

Instruction for setting up a Zoom Meeting and inviting the equipment

Zoom-Room: A room where streaming equipment is integrated whereby the system can be controlled via a tablet in the room.

This guide will help you as a teacher or secretary with your Zoom settings and show you how to invite the Zoom equipment in the room.

Remember that you still have to book the room itself.

Rooms with integrated Zoom-Room equipment

Local	Alternate host name (Zoom)	Name of participant (Outlook)
Emil Aarestrup	WP-Emil-Aarestrup	wp-emil-aarestrup-audiitorium-zoomroom@sdu.dk
WP15 Store Auditorie	OD-WP15-Store Auditorium - Zoom Room Calendar	OD-WP-15-0.55@sdu.dk
WP Hamsfort	WP-Hamsfort (rooms_kch6n7tsr32xvdheorcdsg@sdu.dk)	OD OUH Klinikbygning streamninglokal Hamsfort
Esbjerg, classroom 1	ES-SVS Classroom1	ES-SVS-Undervisningslokale1-Zoom-Room@sdu.dk
Esbjerg, classroom 2	ES-SVS Classroom2	ES-SVS-Undervisningslokale2-Zoom-Room@sdu.dk
Esbjerg, classroom 7	ES-SVS Classroom7	es-svs-undervisningslokale7-zoom-room@sdu.dk
U220 (V13-700a-0)	U220 <rooms_....@sdu.dk>	U220-zoom-room@sdu.dk
U230 (V13-800a-0)	U230 <rooms_....@sdu.dk>	U230-zoom-room@sdu.dk
U231 (V16-800a-0)	U231 <rooms_....@sdu.dk>	U231-zoom-room@sdu.dk
U260 (V18-915a-0)	U260 <rooms_....@sdu.dk>	U260-zoom-room@sdu.dk
U300 (V06-611a-1)	U300 <rooms_....@sdu.dk>	U300-zoom-room@sdu.dk
U301 (V08-611a-1)	U301 <rooms_....@sdu.dk>	U301-zoom-room@sdu.dk
U320 (V11-701a-1)	U320 <rooms_....@sdu.dk>	U320-zoom-room@sdu.dk
U362 (V14-914a-1)	U362 <rooms_....@sdu.dk>	U362-zoom-room@sdu.dk
U363 (V14-915A-1)	U363 <rooms_....@sdu.dk>	U363-zoom-room@sdu.dk
U145 (Ø15-412-2)	U145 - rooms_jitkzicdtfi8sjsdyhwvew@sdu.dk	u145-zoom-room@sdu.dk

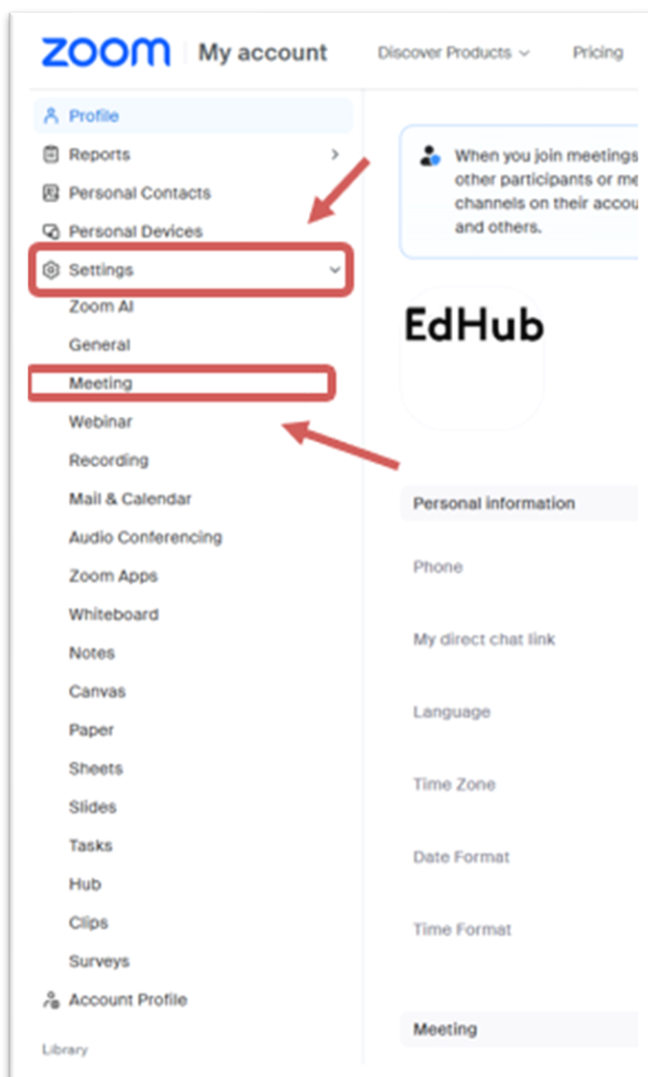
U146 (Ø15-501a-2)	U146 – rooms_xqxciaast6yu2kbmqvzvxq@sdu.dk	u146-zoom-room@sdu.dk
U147 (Ø17-412-2)	U147 - rooms_umvsizn-timm3zf92ukv9g@sdu.dk	u147-zoom-room@sdu.dk
U148 (Ø17-501-2)	U148 - rooms_5zxp0dxyrka6spbix_gntw@sdu.dk	u148-zoom-room@sdu.dk
U150 (Ø16-410-0)	U150 - rooms_c4anqbrfsfurr5sstoha7w@sdu.dk	u150-zoom-room@sdu.dk
U155 (Ø15-410a-2)	U155 - rooms_wkkefuj3tvyl_p_zgv4xqg@sdu.dk	u155-zoom-room@sdu.dk
U156 (Ø16-410-2)	U156 - rooms_kddoo-oeqhwzxoizjbuydg@sdu.dk	u156-zoom-room@sdu.dk
U157 (Ø17-410a-2)	U157 rooms_yjrrmykfrfspvydmazgjza@sdu.dk	u157-zoom-room@sdu.dk
U55 (Ø5-503-1)	U55 - rooms_fxs7my4ftiw2dsyeajsdgg@sdu.dk	U55-ZoomRoomCalendar@sdu.dk

