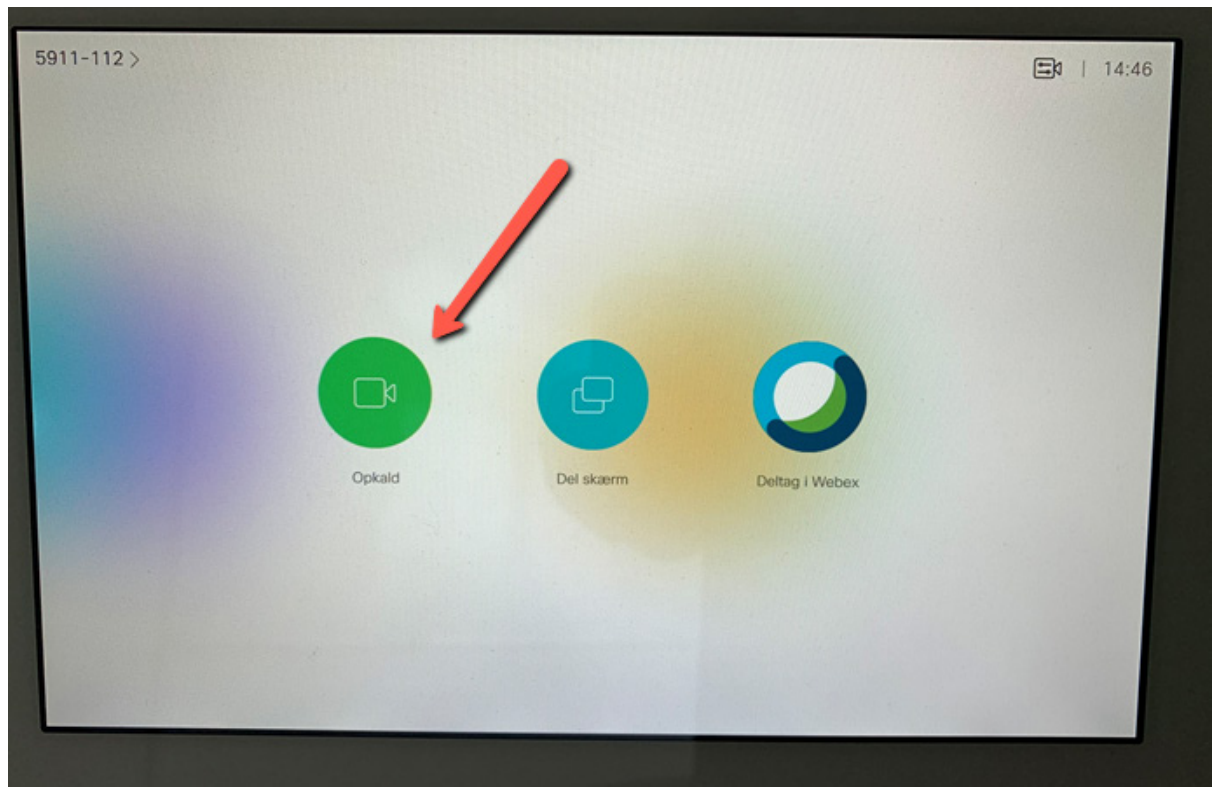
Select a language for meeting invitation:

Alternative hosts:

Do not show me again

- b. Tilføj mødedeltagere, det lokale mødet skal finde sted i, tid, dato osv. → send mødeindkaldelsen

2. I mødelokalet indtastes det Meeting ID, der er angivet i mødeindkaldelsen på menupunktet "opkald" på tabletten.
*Obs skal efterfølges af **@zoom.au.dk**. Eks: 68802328461@zoom.au.dk



3. ZOOM deltageren(e) kommer herved på storskærmen.
(Lyd justeres enten på TV'ets fjernbetjening eller på knapper på tabletten. Microfon mutes/tændes ligeledes på knap på tabletten.)