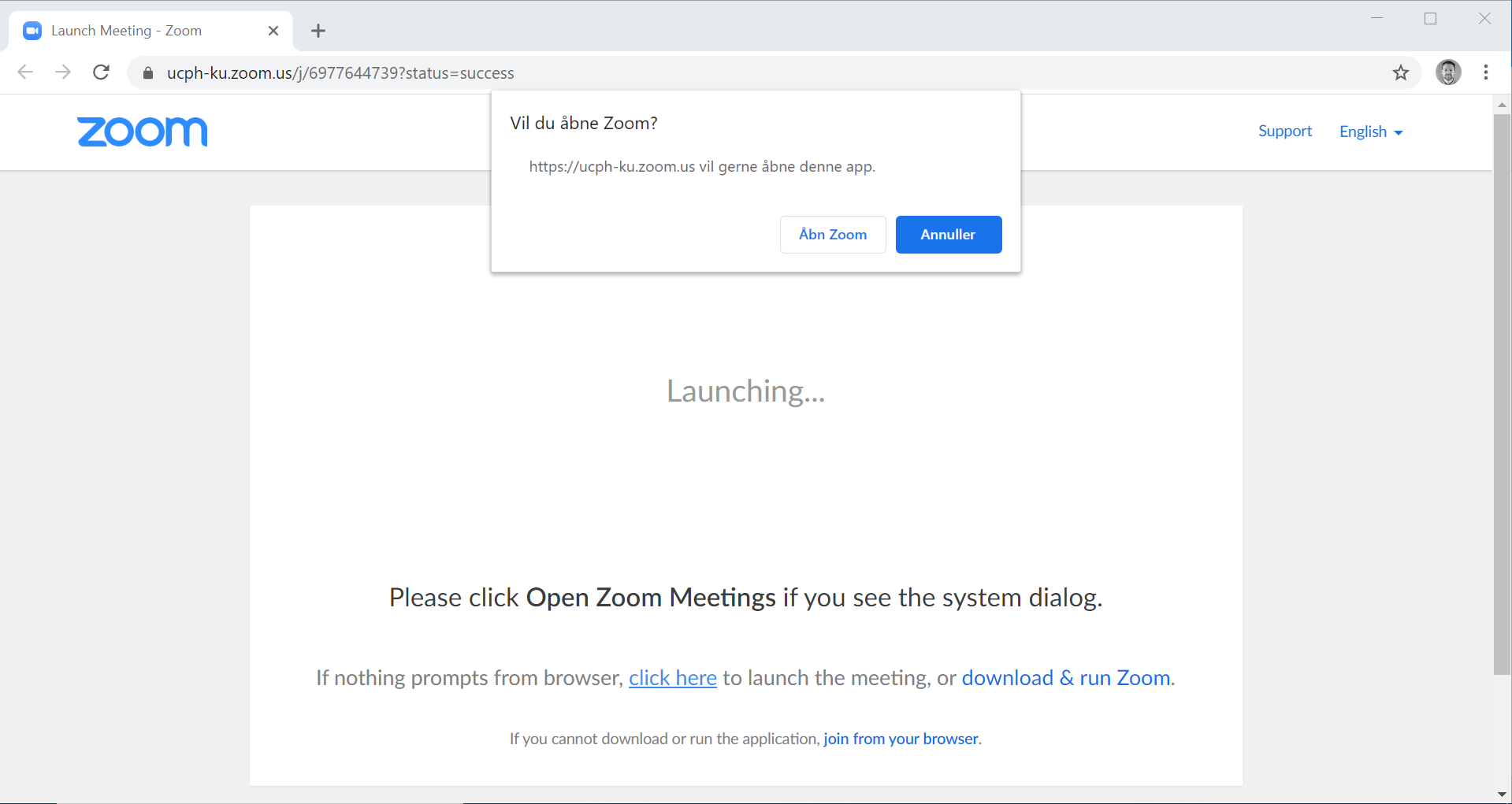
1. Create the meeting room + invite students and censor

