

## 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.**

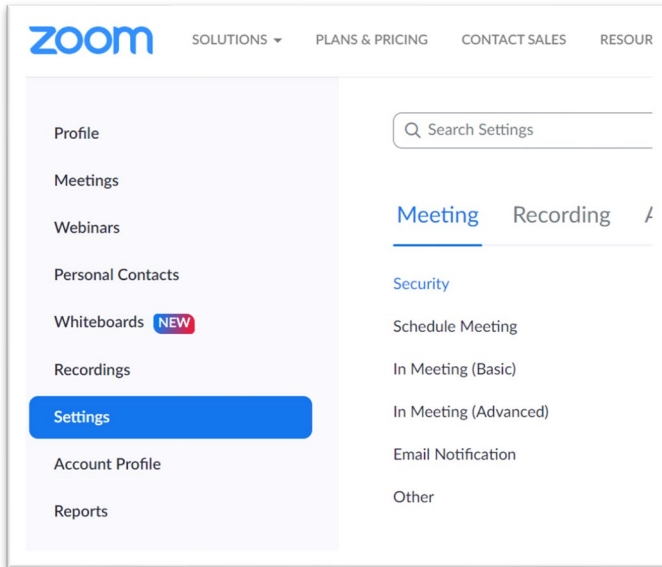
### Rooms with integrated Zoom-Room equipment

Local	Alternate host name (Zoom)	Name of participant (Outlook)
Emil Aarestrup	WP-Emil-Aarestrup	<a href="mailto:wp-emil-aarestrup-audiitorium-zoomroom@sdu.dk">wp-emil-aarestrup-audiitorium-zoomroom@sdu.dk</a>
WP15 Store Auditorie	<i>Awaiting</i>	
Esbjerg, classroom 1	ES-SVS Classroom1	<a href="mailto:ES-SVS-Undervisningslokale1-Zoom-Room@sdu.dk">ES-SVS-Undervisningslokale1-Zoom-Room@sdu.dk</a>
Esbjerg, classroom 2	ES-SVS Classroom2	<a href="mailto:ES-SVS-Undervisningslokale2-Zoom-Room@sdu.dk">ES-SVS-Undervisningslokale2-Zoom-Room@sdu.dk</a>
Esbjerg, classroom 7	ES-SVS Classroom7	<a href="mailto:es-svs-undervisningslokale7-zoom-room@sdu.dk">es-svs-undervisningslokale7-zoom-room@sdu.dk</a>
Dialogs	OD-SUN-M0.60	<a href="mailto:OD-SUN-M0.60@sdu.dk">OD-SUN-M0.60@sdu.dk</a>
U220 (V13-700a-0)	U220 - Zoom Room Calendar	<a href="mailto:U220-zoom-room@sdu.dk">U220-zoom-room@sdu.dk</a>
U230 (V13-800a-0)	U230 - Zoom Room Calendar	<a href="mailto:U230-zoom-room@sdu.dk">U230-zoom-room@sdu.dk</a>
U231 (V16-800a-0)	U231 - Zoom Room Calendar	<a href="mailto:U231-zoom-room@sdu.dk">U231-zoom-room@sdu.dk</a>
U260 (V18-915a-0)	U260 - Zoom Room Calendar	<a href="mailto:U260-zoom-room@sdu.dk">U260-zoom-room@sdu.dk</a>
U300 (V06-611a-1)	U300 - Zoom Room Calendar	<a href="mailto:U300-zoom-room@sdu.dk">U300-zoom-room@sdu.dk</a>
U301 (V08-611a-1)	U301 - Zoom Room Calendar	<a href="mailto:U301-zoom-room@sdu.dk">U301-zoom-room@sdu.dk</a>
U320 (V11-701a-1)	U320 - Zoom Room Calendar	<a href="mailto:U320-zoom-room@sdu.dk">U320-zoom-room@sdu.dk</a>
U362 (V14-914a-1)	U362 - Zoom Room Calendar	<a href="mailto:U362-zoom-room@sdu.dk">U362-zoom-room@sdu.dk</a>
U363 (V14-915A-1)	U363 - Zoom Room Calendar	<a href="mailto:U363-zoom-room@sdu.dk">U363-zoom-room@sdu.dk</a>

