

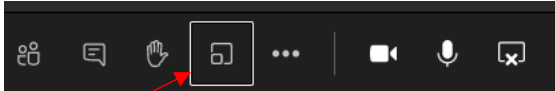
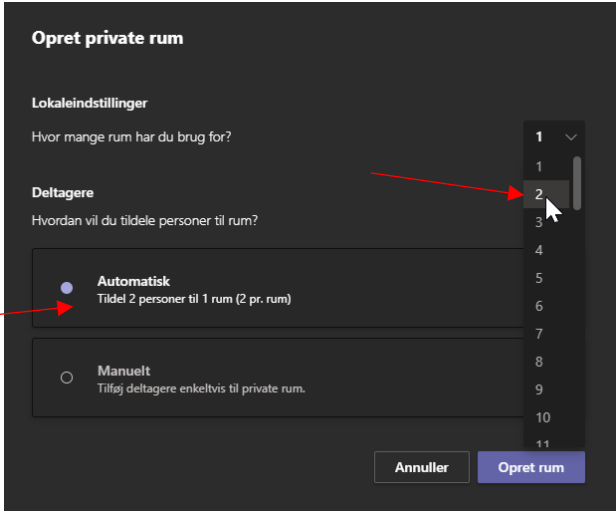


Private rum (Breakout) i MS Teams

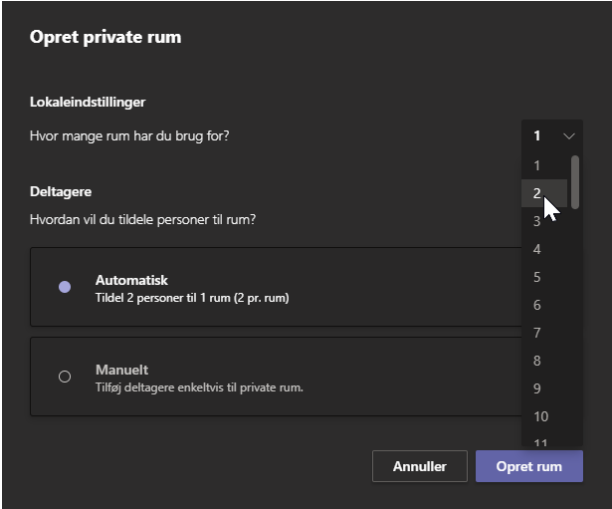
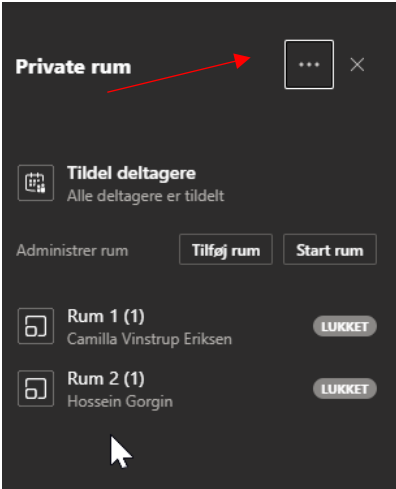
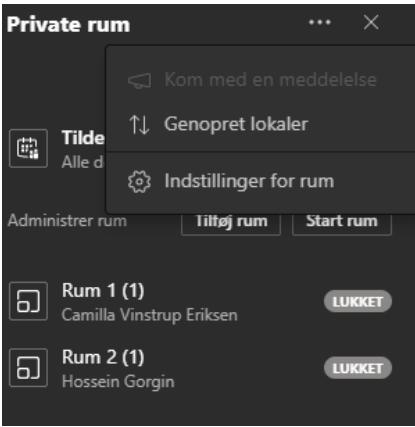
I denne guide behandler vi oprettelse af private rum med automatisk og manuel fordeling af deltagere.

Ved Teams invitationer sendt fra Outlook, er det kun mødeopretteren som kan lave private rum. Denne rolle kan ikke overdrages til andre.