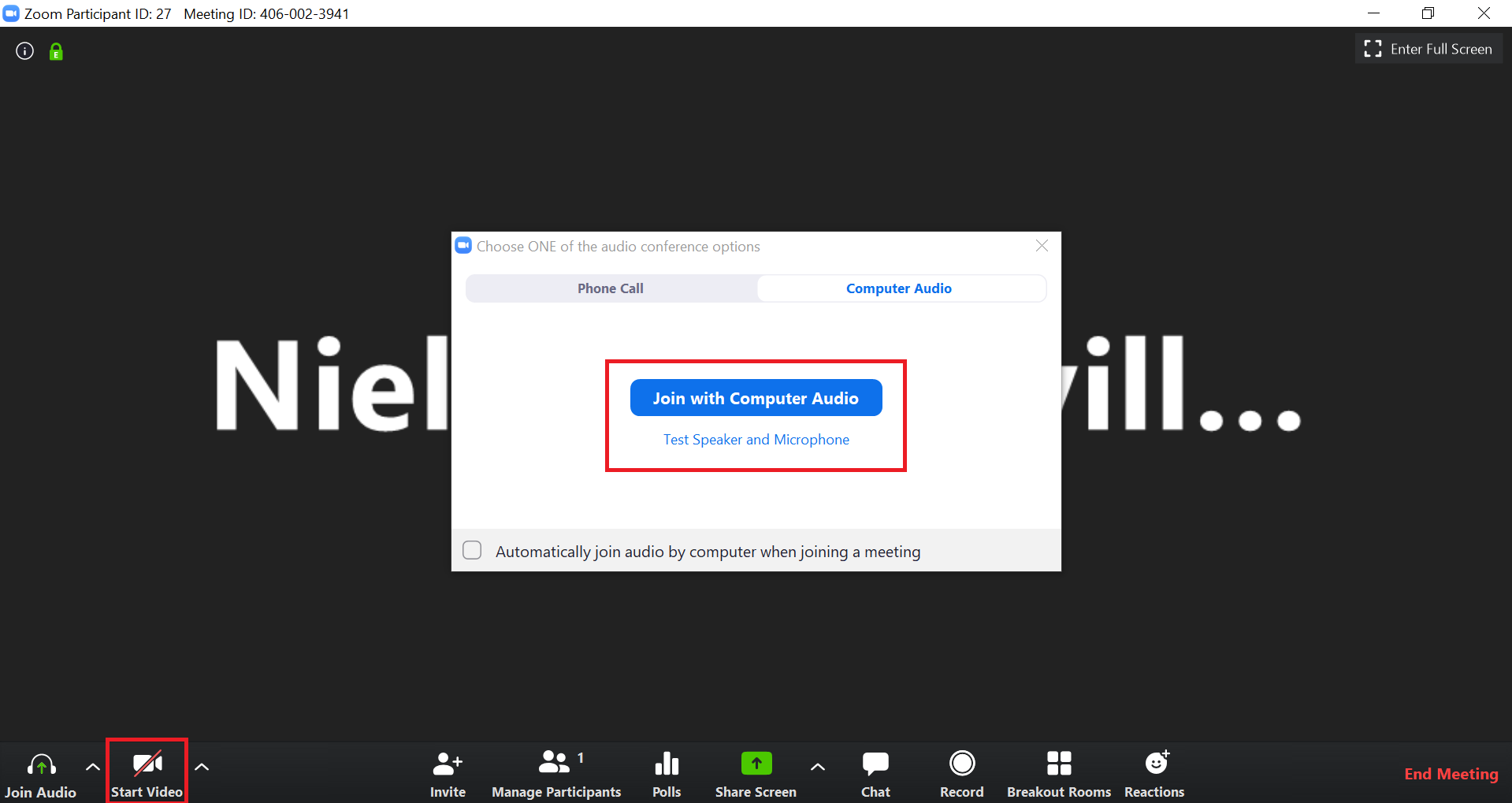
(The same meeting room can be used the whole day and every day)

|  |  |  |
| --- | --- | --- |
| Web:  <https://ucph-ku.zoom.us> | App:  Sign In: **ucph-ku**.zoom.us | Outlook: |
| “Sign In” (swedish license plate) | “Sign In” (swedish license plate) |  |
| “Schedule a meeting” | “Schedule” | “Schedule a meeting” |
| Meeting options:  - Unmark ‘Enable join before host’  - Mark ‘Enable waiting room’  - Invite censor as an ‘Alternative host’ | Advanced options:  - Mark ‘Enable waiting room’  - Unmark ‘Enable join before host’  - Invite censor as an ‘Alternative host’ | Advanced options:  - Mark ‘Enable waiting room’  - Unmark ‘Enable join before host’  - Invite censor as an ‘Alternative host’ |
| “Invite attendees” (students) with the link | Invite students via email and add a name | Invite students via email and add a name |