Create Zoom link

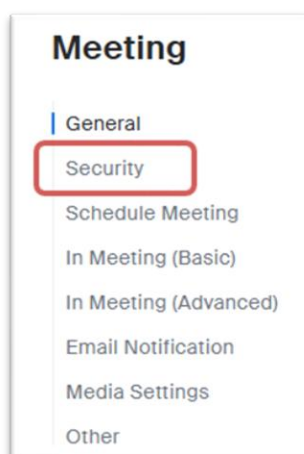
Default settings (only needs to be done once)

1

Click on the link: <https://syddanskuni.zoom.us/profile> and log in with your SDU e-mail. Tap **Settings** and then **Meeting**.



Under **Meeting** it will say **Security** – Click here.



Enable Waiting Room must be turned off.

Enable waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Modified 



Require a passcode when scheduling new meetings must be turned on.

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Modified 



Embed passcode in invite link for one-click join must be turned on.

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Modified 



Go back to the top of the page. Under **Meeting**, click **In meeting (Basic)**.

Meeting

General

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Media Settings

Other

Meeting chat must be turned on.

Make sure that only **Host and co-hosts** can save chat messages – remember to click **Save**

Meeting chat

Allow meeting participants to send chat messages

The setting "Meeting chat" won't apply to the meeting chat in Zoom Chat before and after the meeting. Additionally, during the meeting, participants can still send messages through Zoom Chat (that won't be subject to this setting).

By default, allow participants to chat with Everyone and anyone directly

☒ Allow users to copy or save chats from the meeting

- ☒ Host and co-hosts
- ☐ Everyone
- ☐ Only users in your account

☐ Only users in your account can chat

Save
Cancel

Meeting chat – Auto-save must be turned off.

Meeting chat - Auto-save

Automatically save chat messages to a local file on the host's computer when the meeting ends

Modified

Off

Co-host needs to be turned **on**.

It is also recommended that **Meeting Pools/Quizzes** and the three fields below are turned **on** (useful in the class itself).

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

On

Meeting Polls/Quizzes

Allow host to add polls before or during a meeting

On

☒ Allow images uploaded in polls/quizzes to be displayed
 ☒ Allow alternative host to add or edit polls and quizzes
 ☐ Require answers to be anonymous
 ☒ Allow host to create breakout rooms from poll results

Screen sharing must be turned **on** as well as **One participant can share at a time** and **Host only**.

Screen sharing

Allow host and participants to share their screen or content during meetings and webinars

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

All screens mode

Who can share?

Host only

All Participants

Who can start sharing when someone else is sharing?

Host only

All Participants

Recording settings (only relevant if the class is to be recorded)

Go to the top of the page again under **Settings** and tap **Recording**.

The screenshot shows the Zoom 'My account' settings page. On the left sidebar, the 'Settings' option is highlighted with a red box and a red arrow. Below it, the 'Recording' option is highlighted with a blue box and a red arrow. The right sidebar shows the 'Recording' settings menu with options: General, Share, Access, Notification, and Data retention.

2

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Cloud recording must be turned **on**.

To reduce the collection of personal data, the settings shown in the image below are recommended – remember to click **save**.