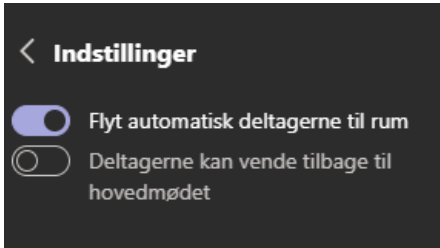
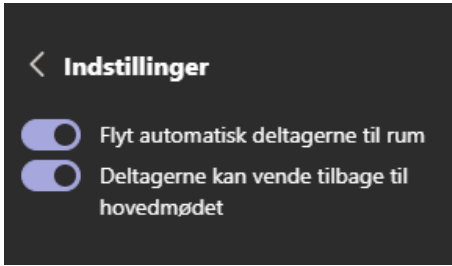
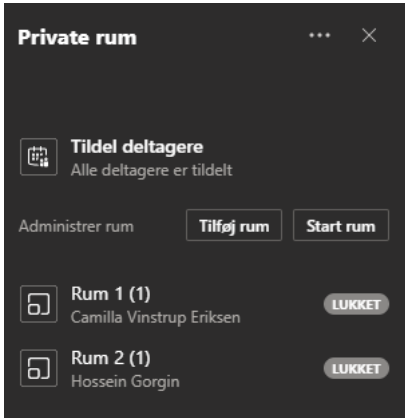
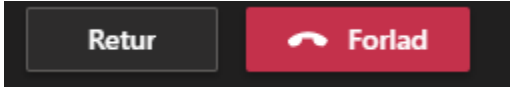
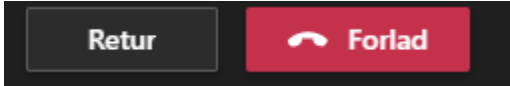
Ved deltagelse i et teammøde/kanalmøde, er det første medlem/ejer inde i mødet, der har rettigheder til at oprette private rum.

Proces	Beskrivelse	Handling
Opret private rum automatisk	Klik på "Private rum" ikonet	
	Vælg et antal passende rum MS Teams for-deler deltagerne automatisk	

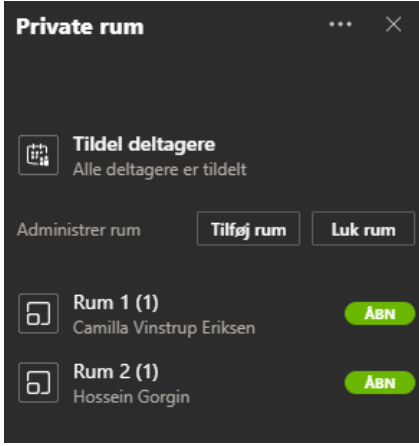
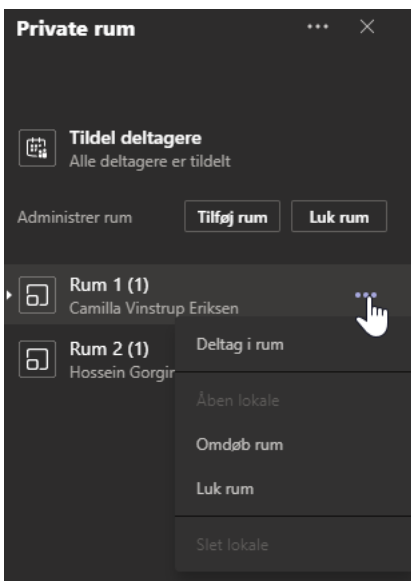
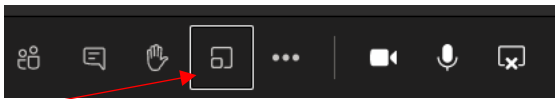


	Klik på "Opret rum"	
Opsætning af private rum	Klik på menuen (De 3 prikker)	
	Klik på "Indstillinger for rum"	

