

## Signing up for a Zoom account

Sign up for a free Zoom account using the contact email address MYO has on file for you.

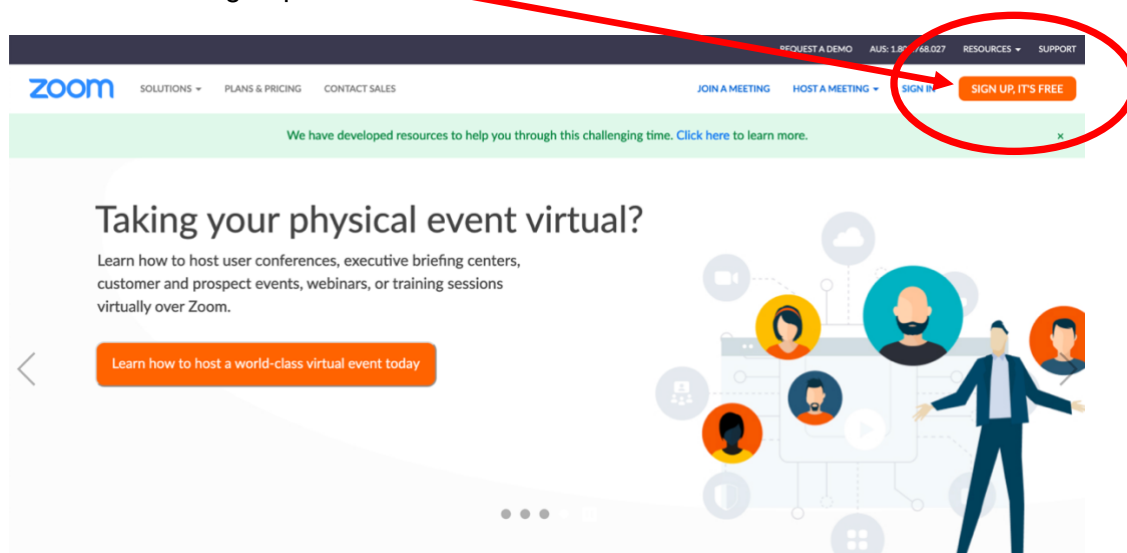
For security reasons MYO can only approve Zoom meeting registrations from your contact email address. Once your registration is approved you will access the meeting by logging into the Zoom account associated with the contact email address.

For students under 16 an adult should sign up for the Zoom account under their own name and be the one to log in and access the meeting alongside the student. Please make sure to be on hand should they require assistance.

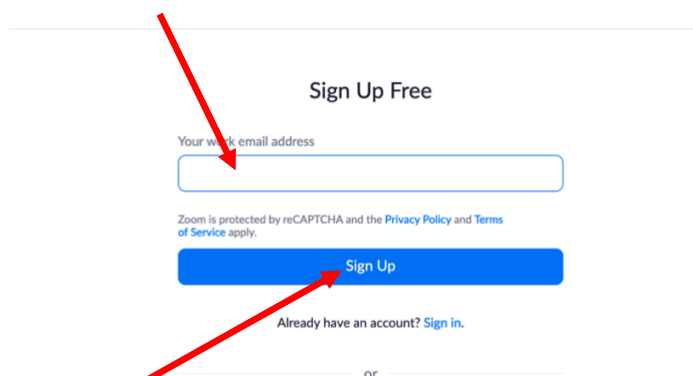
Using your desktop or laptop computer (Zoom on a tablet or mobile phone is not recommended for MYO Unlimited), browse to:

<https://zoom.us/>

1. Click on the sign-up button



2. Enter your Date of Birth
3. Enter the contact email address MYO has on file



Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

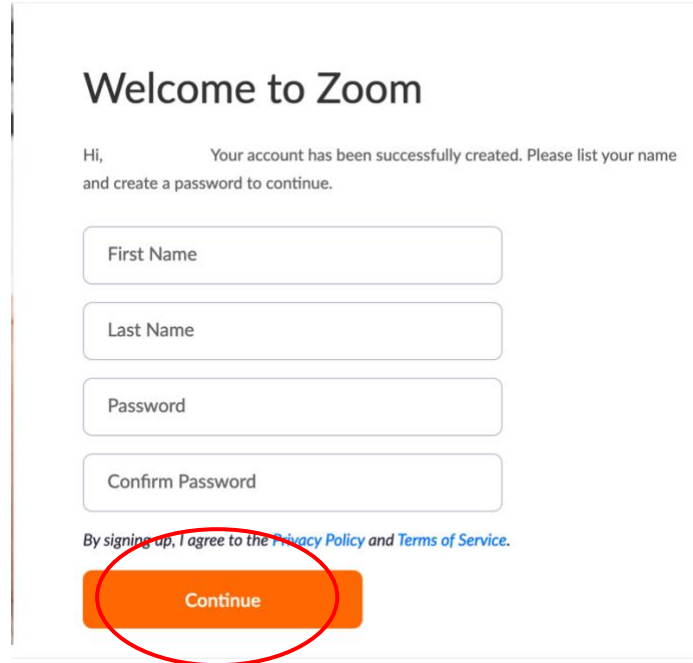
Sign Up

Already have an account? [Sign in.](#)

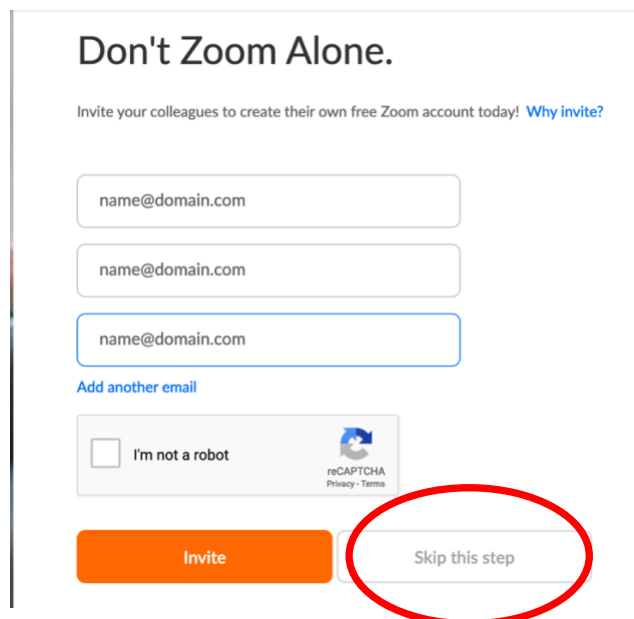
or

4. Click "Sign Up"

5. Zoom will send you a sign-up confirmation email. Open the email and click “Activate Account” to verify your email address
6. Tick “No” to the question “Are you signing up on behalf of a school?”

The image shows the Zoom 'Welcome to Zoom' sign-up page. It has a heading 'Welcome to Zoom' and a message: 'Hi, Your account has been successfully created. Please list your name and create a password to continue.' Below this are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. At the bottom, there is a line of text: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).' Below this text is an orange button labeled 'Continue', which is circled in red.

7. Complete the account sign-up by adding the account holder's details. Click “Continue”

The image shows the Zoom 'Don't Zoom Alone' page. It has a heading 'Don't Zoom Alone.' and a message: 'Invite your colleagues to create their own free Zoom account today! [Why invite?](#)' Below this are three input fields for email addresses, each containing the placeholder text 'name@domain.com'. Below the input fields is a link 'Add another email'. Below the link is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are two buttons: an orange button labeled 'Invite' and a grey button labeled 'Skip this step', which is circled in red.