## Create Zoom link

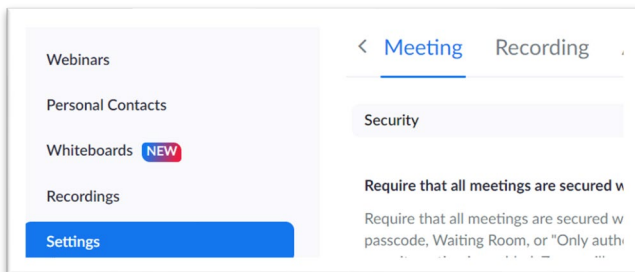
### Default settings (only needs to be done once)

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

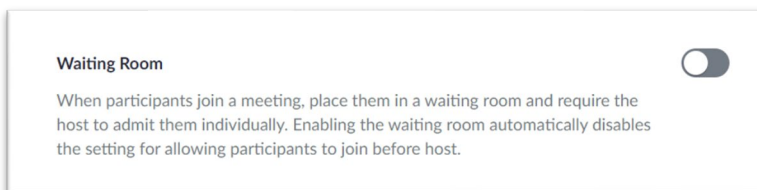


Under **Meeting** it will say **Security**.

1



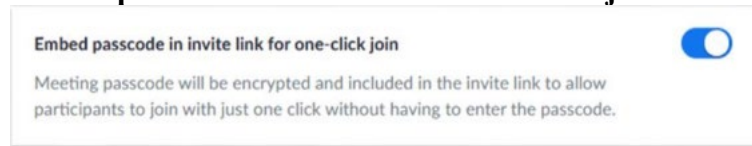
**Waiting Room** must be turned **off**.



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

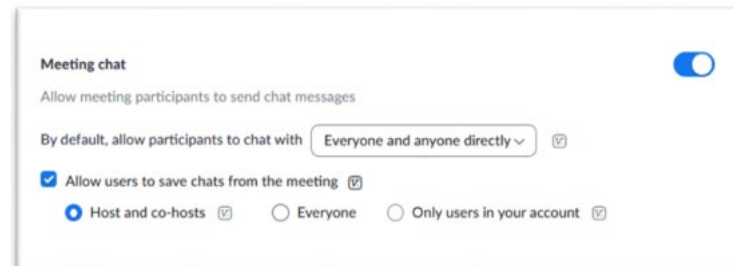


**Embed passcode in invite link for one-click join** must be turned **on**.

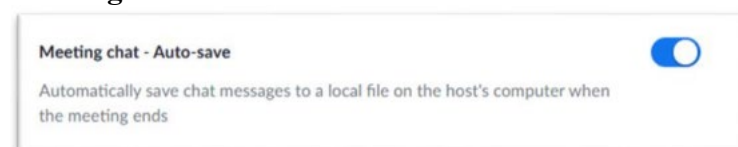


**Meeting chat** must be turned **on**.

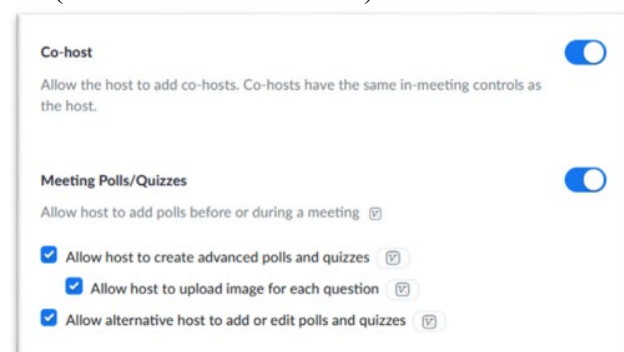
Make sure that only **Host and co-hosts** can save chat messages.



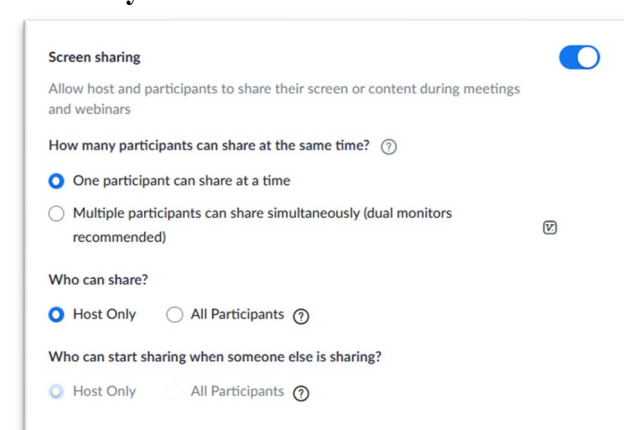
**Meeting chat – Auto-save** must be turned **off**.



