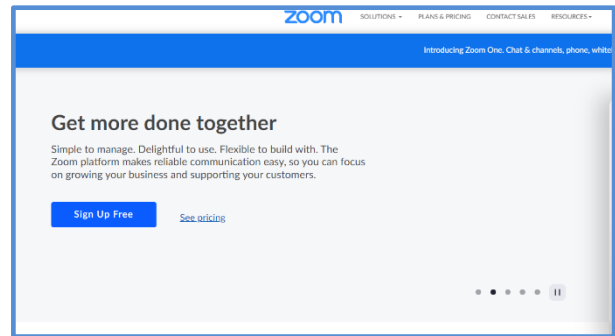
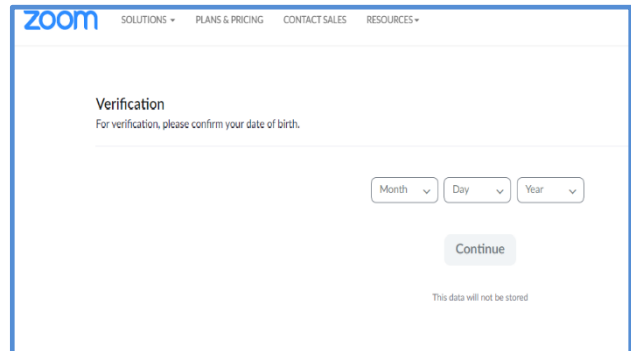


1. Create Zoom Account

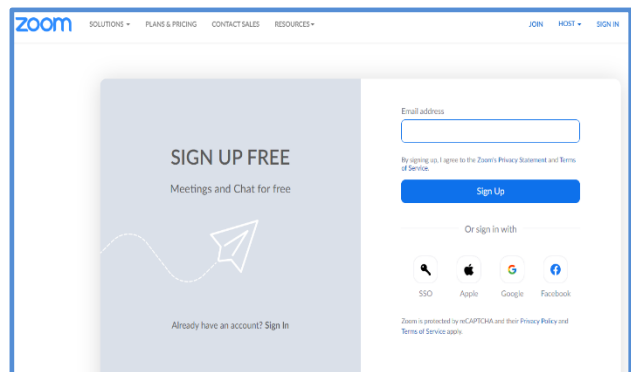
- 1) Access <https://zoom.us> and click "SIGN UP, FREE"
* SIGN UP is to create the zoom account



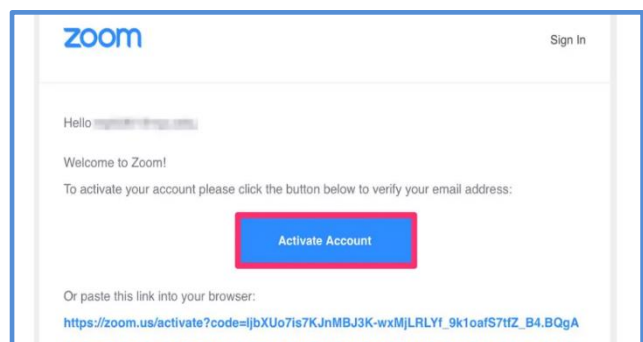
- 2) For verification, please confirm your date of birth.



- 3) Enter your Kyushu University Primary Mail Address (@s.kyushu-u.ac.jp)
We may restrict participation in online classes to users registered with a university email account only.



- 4) You will receive an email to activate your Zoom account in your registered email and click "Active Account".
* Activate means to activate your account.

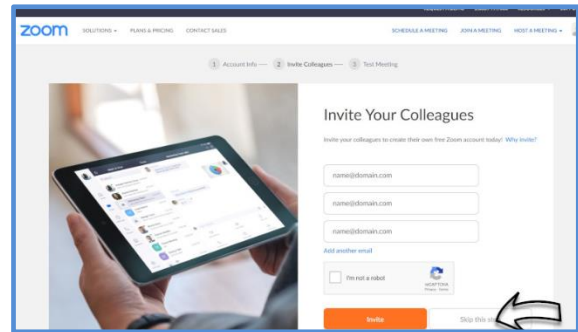


5) Enter your name and password.
For security purposes, do not use the same password for other services.
The password must:
have at least 8 characters,
have at least 1 letter (a, b, c...),
have at least one number (1, 2, 3...), and
include both upper and lowercase letters.

After entering your name and password,
click "Continue" at the bottom.

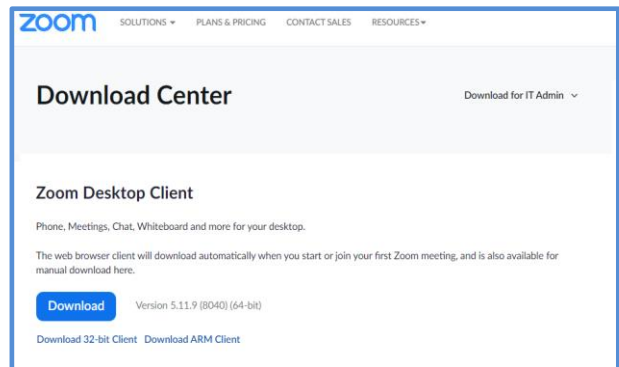


6) "Invite Colleagues." is not required.
Tick "I'm not a robot" at the bottom and
"Skip this step".
When "Start Meeting Now" is shown,
you are done signing up for an account.