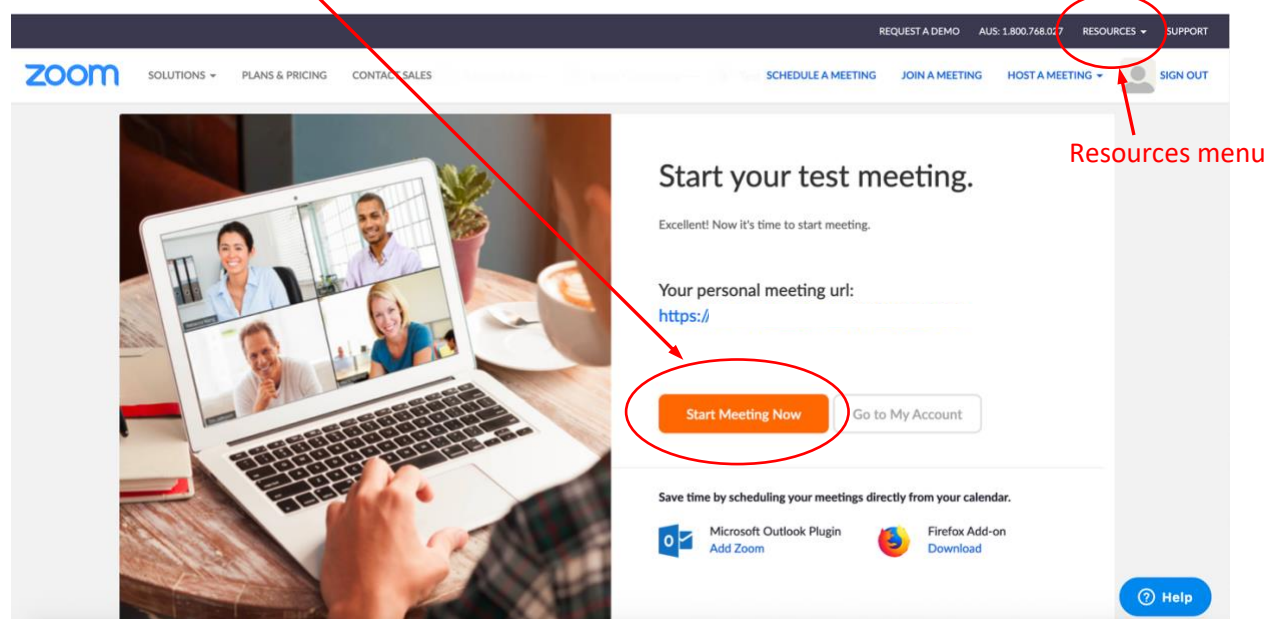
8. In the “Don't Zoom Alone” page, click “Skip this step”

## Zoom Software installation

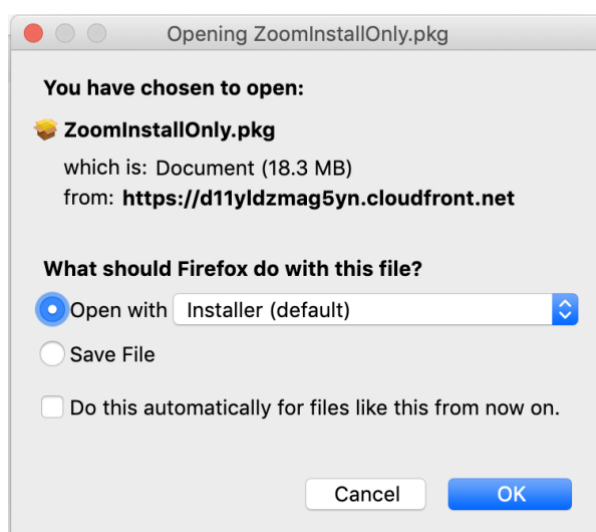
At the end of the account activation process, follow the prompt to start a test meeting. This will install the software on your computer and prompt you to do a meeting test.

Alternatively, you can download the Zoom Client for Meetings using the Resources drop-down menu on the top right-hand corner of the web page and join a test meeting separately.

Click “Start Meeting Now” as you finish activating your account or download the Zoom Client via the Resources menu.



The software should start to download. Install the Zoom Desktop client on your machine (this picture shows the installation package for a Mac computer).

