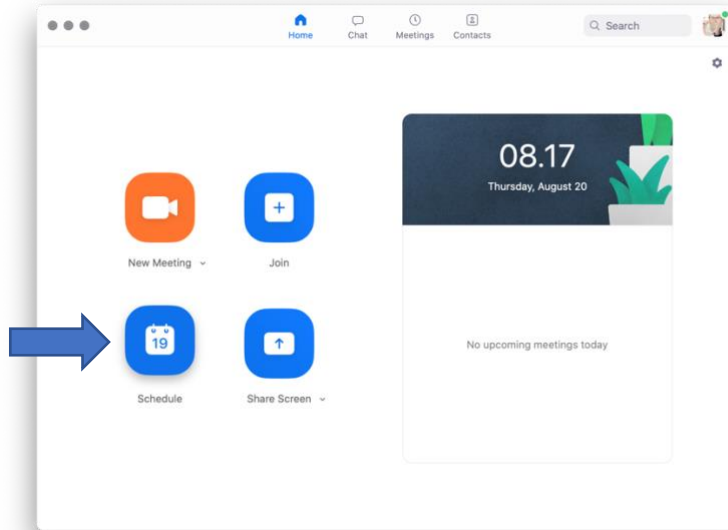


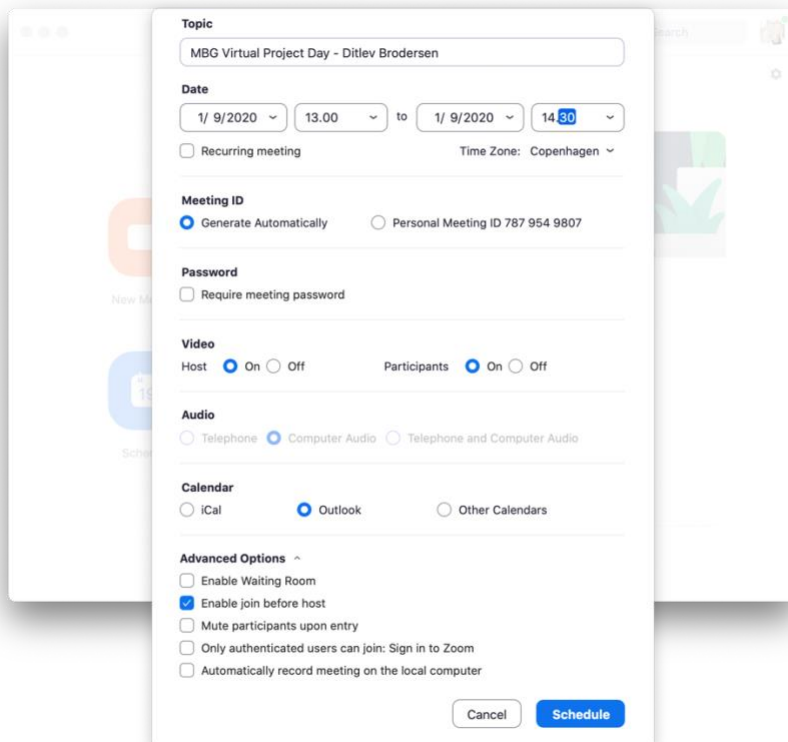
## Scheduling a personal Zoom meeting for the MBG Virtual Project Day

1. Install Zoom, launch, and ensure that you are logged in with your AU credentials (auXXXXX@uni.au.dk).

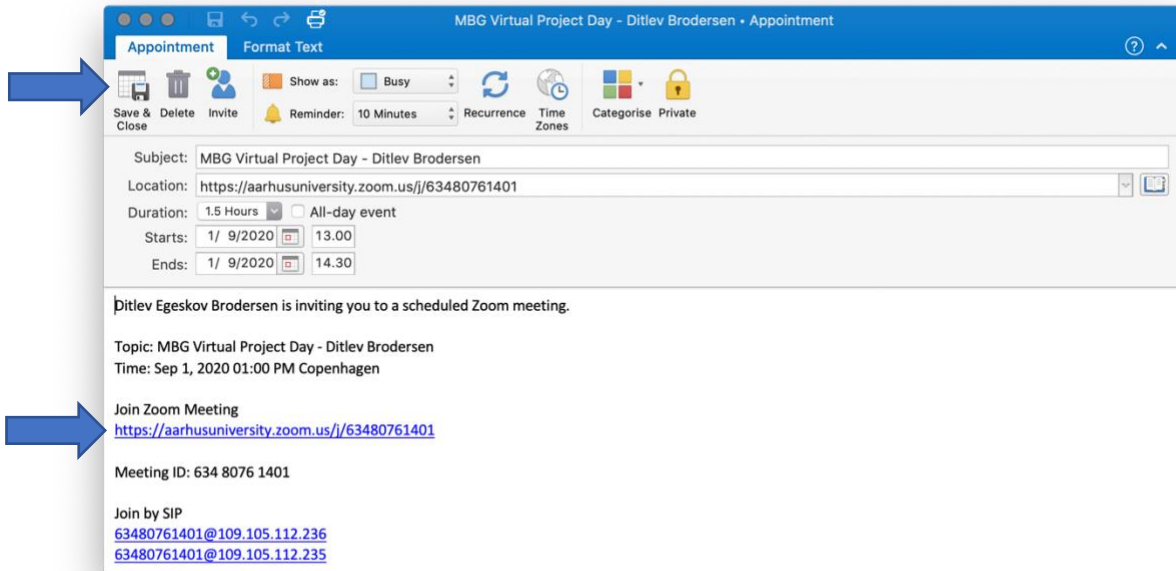
2. Press "Schedule".



3. Set meeting title to "MBG Virtual Project Day - Name", date to 1/9/20 from 13-14.30, remove the password, select Outlook as calendar, and further settings as shown below.



4. Click "Schedule". The Outlook calendar event will now open. Copy the Zoom meeting link (arrow) and press "Save & Close". Send the link to Lisbeth Heilesen (lh@mbg.au.dk) along with your updated poster in PDF format and project title.



5. On the day, join your own Zoom meeting a few minutes before 1 pm and wait for students to arrive. It recommended that you have your poster ready in PDF format, open and shared via Zoom so the students can see it.