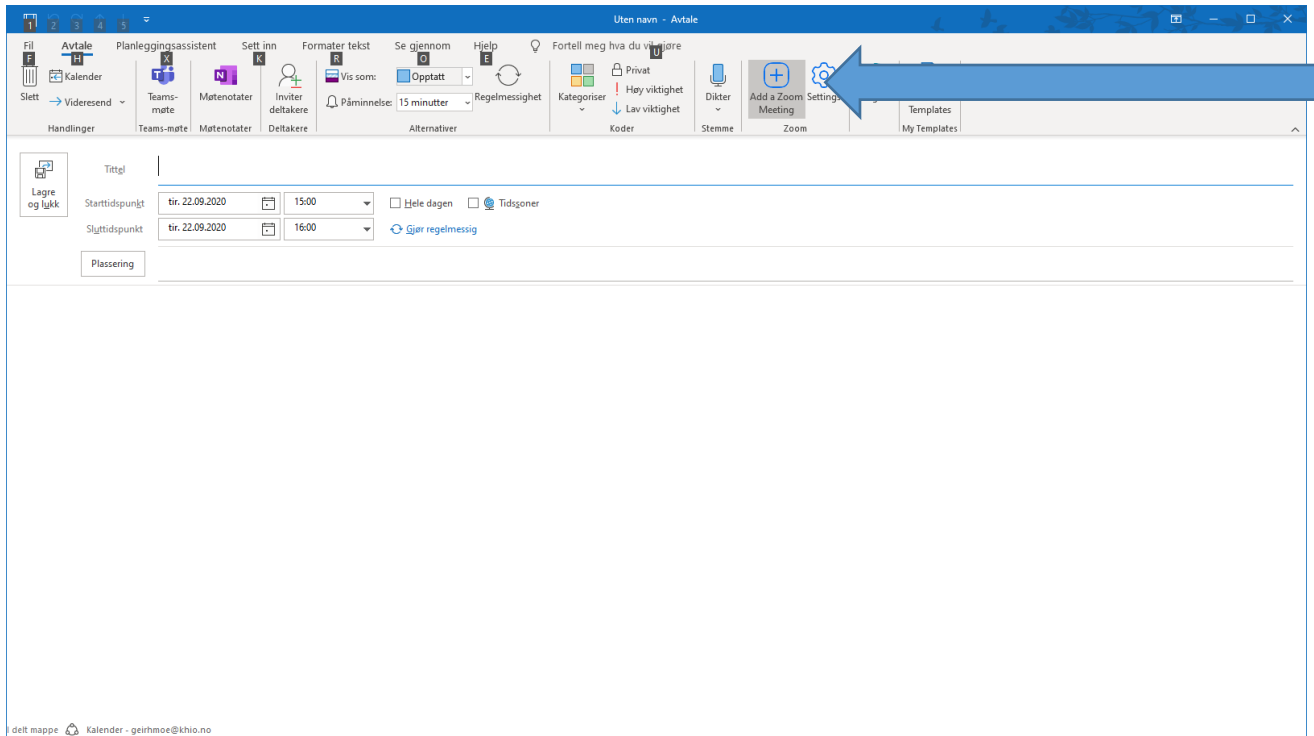


Hvordan kalle inn til Zoom-møte direkte i Outlook.

(Les hele veiledningen før du forsøker)