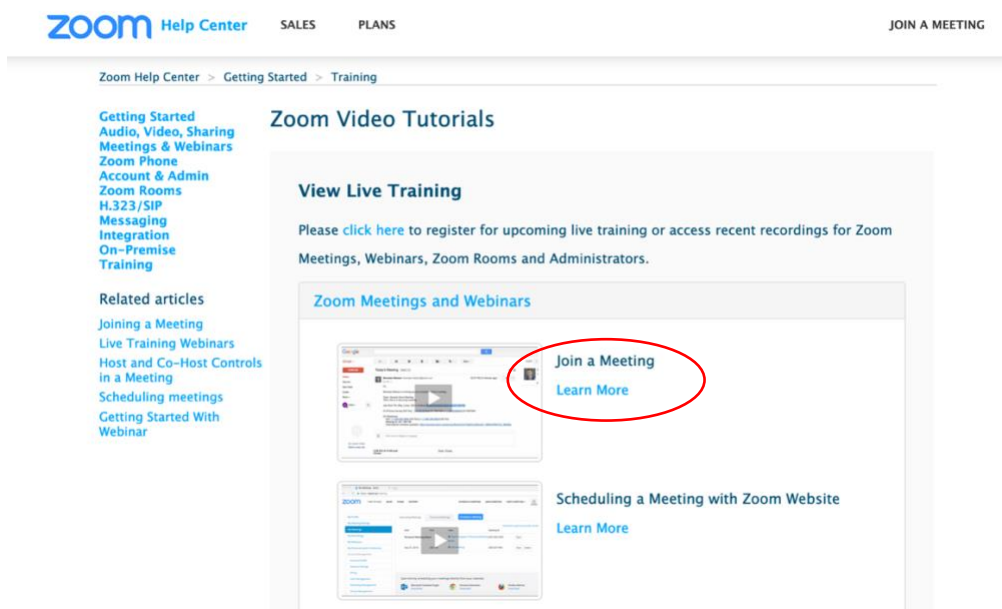


When the software has installed, sign into your account. If you chose Start Meeting Now, you will be taken directly to a test meeting where you can test your audio and video.

## Zoom Video Tutorials

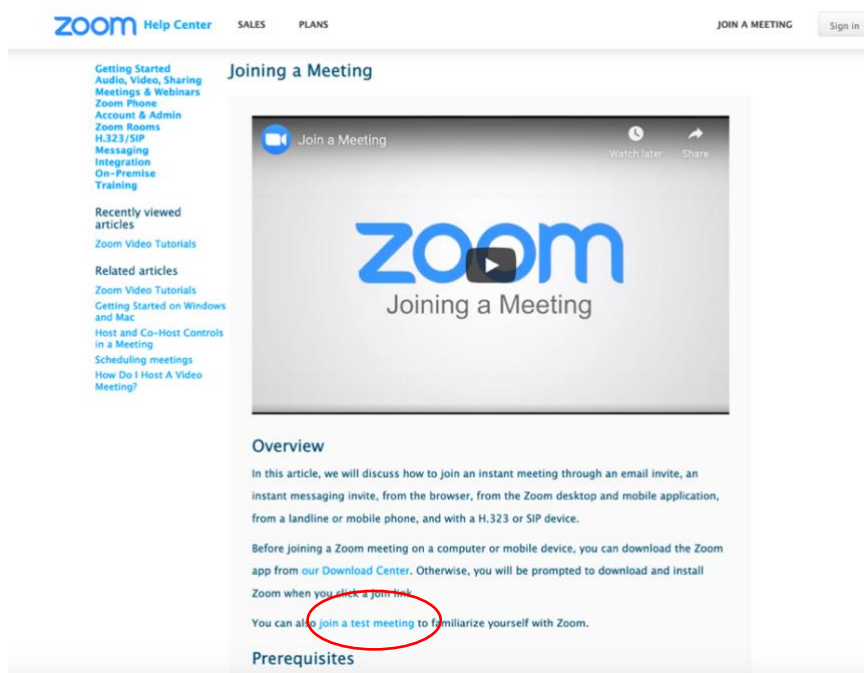
Zoom has some excellent short videos & FAQs online which walk you through the basics.

Browse to Zoom's Video Tutorials via the Resources menu on the Zoom website. Select the "Join a Meeting" video.