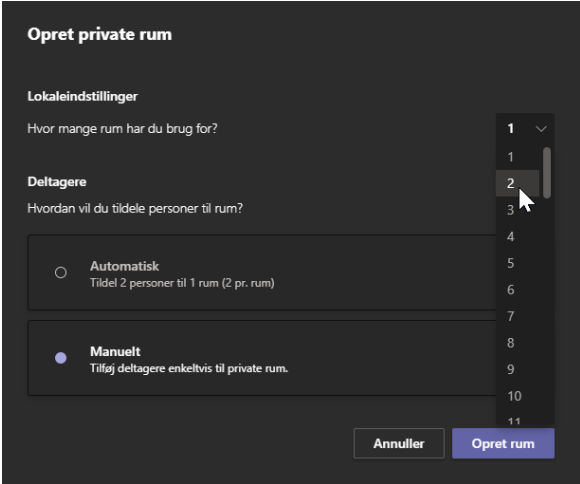
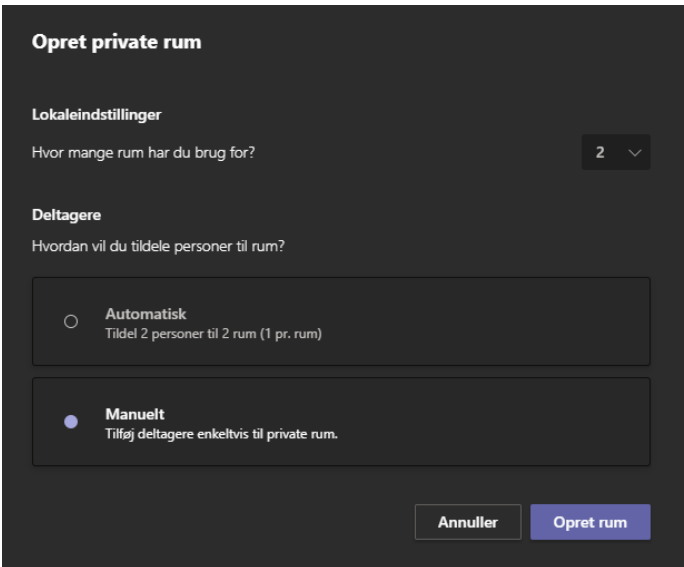


Indstillinger for private rum	Vælg "Flyt automatisk deltagerne til rum"	
	Vælg "Deltagerne kan vende tilbage til hovedmødet"	
Administrer rum	Klik på "Start rum"	
Deltagernes muligheder i private rum	Klik på "Retur" for at returnere til hovedmødet	
	Klik på "Forlad" for at gå helt ud mødet	

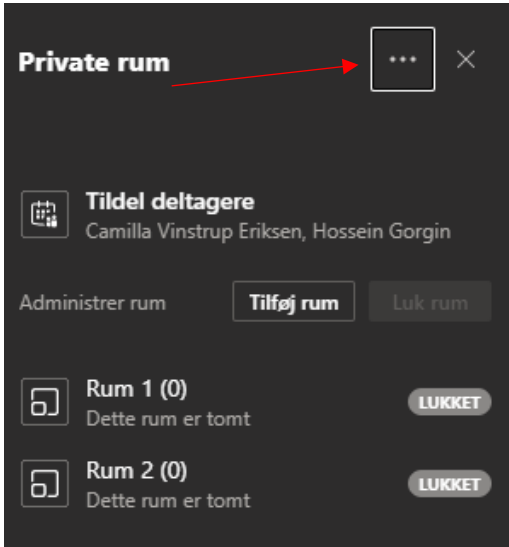
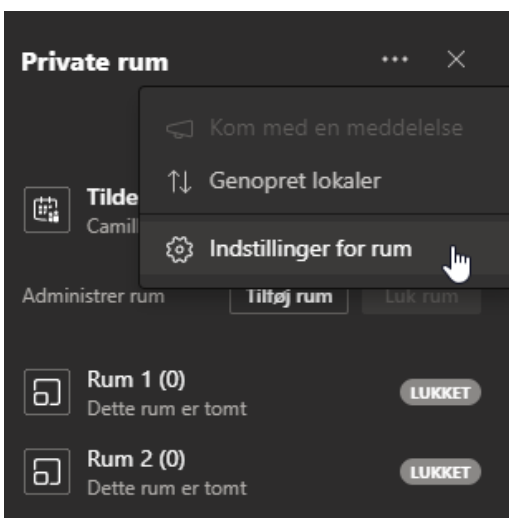
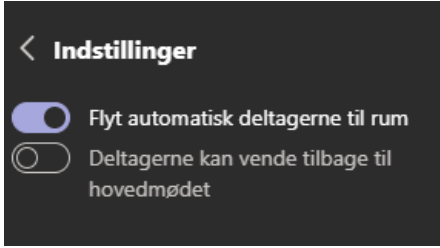