Cloud recording [Toggle On]

Allow hosts to record the following to the cloud

- ☒ Zoom Meeting
- ☒ Zoom Webinar
- ☒ Zoom Events/Sessions

Cloud recording setting

- ☒ Record active speaker with shared screen
- ☐ Record gallery view with shared screen
- ☐ Record an audio only file
- ☒ Save chat messages from the meeting / webinar

Advanced cloud recording settings

- ☐ Display participants' names in the recording
- ☒ Record thumbnails when sharing ⓘ
- ☐ Optimize the recording for 3rd party video editor ⓘ
- ☐ Save panelist chat to the recording ⓘ

Save Cancel

The following items must be turned **on**:

- **Allow cloud recording sharing.**
- **Automatic recording** (this can alternatively be selected when creating the individual meeting links (see the section "Schedule a Zoom meeting / create meeting link" on page 5).
- **Record in the cloud.**
- **Host can pause/stop the auto recording in the cloud.**

Automatic recording [Toggle On]

Record meetings automatically as they start

Modified ↻

- ☐ Record to computer
- ☒ Record in the cloud

☒ Host can pause/stop the auto recording in the cloud ⓘ

Save Cancel

Allow cloud recording sharing must be turned **on**

Allow cloud recording sharing [Toggle On]

By disabling this setting, nobody else can access the shareable link. This setting is applicable for newly generated recordings only.

Scroll down to the bottom and find **“Recording notifications – Zoom clients”**
Show a disclaimer to participants when a recording starts: All participants must be turned on.

Recording notifications - Zoom clients ⓘ

By default, all users will see a recording disclaimer and hear an audio notification when a recording starts. ⓘ

Show a disclaimer to participants when a recording starts

☒ All participants ☐ Guest only ⓘ

Play voice prompt for

☐ All participants ☒ Guest only ⓘ ☐ No one

☐ Ask host to confirm before starting a recording

Save **Cancel**

Schedule a Zoom Meeting / create meeting link

Click the link to create a meeting: <https://syddanskuni.zoom.us/meeting/schedule>

Give the meeting a **title**.

This title will be displayed on the tablet in the room whereby the correct meeting link can be accessed when the meeting/class takes place.

Schedule Meeting

* Topic

Next, enter the time of the meeting/class. If the same meeting link is to be used for e.g. several lectures in the same course, select **Recurring meeting** and under **Recurrence**, select **No Fixed Time**.

1

When

Duration hr min

Time Zone

☒ **Recurring meeting** **Every day, until Sep 13, 2026, 7 occurrence(s)** **365 occurrence(s) max**

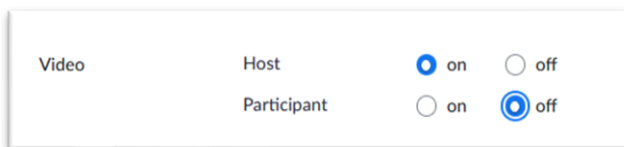
Recurrence *

Repeat every ☒

End date **occurrences**

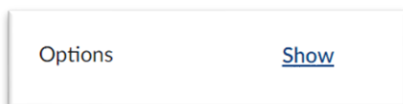
Invitees

Video: Host must be on and Participant off.



Video settings for Host and Participant. Host video is turned on (blue dot), and Participant video is turned off (blue dot).

Under **Options** tap **Show**.

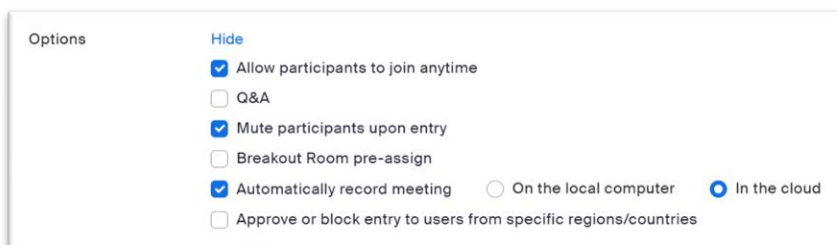


Options menu with the 'Show' button highlighted in blue.

Allow participants to join anytime must be turned **on**.

Mute participants upon entry must be turned **on**.

NB: Automatically record meeting in the cloud: You can turn **on** and **off** here whether you want the meeting/class recorded.



Options menu with the following settings: 'Allow participants to join anytime' (checked), 'Q&A' (unchecked), 'Mute participants upon entry' (checked), 'Breakout Room pre-assign' (unchecked), 'Automatically record meeting' (checked, set to 'In the cloud'), and 'Approve or block entry to users from specific regions/countries' (unchecked).

Alternative Hosts: Here you need to add the name of the room, which you can find under the section "Rooms with integrated Zoom-Room equipment" on page 2.

If you want to stream between two or more Zoom-Rooms, then all rooms must be added.