## Joining a Test Meeting

If you haven't already done this as part of the account activation process, there is a link to join a Test Meeting at the bottom of the "Joining a Meeting" Video Tutorial.



**Registering for MYO Unlimited Zoom Meetings**

Ahead of your scheduled meeting you will receive an invitation to register from the [myo@myo.org.au](mailto:myo@myo.org.au) email account.

For regular EP Online Saturday meetings, invitations to register will be sent on a Wednesday. Please register by no later than midday on Friday.

EP Online registrations will be approved in a batch on Friday afternoon. Once approved, you will be sent an email containing meeting details and the password by COB Friday.

**Registration Instructions**

Click on the registration link in your invitation email. You will be taken to the Meeting Registration page.

Meeting Registration

Topic

Time

Apr 22, 2020

[Canberra, Melbourne, Sydney](#)

First Name\*

Last Name\*


Email Address\*

Confirm Email Address\*

Ensemble\*

\* Required information

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Register

Enter the student's first and last name, the email address MYO has on file and the student's ensemble, then click "Register".

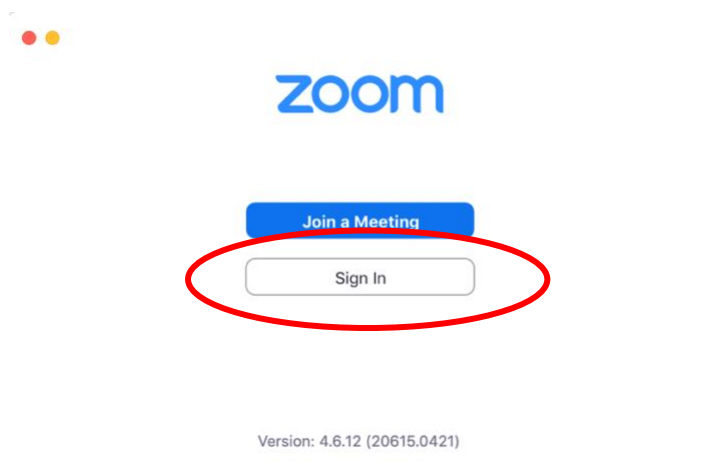
Confirmation will appear that your registration is now pending approval.

### Joining the Zoom meeting

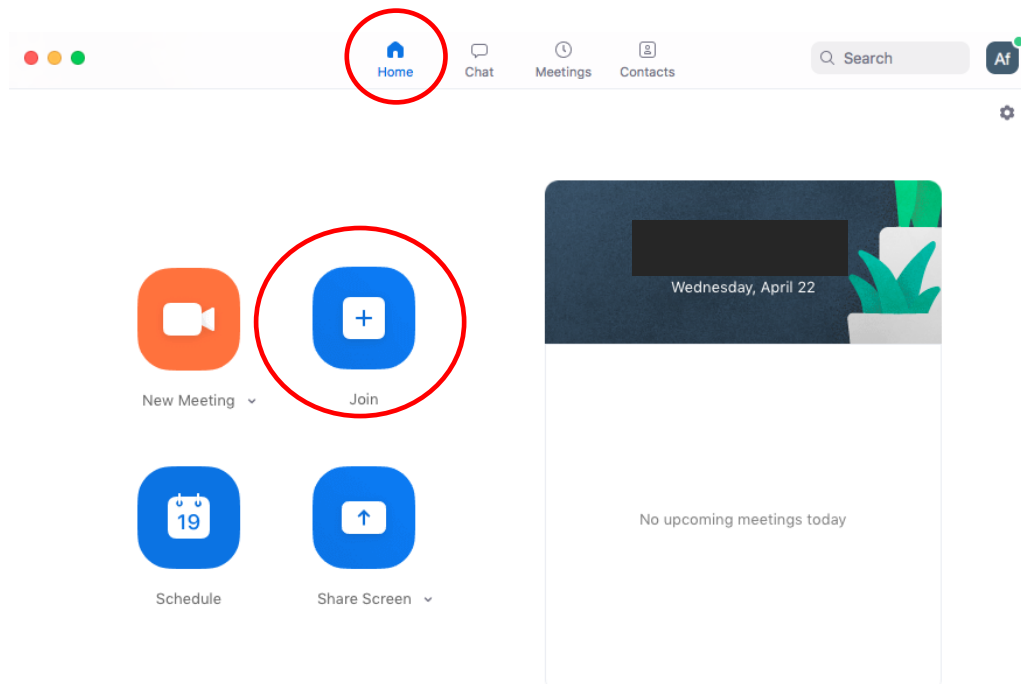
Once you have received your meeting details, you are ready to sign in and join the meeting.