2. Open the meeting room: Click the ‘Join Zoom Meeting’-link and ‘Open Zoom’ in your browser



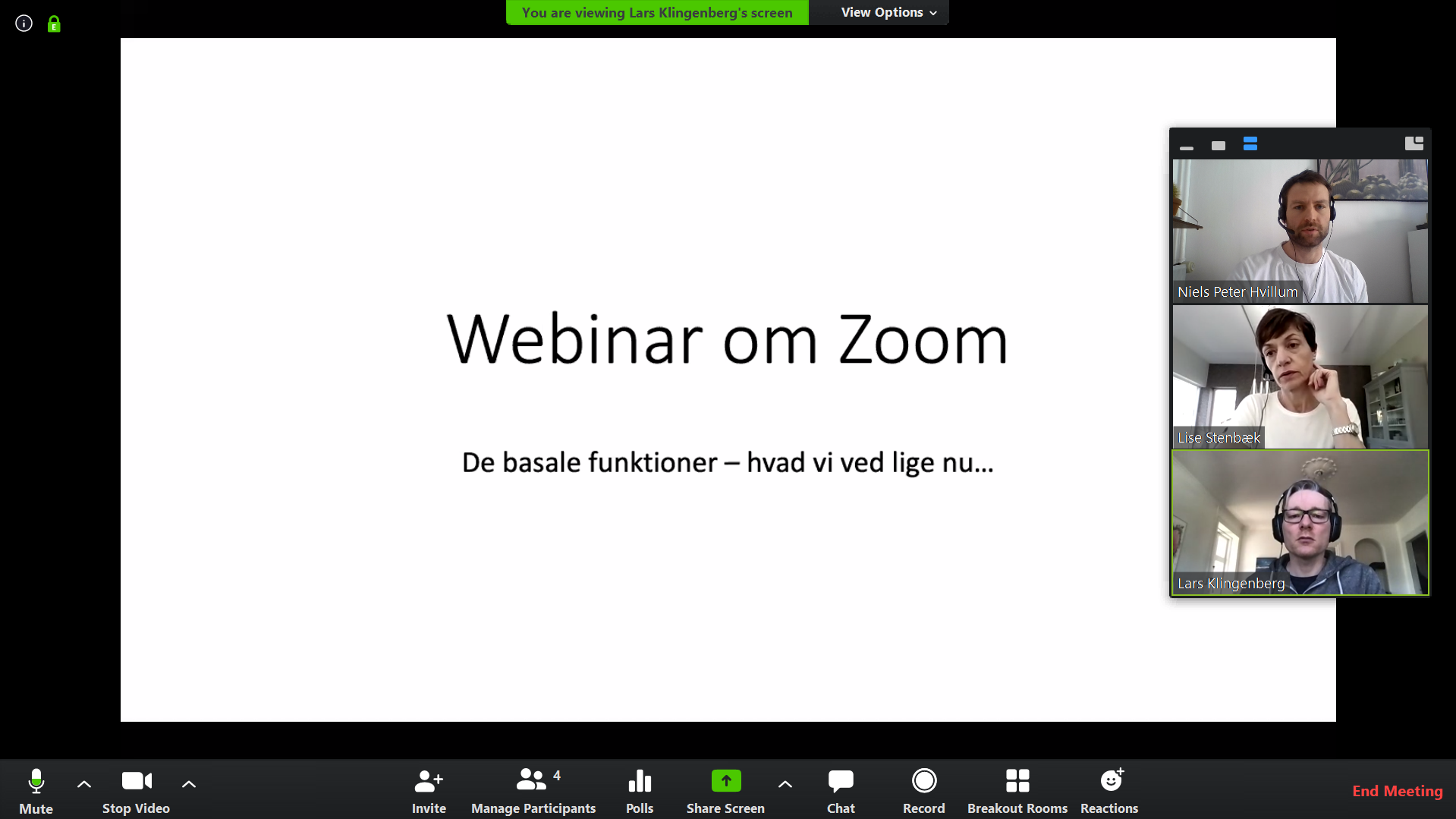
3. ‘Test Speaker and Microphone’, then ‘Join with Computer Audio and ‘Start Video’



4. Admit a student from the waiting room: Move cursor to the student and click ‘Admit’



5. The student can present: The student clicks ‘Share Screen’ and selects the presentation window



6. Send the student to the waiting room: Move cursor to the student and click ‘More’ and ‘Put in Waiting Room’

