

# HOW TO CREATE AN ACCOUNT FOR THE SURFnet SURFgroepen / Adobe Acrobat Connect SERVICE

To participate in a SURFnet SURFgroepen project of a SURFnet Adobe Acrobat Connect conference you first need to have an account. Anonymous access is not allowed, but registering for the service is free and can be done by anyone<sup>1</sup>.

This instruction explains how to create a SURFgroepen account and how to logon at an Adobe Acrobat Connect meeting. The URL for that meeting room should have been provided separately by the organizer of the meeting.

## #1 Go to

<http://www.surfgroepen.nl/>



## #2 Select the “Sign Up Now” link on the right of the screen

You'll be redirected to the signup page

## #3 Enter you email address



Create your own useraccount

1. join an existing SURFgroup Teamsite
2. create a new SURFgroup Teamsite
3. obtain a personal site (MySite)

**Enter your e-mail address below, to acquire the account**

! Students and staff from educational and research organizations use your organizational e-mail address to become a full member e.g. [jan.jansen@student.uva.nl](mailto:jan.jansen@student.uva.nl) or [jan.jansen@fontys.nl](mailto:jan.jansen@fontys.nl) !

An activation email will be sent to the email address you provide, containing further instructions.

E-mail address

You'll receive an email containing a link.

<sup>1</sup> Note that only staff and students from SURFnet members can create new project spaces and can setup conferences. Others can only participate or attend.

## #4 Click on the link provided in the email

Clicking on the link takes you to a sign up form consisting of three pages (use Next and Previous to navigate between them) that you need to fill in completely.

## #5 Fill in the form and click on Finish once you've reached the last page.

You should now see a page stating that signup was successful.

A mail will be send to you mail address with your username and password, **please store that for later reference.**

Next times you can start at step #6.

Dear guest,

We are delighted with your choice to become a SURFgroepen user.

To activate your account please click on the link pasted below this text.

<https://www.surfgroepen.nl/signup/activate.aspx?guid=32e3265a-f9d9-470d-89f0-8c4bd66d1d28>

Based on your email adres we have determined that you are not a SURFnet customer. As a guest user you can only participate in a SURFgroup on invitation from a group owned by a SURFnet customer.

Regards,  
SURFgroepen admin

### Register

Your name	
First name:	Pierre
Last name:	Gorissen
Display name:	SURFgroepenDemo
<input type="button" value="Next"/>	

### Register

Address (of your organisation)	
Street address:	Postbus 347
Zip or Postal Code:	5600AH
City:	Eindhoven
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

### Register

Account	
User Name:	SURFgroepenDemo
Password:	*****
Confirm Password:	*****
E-mail:	surfgroepen@gosoftonline.com
<input checked="" type="checkbox"/> Accept the Terms of Service	
<input type="button" value="Previous"/> <input type="button" value="Finish"/>	

### Register

Your account has been created successfully.  
[Continue to SURFgroepen Home](#)

When you enter the URL of the Breeze conference room (should look something like <https://connect.surfgroepen.nl/> followed by a combination of digits and letters) you will be asked for a username and password.

## #6 Enter the username and password created during the previous steps

It depends on the exact setup of the room whether you have to wait until the host allows you in and whether you enter as guest or as presenter.

If the conference room is setup to let you enter as presenter or if the host promotes you to presenter, you should be able to switch on your audio and video.

## #5 Run the Audio Setup Wizard (in the Meeting Menu) to confirm that your headset is working properly.



Acrobat® Connect™ Professional

PierreGorissen

Login:  
SURFgroepenDemo

Password:  
\*\*\*\*\*

[Forgot your password?](#)

Enter Room

