

1. Go to https://zoom.us and click 'SIGN UP, IT'S FREE'.

← → C ①	https://zoom.us			☆	ø (© (
JOIN THE ZOOM US	ER CONFERENCE ZOOMTOPIA OCTOBER 10-11, 2018		REQUEST A DE	EMO 1.888.	799.9666	RESOUR	RCES 🕶	SUPPORT
zoom	SOLUTIONS - PLANS & PRICING CONTACT SALES	JOIN A MEETING	HOSTA		SIGN IN		GN UP, IT	S FREE
	Zoom Video Communications was	Gartner peerinsights Figure 1. Gartner Peer Insights "Voice of the Custome" Meeting Solutions Overall Ratings Gartner Peer Insights "Voice of the Customer" Meeting Solutions Overall Ratings						
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	for Meeting Solutions!*	Lagilah Trasmitawa Barashara Kotarak Garagin Casa	© 11155 © 11155 © 11155 © 11155	Continues Continues Continues Continues Continues Continues Continues	Dra Dra Dra Dra Dra Dra Dra Dra Dra Dra	439 439 431 437 437		
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	17/10 - 1 1 1 5 S	ource: Gartner Peer Insights	(January 31, 2018)					

2. 'Sign Up Free' with your email address.

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ZOOM SOLUTIONS - PLANS	& PRICING CONTACT SALES	JOIN A MEETING	HOST A MEETING	SIGN IN	SIGN U	IP, IT'S FREE
	Sign Up Fr	ree				
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	Sign Up					
	By signing up, I agree to the Privacy Service.	y Policy and Terms of				
	Or, sign up with Google of	or Facebook				
	Already have an accour	nt? Sign in.				



3. You will soon receive an email saying: You recently visited our sign up page using an email which has already been registered and activated. Click the button below to Sign In.

Zoom		11.00
Zoom Account SignUp Assistant		
Til: Jim Daus Hjernøe,		
Svar til: no-reply@zoom.us		
	zoom	
Hello lim Hieroge		
Hello ann Hjernøe,		
You recently visited our sign u registered and activated. Click	p page using an email which has alreat the button below to sign in.	ady been
(Sign In	
If the link above doesn't work,	paste this into your browser:	
https://zoom.us/signin		
Happy Zooming!		

4. Sign In with the email address and choose a Password. Then click on the blue 'Sing In'.

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ZOOM SOLUTIONS - PLANS & P	RICING CONTACT SALES	JOIN A MEETING HOST	A MEETING 👻 SIGN IN	SIGN UP, IT'S FREE
	Sign Ir Email address Password		>	
	Forgot password? Or, sign in with Google (Stay signed in Stay signed in		
	New to Zoom? Sign	Up Free		

Professor Jim Daus Hjernøe www.ramavocalcenter.dk jim@musikkons.dk



5. A window opens with a menu on the left side. Click on 'My Meeting Settings'.

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	5 & PRICING	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETIN	IG -	SIGN OUT
My Profile My Meeting Settings My Meetings My Recordings My Webinars	Change	-				Edit
Room Management Zoom Rooms Cisco/Polycom Rooms	Personal Meeting ID	× Use this ID for ins	tant meetings			Edit
User Management Users Group Management	Sign-In Email	Linked accounts:	1			Edit
Role Management	User Type	Basic 🛛 Upgrade				
Account Management Account Profile	Capacity	Meeting 100 €)			
Billing	Time Zone	No option selected.				Edit
Advanced Zoom for Developers	Language	No option selected.				Edit
H.323/SIP Room Connector	Sign-In Password	*****				Edit
Meeting Connector Branding	Signed-In Device	Sign Me Out From A	ll Devices 🔞			
Single Sign-On						
Integration					2)	Help

6. Scroll down the page until you see 'Allow users to select stereo audio in their client settings' and 'Allow users to select original sound in their client settings'. Turn them on.

JOIN THE ZOOM USER CONFERENCE $ZOOM$ TO PIA OCTOBER 10-11, 2018			REQUEST A DEMO	1.888.799.9666	RESOURCES -	SUPPORT
zoom	SOLUTIONS - PLANS & F	RICING SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETIN	G -	SIGN OUT
		Auto-answer group in chat Enable users to see and add contacts to 'auto- group' in the contact list on chat. Any call from of this group will be automatically answered.	answer n members			
		Only show default email when sending er Allow users to invite participants by email only the default email program selected on their co	nail invites			
		Use HTML format email for Outlook plugi Use HTML formatting instead of plain text for invitations scheduled with the Outlook plugin	n meeting			
		 Allow users to select stereo audio in their settings Allow users to select stereo audio during a me 	eting		Modified	Reset
		 Allow users to select original sound in the settings Allow users to select original sound during a m 	eir client		Modified	Reset
		Screen sharing Allow host and participants to share their scre content during meetings	en or)		

Professor Jim Daus Hjernøe www.ramavocalcenter.dk jim@musikkons.dk



7. Download the Zoom Client for Meetings and run the installation from https://zoom.us/meetings



8. When installed on your computer, start the program 'Zoom' and click 'Sign In' (and NOT 'Join a Meeting'). NB! Choose always to 'Sign In' to any meeting (and just stay signed in).

Zoom Cloud Meetings
zoom
Join a Meeting Sign In
Version:4.1.31275.0831

Professor Jim Daus Hjernøe www.ramavocalcenter.dk jim@musikkons.dk



	Zoom Cloud Mee	etings	
Login (o	r Sign Up)	sso	Login with SSO
Password	Or	8+	Login with Google
Keep me logged in Forgot your password?	Login	f	Login with Facebook
(Back			

Then check your status:

	Zoom - Co	rp Account
R.	Jim Daus Hjernøe	Settings
	Start with video	Start without video
	+	
	Join	Schedule
	Share	screen
Ĩ	Meetings	Contacts Chats

Professor Jim Daus Hjernøe <u>www.ramavocalcenter.dk</u> jim@musikkons.dk



9. Follow step 1, 2, 3 on the picture below to turn on the 'Original Sound' in meetings to make the sound work perfectly for music, when playing and/or singing in classes.

Audio	Zoom - Fre	e Account
General Video Recording Advanced Features Statistics Feedback Accessibility Instant Messaging	JH Jim Hjernøe ••	1. Settings
Speaker		
Test Speaker Built-in Output (Internal Speakers)		
Click Test Speaker to make sure you can hear others		×
Output Level:	Start with video	Start without video
Output Volume:	Start with video	Start without video
Please speak to your microphone. If you can not see the volume indicator		
blinking, select a different mic.	+	19
Test Mic Built-in Microphone (Internal Microphone) 🗘		
Input Volume:	Join	Schedule
3. Automatically adjust microphone settings		
Automatically join audio by computer when joining a meeting		
☑ Enable Stereo		
Allow option for using original sound from microphone in meeting Press and hold SPACE key to temporarily unmute yourself	Share	screen
	🚖 🕒	
	Home Meetings	Contacts Chats
Zoom Meeting ID: 628-418-646		
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10. When it's time for a meeting press 'Join', and the Enter Meeting ID.



11. Press 'Join with Computer Audio' if this will be an option at some point.