

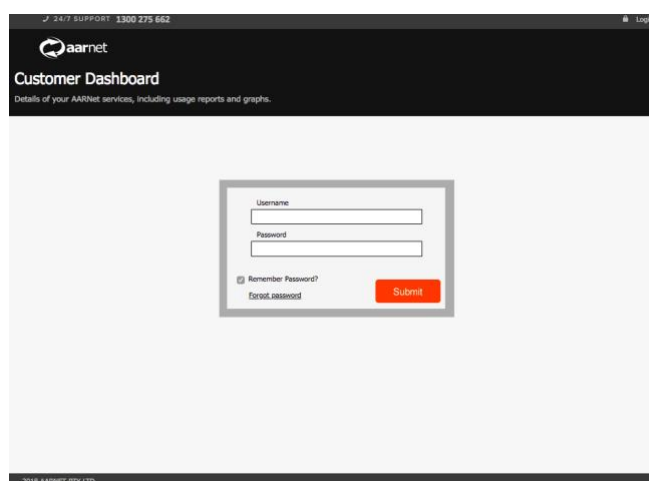


AARNET ZOOM ORDERING PORTAL QUICK START GUIDE FOR CUSTOMERS

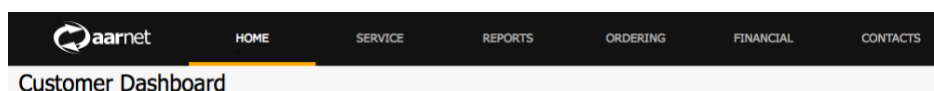
HOW TO ACCESS THE AARNET ZOOM ORDERING PORTAL

At any time if you need help with using the AARNet Zoom Ordering Portal, please contact your AARNet Customer Relations Manager or send feedback/requests to zoom@aarnet.edu.au.

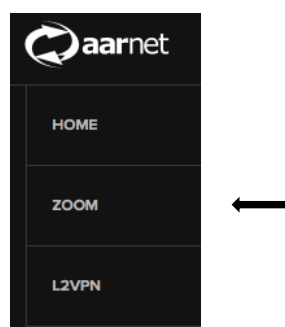
1. Go to <https://customerdashboard.aarnet.edu.au> and login with your Username (email address) and Password.



2. Go to "ORDERING" in the top menu bar. **This will open in a new Window or Tab**, please allow pop ups from this website <https://customerdashboard.aarnet.edu.au>.



3. Select ZOOM in the left navigation menu.



4. Select **NEW QUOTE** (new Zoom customer) or **UPGRADE** (existing Zoom customer).
5. Select the base plan and add-ons to then proceed to save quote and ordering.
6. If you have previously generated a Zoom quote, you can retrieve the quote from the left navigation menu to proceed to ordering.