Please sign in at least 10 minutes ahead of time so the meeting host has time to admit everyone before class starts. You be placed in the meeting Waiting Room until the host is ready to admit you.

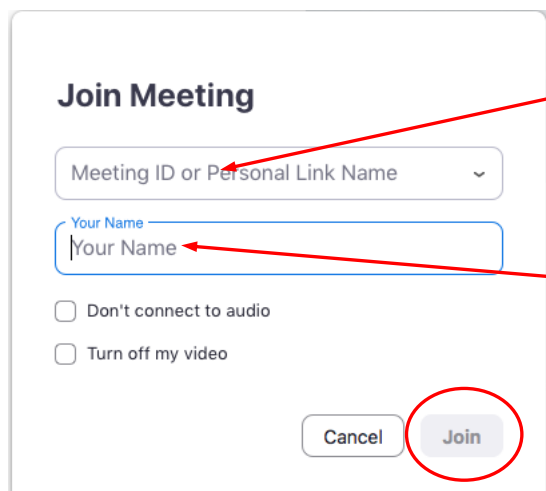
1. Launch the Desktop Client software on your computer and sign into your account (don't click Join a Meeting).



2. In your account Home page, click the Join button.



3. Enter the Meeting ID and student's name, then click "Join".



The 'Join Meeting' dialog box contains a dropdown menu labeled 'Meeting ID or Personal Link Name', a text input field labeled 'Your Name', two checkboxes for 'Don't connect to audio' and 'Turn off my video', and 'Cancel' and 'Join' buttons. Red arrows point from the text '9-digit Meeting ID' to the dropdown menu and from 'Student's Name (as per registration)' to the 'Your Name' input field. The 'Join' button is circled in red.

Join Meeting

Meeting ID or Personal Link Name

Your Name

Your Name

☐ Don't connect to audio

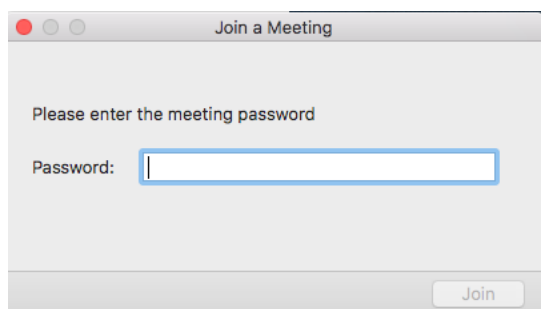
☐ Turn off my video

Cancel Join

9-digit Meeting ID

Student's Name (as per registration)

4. Enter the meeting password.



The 'Join a Meeting' dialog box has a title bar with standard window controls, the text 'Please enter the meeting password', a 'Password:' label, a text input field, and a 'Join' button at the bottom right.

