HOW TO CREATE AN ACCOUNT FOR THE

SURFnet BREEZE SERVICE

This instruction explains how to create a Breeze account for the SURFnet Breeze Service. The URL for that meeting room should have been provided separately.

#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

You'll receive an email containing a link.

#4 Click on the link provided in the email

Clicking on the link takes you to a sign up form that you need to fill in completely.

#5 Fill in the form and click on Save

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.
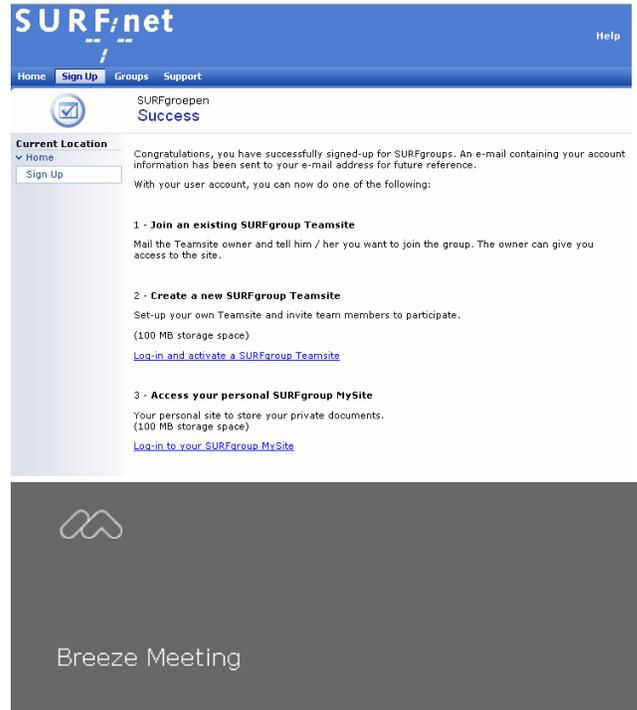
Next times you can start at step #6.

When you enter the URL of the Breeze conference room (should look something like https://breeze.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.