

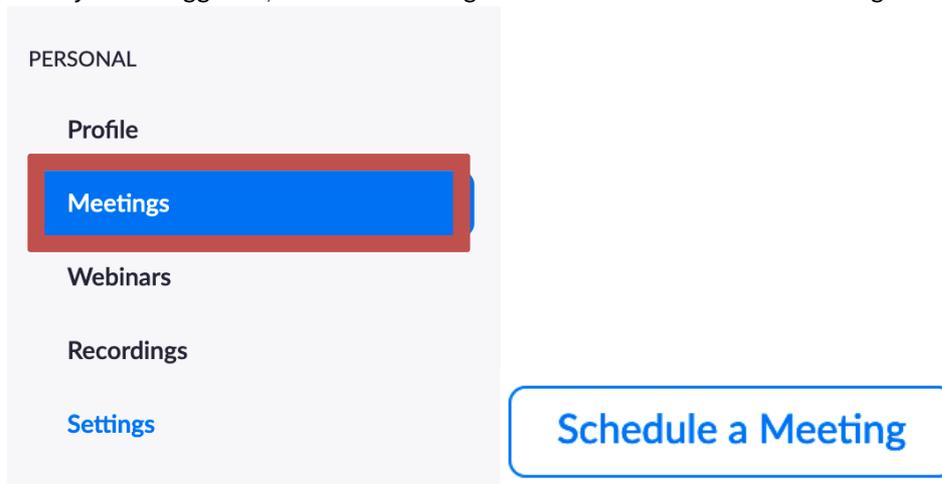
Creating a Meeting in Zoom

To create a Zoom-Meeting you need a licensed zoom-account. This account you get as a lecturer at the Leuphana University automatically. As employee or if you didn't get an invitation of Zoom, please contact the AVM-Service.

If you have a licensed account, you should have got a mail from Zoom, in which you have been asked to be added to a zoom-account. Click in this mail on "allow this request" or „Die Anfrage genehmigen" when the mail is in german.

Now create a zoom-account by type in your name and select a password.

When you are logged in, click on "meetings" and than on "Schedule a Meeting" to create a new meeting.



Here you can change a few settings.

Here you can get more information about this:

<https://support.zoom.us/hc/en-us/articles/201362413-Meetings-planen>

When you created a meeting, you can find it in your meeting-list.

To start a meeting you can click on "start" right next to the meeting. This should open a new tab.

If Zoom is not installed on your device, it should ask you to install Zoom. When you already installed Zoom, the meeting should open in Zoom.

On the following website, you get some information how to set up your audio-devices:

<https://support.zoom.us/hc/en-us/articles/201362283-Computer-oder-Ger%C3%A4teaudio-testen>



Options in a meeting

Here you find an overview of the Host-options in a meeting:

<https://support.zoom.us/hc/en-us/articles/201362603-Bedienelemente-des-Hosts-in-einem-Meeting>

On this site you see the options the participants have in a meeting:

<https://support.zoom.us/hc/en-us/articles/200941109-Teilnehmer-Bedienelemente-im-Meeting>

It is possible to record a meeting. To record a meeting you need to activate the record-option in your Zoom-account. How to do that and more informations you can find on this site:

<https://support.zoom.us/hc/en-us/articles/201362473-Lokale-Aufzeichnung>

Questions and problems

If other participants have problems joining a meeting, this instructions could help:

<https://support.zoom.us/hc/en-us/articles/201362193-An-einem-Meeting-teilnehmen>

If you got any problems or questions, feel free to contact the AVM-Service.