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

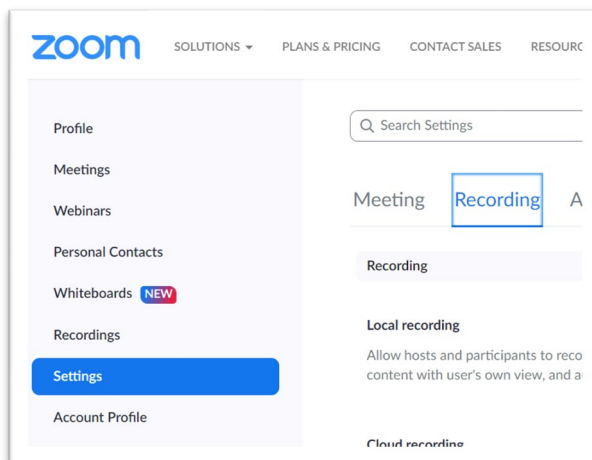


**Screen sharing** must be turned **on** as well as **One participant can share at a time** and **Host only**.



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

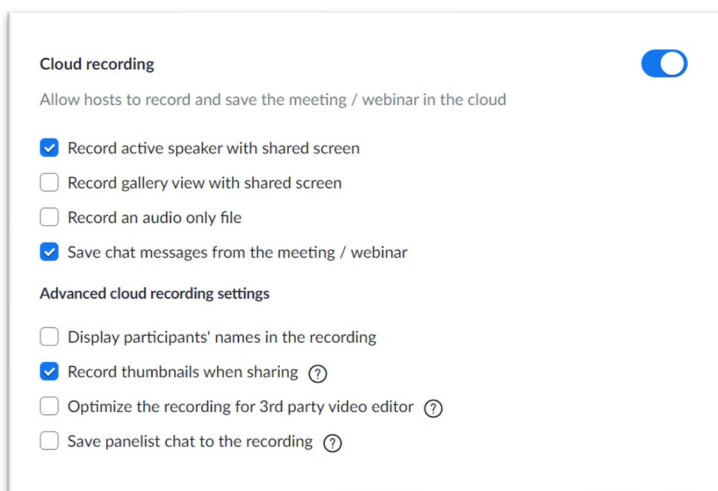
Go to the top of the page again and tap **Recording**.



2

**Cloud recording** must be turned **on**.

To reduce the collection of personal data, the settings shown in the image below are recommended.



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.**

**Allow cloud recording sharing**

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

**Automatic recording**

Record meetings automatically as they start

Record in the cloud

Host can pause/stop the auto recording in the cloud [?](#)

**Show a disclaimer to participants when a recording starts: All participants must be turned on.**

**Recording notifications - Zoom clients** [?](#)

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

## Schedule a Zoom Meeting / create meeting link

Tap **Meetings**.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES RESOURCES SCHEDULE JOIN HOST WHITEBOARD NEW EdHub

Profile Meetings [Get Training](#)

**Meetings**

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time [+ Schedule a Meeting](#) [...](#)

Tap **Schedule a Meeting**.

[+ Schedule a Meeting](#) [...](#)

**2** 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.

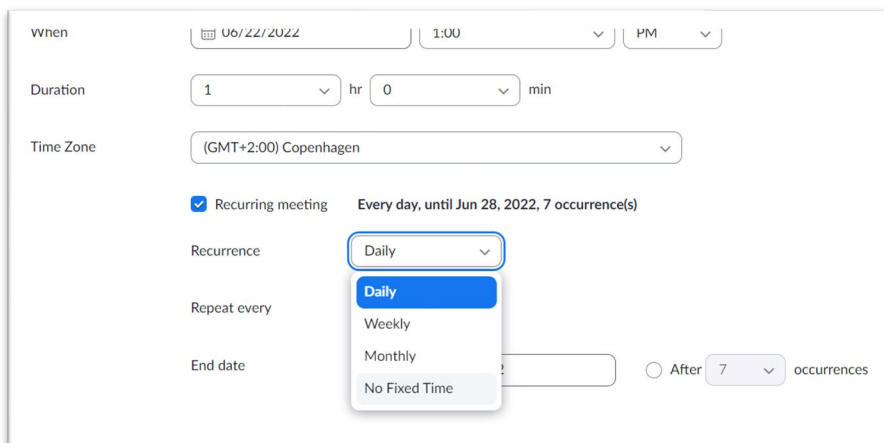


< Back to Meetings

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**.



