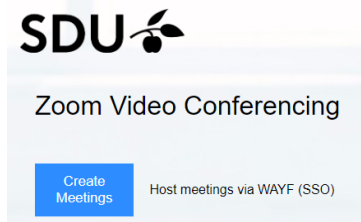
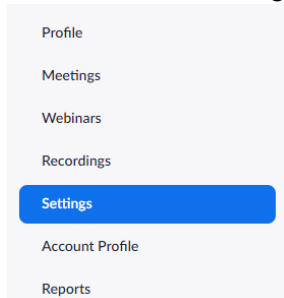


## Technical guide to setting up a room in Zoom

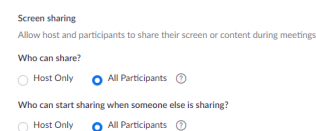
- This guide shows how to set up the meeting via web, but the meeting can also be setup via outlook-plugin or the desktop-client.  
The web-address is [syddanskuni.zoom.us](https://syddanskuni.zoom.us). Click "Create Meetings" and log in using your SDU-login.



- Then choose "Settings" and set them to include:



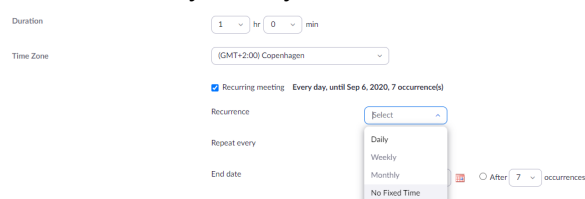
- Waiting room/passcode (depending on the level of security needed)
- Host and participants video on
- Participants muted as a starting point
- Co-host, chat, annotation, whiteboard, non-verbal feedback, breakout rooms, polls enabled
- Screensharing enabled for all participants



- After ensuring that all "Settings" are correct, set up your meeting by clicking "Schedule a meeting" in the top right corner.

### SCHEDULE A MEETING

- Enter a title and description. Please note the option of setting up a "Recurring meeting", so you only need one link for the whole semester. A recurring meeting can e.g. be set up every week on Wednesdays, but you can also choose "No fixed time".



- If you wish, you have the option of pre-assigning breakout rooms. This could be relevant if your students will be working in set groups during the zoom session.

If you need randomly or manually generated break-out rooms, this can be managed within the Zoom session.

If pre-assigned breakout rooms are not relevant, click “Save” and share the link with the students on Blackboard.

Breakout Room pre-assign

[+ Create Rooms](#) [↑ Import from CSV](#)

Automatically record meeting on the local computer

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Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

Cancel