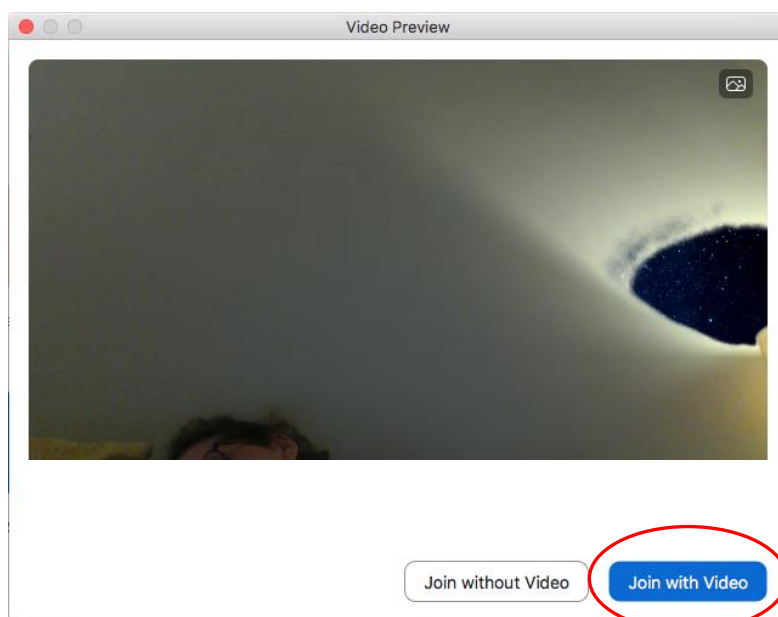
Join a Meeting

Please enter the meeting password

Password:

Join

5. Click "Join with Video".

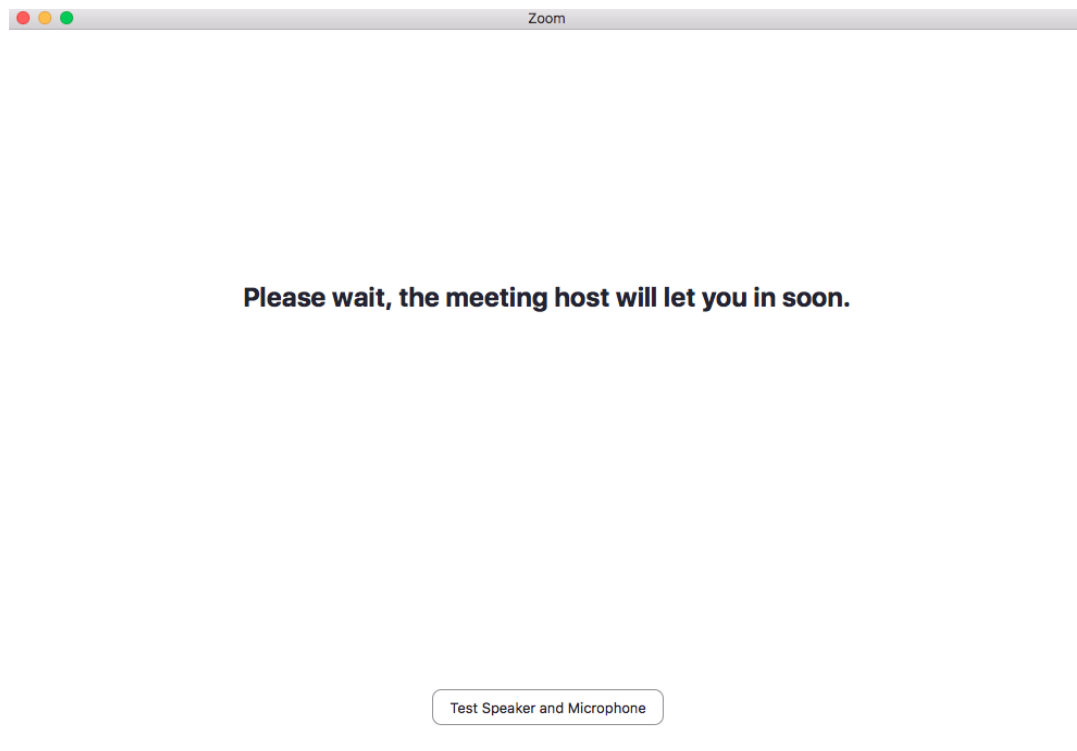


The 'Video Preview' dialog box features a video preview window showing a person's face, a 'Join without Video' button, and a 'Join with Video' button which is circled in red.

Video Preview

Join without Video Join with Video

6. Wait until you are admitted to the meeting. You can do a microphone and sound test while you wait. Don't forget to wear your headphones.



Further details on recommended Zoom audio settings will be posted on the Tech Info page on the MYO Unlimited website shortly before 9<sup>th</sup> May.