When  1:00 PM

Duration  hr  min

Time Zone

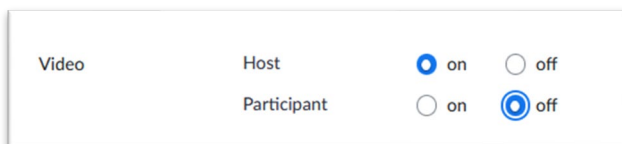
Recurring meeting Every day, until Jun 28, 2022, 7 occurrence(s)

Recurrence

Repeat every   
Weekly  
Monthly  
No Fixed Time

End date  After  occurrences

**Video: Host must be on and Participant off.**



Video

Host  on  off

Participant  on  off

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

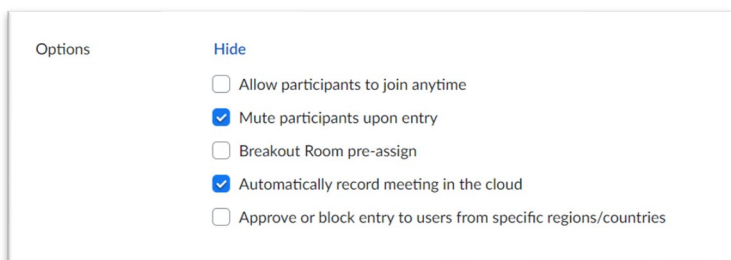


Options [Show](#)

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

**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 [Hide](#)

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting in the cloud

Approve or block entry to users from specific regions/countries

**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.

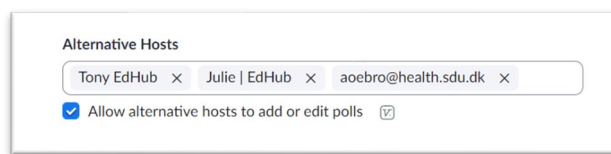
Teachers who teach from a Zoom-Room do *not need to* be added as "Alternative Hosts" as the Zoom link on the tablet in the room is used.

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

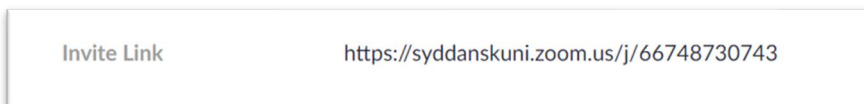
[MEDARBJEDER@health.sdu.dk](mailto:MEDARBJEDER@health.sdu.dk).

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

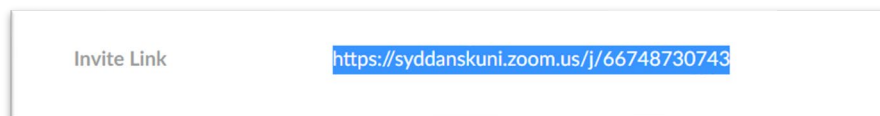
Once you have searched for the room for the first time in the web version, you will have no problems finding it in the desktop version.



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

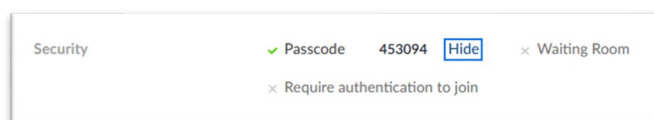


Select the link and copy (**ctrl + c**).



3

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.



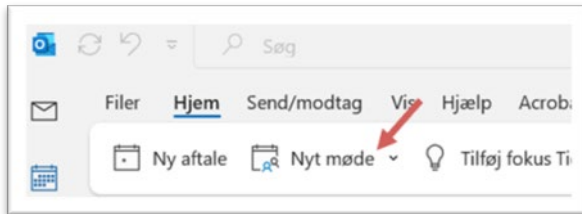
You must also use the meeting link to invite the room itself to your meeting (see the next section).

## Book the meeting in Outlook = invite the streaming equipment

Open **Outlook** on your work computer.

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

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



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.*

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.

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).

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

Send

Titel: Formøde Esbjerg/Odense

Obligatorisk  WP - Emil Aarestrup auditorium - Zoom Room Calendar: |

Valgfri

Starttidspunkt: ti 09-08-2022 11:00  Hele dagen  Tidszoner

Slyttidspunkt: ti 09-08-2022 12:00  Gør til gentagelse

Sted: <https://syddanskuni.zoom.us/j/62259513657?pwd=V3RZRXXZRRzg0Z0drZUVJKzJoMG94QT09>

**Remember that you still have to book the room itself.**