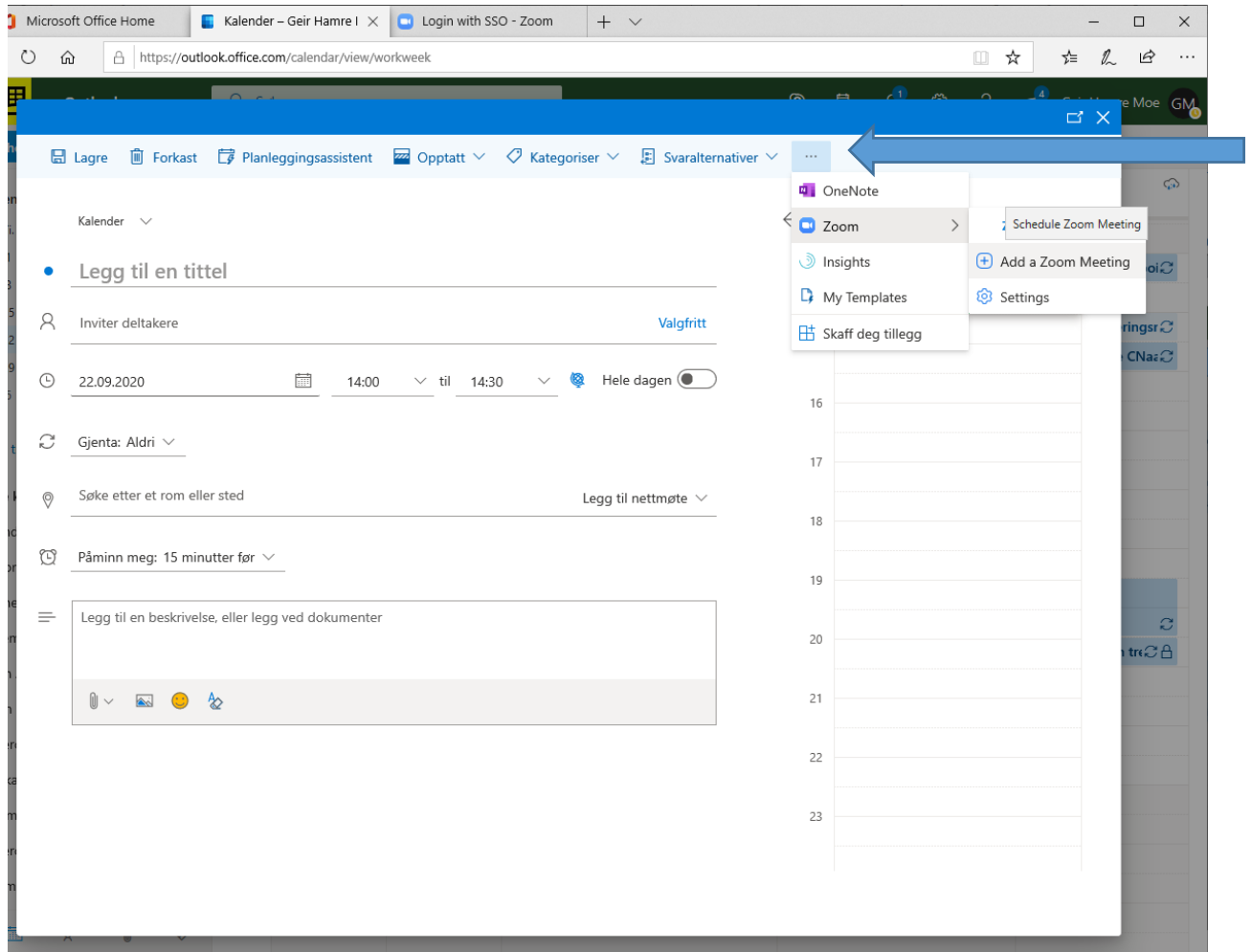
1 A) Fullversjon Outlook (på skolens maskiner):

- Lag en vanlig møteinnkalling og trykk på Add a Zoom Meeting:



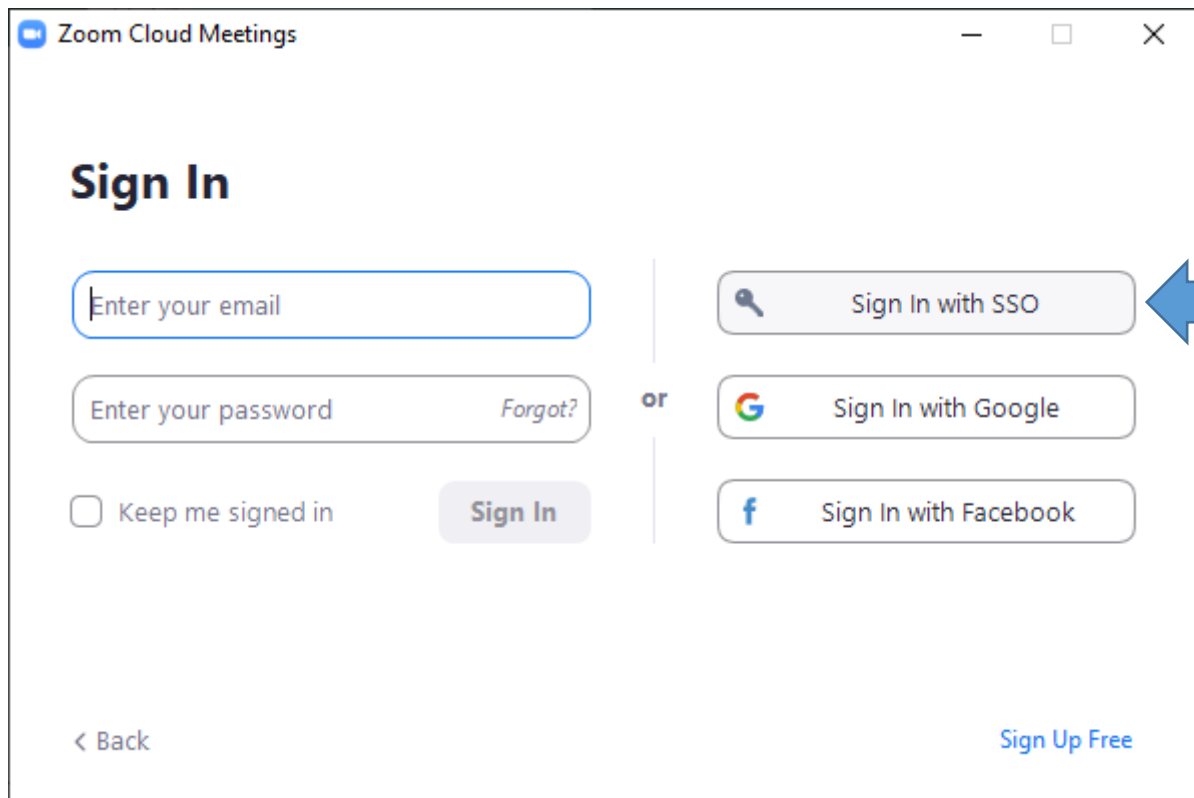
1B) Har du privat maskin eller mangler plugg-in for Zoom i din Outlook kan du gjøre dette i Outlook i office365-portalen.

- Trykk på de 3 prikkene oppe til høyre i møteinnkallingen:



2) Første gang du gjør dette enten i vanlig Outlook eller Outlook i office365-portalen så må du logge deg på:

