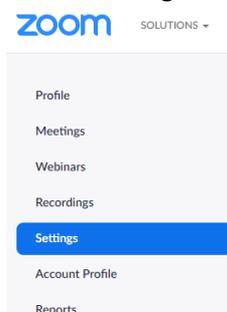


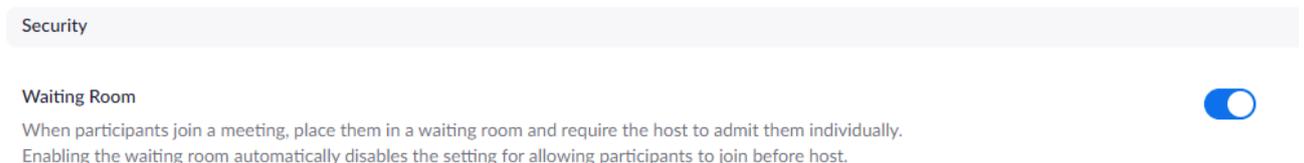
Students' guide to Setting up a meeting in Zoom or Microsoft Teams

Setting up a meeting in Zoom

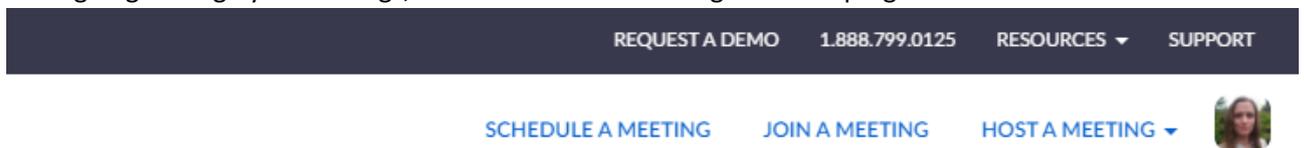
1. Go to syddanskuni.zoom.us.
2. Click "Create meetings" and log in with your SDU account.
3. Enter "Settings" in the menu on the left.



4. For security purposes, make sure that the waiting room is active.
You also have the option of activating chat, screen share and other tools.



5. After going through your settings, click "Schedule a meeting" in the top right corner.



6. Enter a topic and a time
NB: The time settings are only relevant if you connect the meeting with your calendar, as any Zoom meeting is open at all times.

Schedule a Meeting

Topic

Description (Optional)

7. Click “Save” at the bottom of the screen and distribute the meeting link to the participants, e.g. via e-mail.

Invite Link

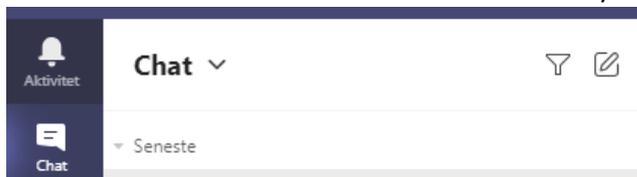
<https://syddanskuni.zoom.us/j/65923457225>

 Copy Invitation

Setting up a meeting in Microsoft Teams

A Teams meeting can be set up via your outlook calendar if you have downloaded the outlook client. If you are using webmail.sdu.dk, the following alternative is possible:

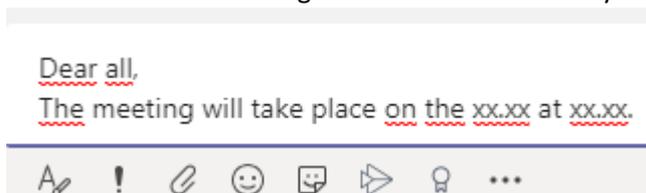
1. Download the [Microsoft Teams app](#) to your computer.
2. Log in with your SDU account.
3. Click “Chat” on the left side and add a new chat by clicking .



4. Add the people who will be participating the meeting.

Til: xxxx@student.sdu.dk, eksterndeltager@firma.dk

5. Send them a chat message to let them know that you have set up the meeting.



6. You can start a video meeting by clicking  in the top right corner.