Luk for private rum	Hold musen på "Åbn"	 <p>The screenshot shows a 'Private rum' window with a dark background. At the top, it says 'Tildel deltagere' and 'Alle deltagere er tildelt'. Below that are buttons for 'Administrer rum', 'Tilføj rum', and 'Luk rum'. A list of rooms is shown: 'Rum 1 (1)' by Camilla Vinstrup Eriksen and 'Rum 2 (1)' by Hossein Gorgin. Each room has a green 'ÅBN' button to its right.</p>
Vælg om du vil deltage i, omdøbe eller lukke rum	Klik på "Deltag i rum", "omdøb rum" eller "luk rum"	 <p>The screenshot shows the same 'Private rum' window. A context menu is open over the first room, 'Rum 1 (1)'. The menu items are: 'Deltag i rum', 'Åben lokale', 'Omdøb rum', 'Luk rum', and 'Slet lokale'. A mouse cursor is pointing at the 'Deltag i rum' option.</p>
Opret private rum manuelt	Klik på "Private rum"	 <p>The screenshot shows a horizontal toolbar with several icons: a person, a speech bubble, a hand, a room icon, a three-dot menu, a video camera, a microphone, and a close button. A red arrow points to the room icon.</p>



<p>Opret private rum</p>	<p>Vælg et antal passende rum</p> <p>Vælg "Manuelt"</p>	
	<p>Klik på "Opret rum"</p>	



Opsætning af private rum	Klik på menuen (De 3 prikker)	
	Klik på "Indstillinger for rum"	
Indstillinger for private rum	Vælg "Flyt automatisk deltagerne til rum". For at deltagerne automatisk deltager i det private rum ved start	

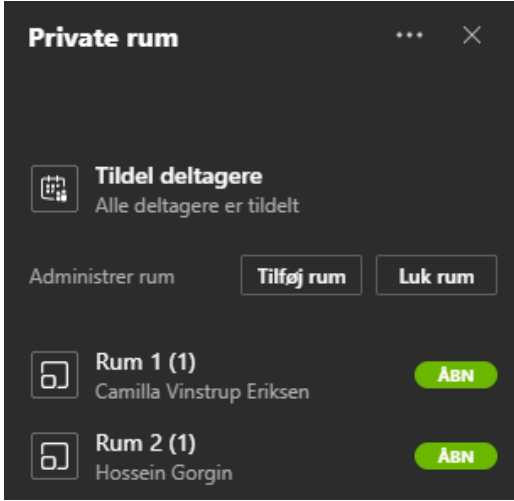


	Vælg "Deltagerne kan vende tilbage til hovedmødet"	
Tildel deltagerne et rum	Vælg den ønskede deltager	
	Klik på "Tildel"	



	Klik på det ønskede rum	
Start rum	Klik på "Start rum"	
Deltagernes muligheder i private rum	Klik på "Retur" for at returnere til hovedmødet	
	Klik på "Forlad" for at gå helt ud mødet	



Luk rum	Klik på "Luk rum", for at få deltagerne tilbage til hovedmødet	 <p>The screenshot shows a dark-themed interface titled "Private rum". At the top right are three dots and a close button. Below is a section "Tildel deltagere" with the text "Alle deltagere er tildelt" and a grid icon. Underneath is "Administrer rum" with two buttons: "Tilføj rum" and "Luk rum". A list of rooms follows: "Rum 1 (1)" with participant "Camilla Vinstrup Eriksen" and a green "ÅBN" button; and "Rum 2 (1)" with participant "Hossein Gorgin" and a green "ÅBN" button.</p>
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