- Viktig at du da **ikke** oppgir e-postadresse, men klikker på SSO-pålogging



Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

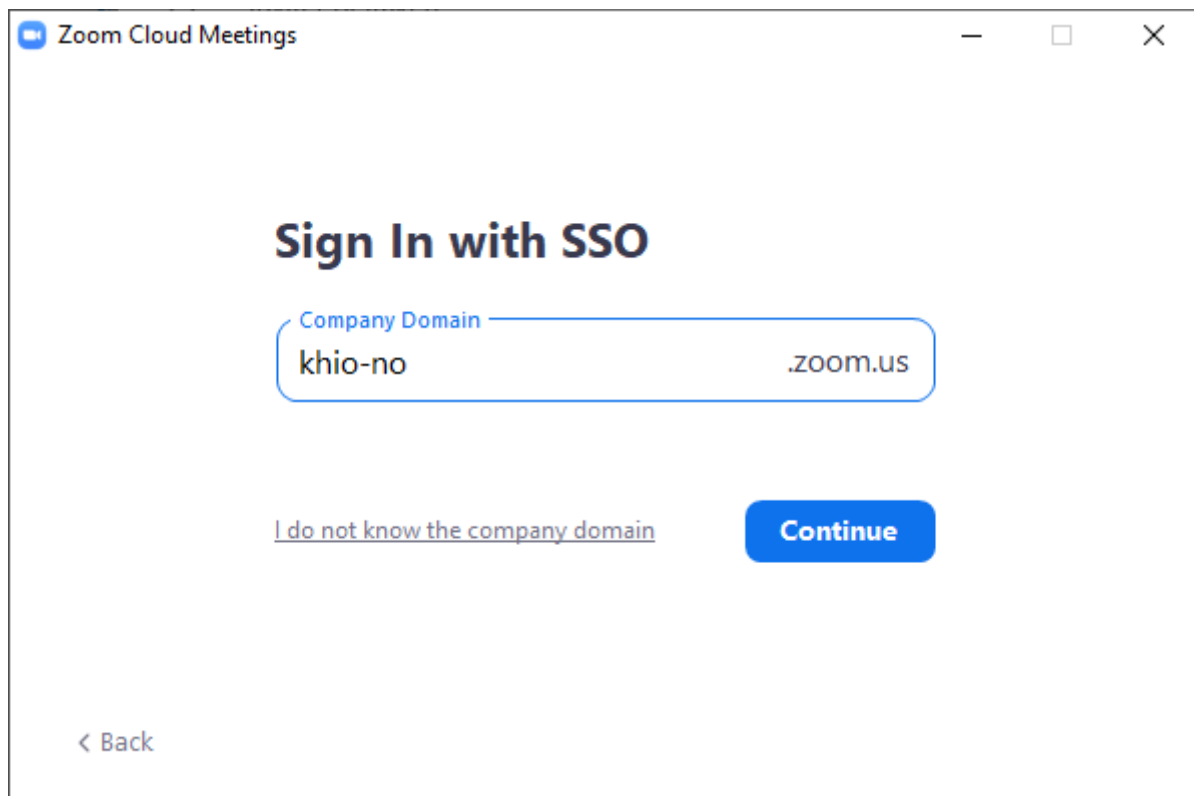
[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

[< Back](#) [Sign Up Free](#)

- Viktig at du så fyller inn khio-no i feltet som kommer fram:



Zoom Cloud Meetings

Sign In with SSO

Company Domain

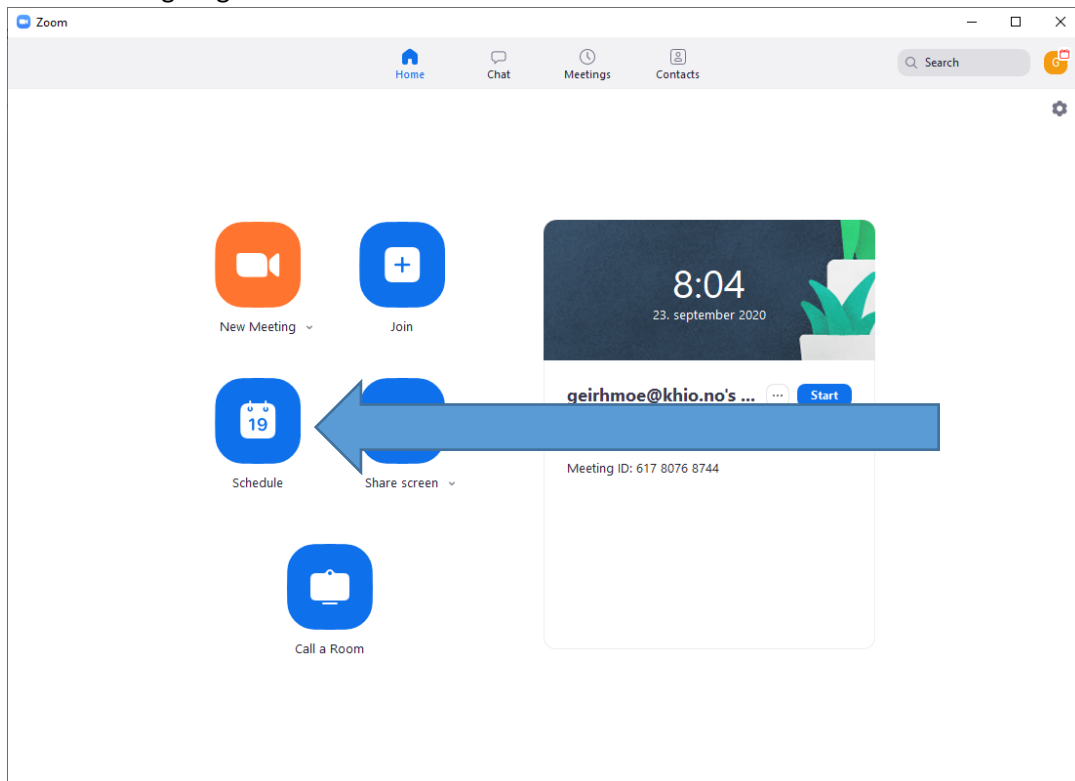
khio-no .zoom.us

[I do not know the company domain](#) [Continue](#)

[< Back](#)

3) Om du ikke får til å bruke Zoom-innkalling i Outlook (eller det ikke fungerer) kan du alternativt manuelt klippe ut møteinnkalling fra Zoom og lime inn møteinnkallingen i Outlook.

- Start Zoom og velg Schedule:



- Fyll ut møtedetaljene og velg SAVE

- Klikk så på «Meetings», klikk på det ønskede møtet i kolonnen til venstre, og deretter på «Copy Invitation».
- Lim dette så inn i en vanlig Outlook-møteinnkalling

The screenshot shows the Zoom web interface. At the top, there are navigation tabs: Home, Chat, and Meetings. The Meetings tab is selected. Below the navigation, there are tabs for 'Upcoming' and 'Recorded'. The main content area displays a meeting invitation for 'Planlagt Zoom Meeting' scheduled for 9:00 - 10:00. The invitation includes the meeting ID (618 5620 5297) and a 'Copy Invitation' button. Below the invitation, there are options to 'Start' the meeting and 'Hide Meeting Invitation'. The left sidebar shows a list of meetings, with the 'Planlagt Zoom Meeting' card highlighted. The meeting card in the sidebar shows the time (9:00-10:00) and the meeting ID (618 5620 5297). The main content area also provides detailed information for joining the meeting, including a URL, meeting ID, passcode, and dial-in numbers for various locations.

Zoom

Home Chat Meetings

Upcoming Recorded

My Personal Meeting ID (PMI)

Today

geirhmoe@khio.no's Zoom Meeting
8:00-8:30
Meeting ID:

Planlagt Zoom Meeting
9:00-10:00
Meeting ID: 618 5620 5297

Recurring meeting

IT-enheten Onsdagmøter
Meeting ID:

Planlagt Zoom Meeting
9:00 - 10:00
Meeting ID: 618 5620 5297

Start Copy Invitation

Hide Meeting Invitation

geirhmoe@khio.no is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://khio-no.zoom.us/j/61856205297?pwd=K2JCOTR1SHc2TKl5VzJhNW5lcENUU09

Meeting ID: 618 5620 5297
Passcode: nnnnnnnn
One tap mobile
+4723960588, 61856205297# Norway
+4724004735, 61856205297# Norway

Dial by your location
+47 2396 0588 Norway
+47 2400 4735 Norway
+47 7349 4877 Norway
Meeting ID: 618 5620 5297
Find your local number: https://khio-no.zoom.us/j/61856205297?pwd=K2JCOTR1SHc2TKl5VzJhNW5lcENUU09

Join by SIP
61856205297@109.105.112.236
61856205297@109.105.112.235

Join by H.323
109 105 112 236