

<Manual for attendee>

Preparation of Using Zoom.

If you are new for Zoom, please check how it works on Test Meeting.

How to join the Test Meeting:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Test Meeting:

<https://zoom.us/test>

Join a Session

You can join the session you want to listen anytime you like.

Please change the display name according to “Manual of Zoom”. Please make sure to mute your microphone when you join the meeting.

During a Session

Please mute the microphone during the session.

You can ask a question by using “raise hand” function. Chat function is not used at general sessions, but it may be used at planning lectures. Once you are called by a chairperson, unmute the microphone and make a question.

Please follow the chairperson’s instruction when you make a question.

Do not share your screen.

Recording and taking screenshots are strictly prohibited.

Leave a Session

You can leave and re-enter the session anytime you like.

If you want to join a session as presenter or chairperson, please follow the “Manual for Presenter” or “Manual for Chairperson”.