Zoom connection in **Audhumbla**

(or any lecture hall equipped with a video-conference system. First you may need to download and install the **Zoom** client)

This procedure describes how to connect to the stationary system in Audhumbla. Audhumbla and **Zoom** has to be connected to get access to the inbuilt sound and microphone system.

Start **Zoom** on the computer

To invite Audhumbla to the **Zoom**-meeting you have to
- Tap the Cisco-screen (a small screen next to the room control panel)
- Press the connect-sign and select **Zoom2** (sip)
- Press "Call"
- A sound and a voice will welcome you to the **Zoom** platform and ask you to enter your meeting credentials
- Press the keypad symbol and type your Zoom meeting ID, start and finish with #. After entering #XXXXXXXX#, then you enter your password, XXXXXX and finish with #
- The **Zoom** platform will sound and a voice will tell you that you are connected
- The inbuilt microphone system is now in use and you should use a head-set during your presentation

Start Powerpoint and your presentation, then select "share screen" in the **Zoom** program and click on the presentation window. The computer screen will show the presenter mode on the right screen and the presentation on the left screen. Zoom will project the presentation (or what you want to show), out to all participants.

- In the **Zoom**-meeting all participants will (or can) be muted to avoid disturbing noises
- To ask questions you have to un-mute your-self by pressing the "space bar" (hold it down when talking)
- The **Zoom** platform will save information about participants for 1 month. This is good if you keep track of "närvaro". To get the information of attendees at your **Zoom** meeting log-in to your account on the SLU-Zoom web site and check out "Reports"

Zoom without video-conference system

- Login to the SLU-Zoom client with your AD-login
- Download the **Zoom** client (and the Outlook Zoom plugin) to your computer
- Invite people to your **Zoom** meeting via Outlook or by sending the URL link for the meeting by e-mail
- The inbuilt microphone and/or video on your computer will be used for the Zoom meeting