If you have agreed on support from **EdHub** during your meeting/class, you can also add their email addresses in the field under **Alternative Hosts** (EdHub's employees can be found via this [link](#)).

If teachers are to teach from home/online, they must be added as alternative hosts to act as hosts at the meeting and conduct the class using the same link.

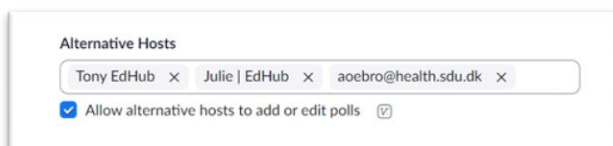
Teachers who teach from a Zoom-Room do *not need to* be added as "Alternative Hosts" as the Zoom link on the tablet in the room is used.

NB: It is only possible to add email addresses with an SDU domain e.g.

MEDARBJEDER@health.sdu.dk.

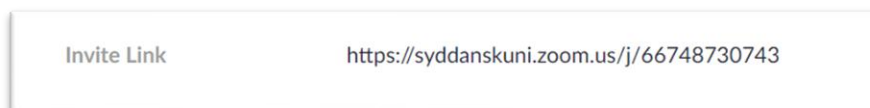
NOTE: If you cannot find the room in the desktop version of Zoom, try to create the meeting on the web version first.

Once you have searched for the room for the first time in the web version, you will have no problems finding it in the desktop version.

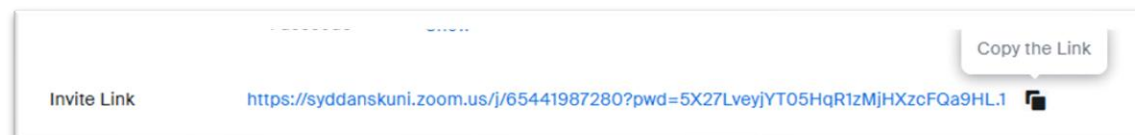


Alternative Hosts list showing three hosts: Tony EdHub, Julie | EdHub, and aoebro@health.sdu.dk. The checkbox 'Allow alternative hosts to add or edit polls' is checked.

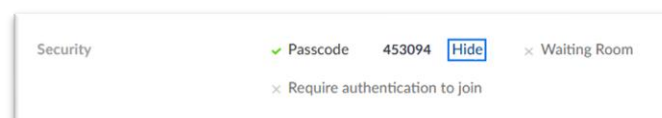
Once the meeting is created, you will see an **Invite Link**.



Click on **Copy the link**



If there are students who will follow the class online/from home (live-streaming), the link must be shared with the students via the course space in itslearning.



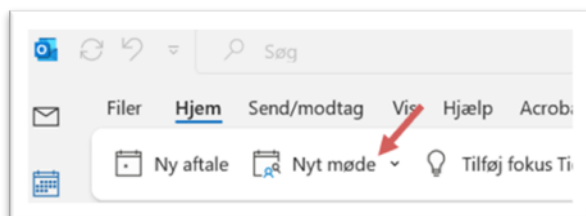
You must also use the meeting link to invite the room itself to your meeting (see the next section).

Book the meeting in Outlook = invite the streaming equipment

1. Open **Outlook** on your work computer.

It is important that you use the Outlook app and not the web version.

2. Open the **calendar** and click on **New meeting**.



3. Give the meeting a **title**.

We recommend naming the Outlook meeting the same as the title of the Zoom Meeting, but this is not a requirement.

4. Select the **date** and **time** of your meeting/class.

The end time can preferably be set to 15 minutes after the actual end time in the event that the class does not finish on time.

5. Invite **Mandatory** participant: Here, you select the **Zoom e-mail** corresponding to the room to be used during the meeting/class (see the list of Zoom emails on page 2).

6. Under **Location**, insert the **Zoom link** that you created in the previous section.

Done

Remember to book the actual room as usual; the above is not a room booking.

The above reservation of the “Zoom-room equipment” ensures that the title of your meeting will appear on the control panel in the room and that streaming via the fixed streaming equipment will be possible.

Alternative for when no Zoom-Rooms are available

Book a Zoom-Room suitcase, which one of EdHub’s workers will help you operate during the defense. You can book the suitcase here: [Book a Zoom-Room suitcase](#) **NOTE:** The **person who books** the suitcase is **responsible for picking up, and dropping off the suitcase at SDU IT**. Do book the suitcase within a timeslot which allows you to have plenty of time to pick it up and drop it off again.

Name of suitcase in the booking system	Name of alternative host (Zoom)
ZoomRoomMobile 1	ZoomRoomMobile 1
ZoomRoomMobile 2	ZoomRoomMobile 2
ZoomRoomMobile 3	ZoomRoomMobile 3
ZoomRoomMobile 4	ZoomRoomMobile 4