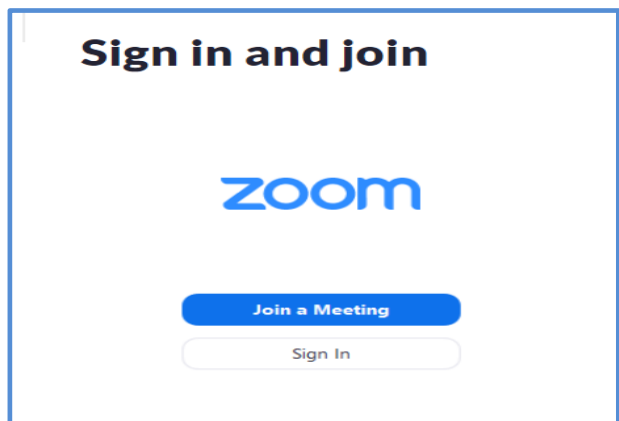


2. Setting up Zoom client

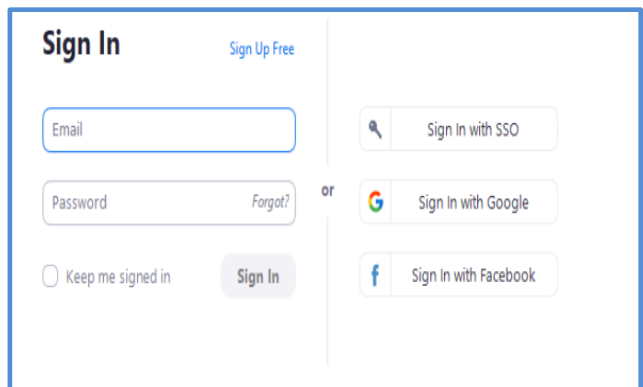
1) Access to https://zoom.us/download#client_4meeting and click "Download". The installer will be downloaded according to the OS, so please install according to the instructions. This explanation only covers installation on a PC not on a smartphone or tablet.



2) After installation, the Zoom client will start. If it does not start,
- on Windows
click "Start", "Zoom" and "Start Zoom".
- on Mac
Click "Launchpad" and "Zoom.us"
Once Zoom starts, click "Sign In".



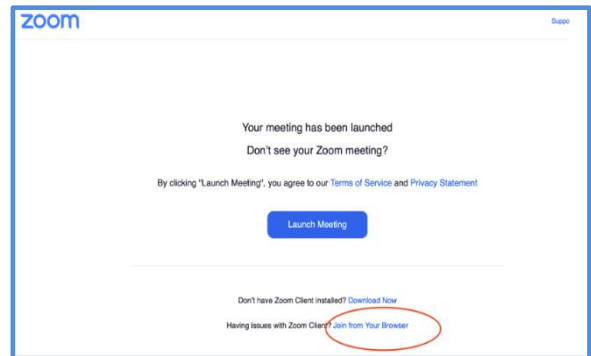
3) Enter the email and password you registered and sign in. If you don't want to enter your email and password each time, tick "Keep me signed in" checkbox. (do not check this box on a shared PC that is used by someone other than yourself).
* Sign in is the process of authenticating your account in order to use Zoom's services, and is synonymous with log in.



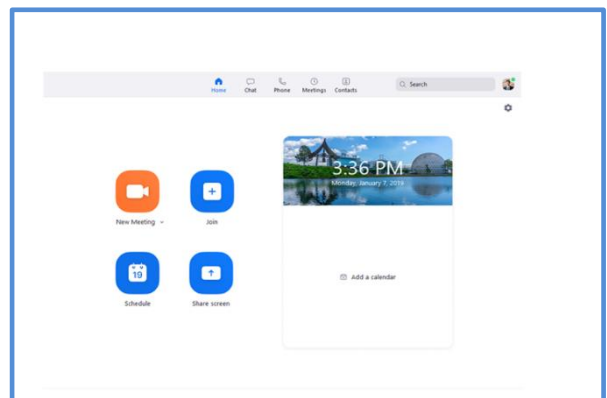
3. Join a Zoom Meeting

There are two ways to join a Zoom meeting: by clicking on the set URL or by entering your Meeting ID (9-digits).

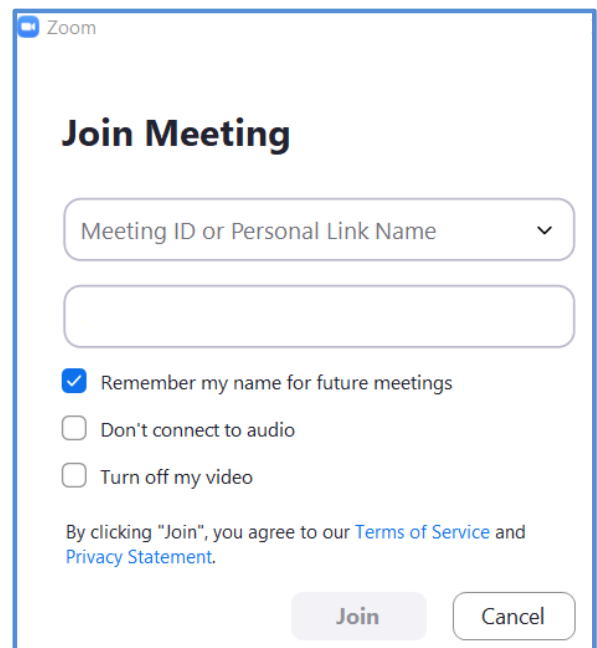
1) If you join from an emailed URL or a link on Moodle, click the URL to launch your web browser. You will be prompted to download the file. When the download is complete, the Zoom client will launch and you will be able to join the meeting. Note that the display will vary depending on your Zoom usage and web browser type. If you are joining from a URL, go to 3) next.



2) To join by entering your meeting ID, sign in to your Zoom client and click "Join" on the "Home" screen.

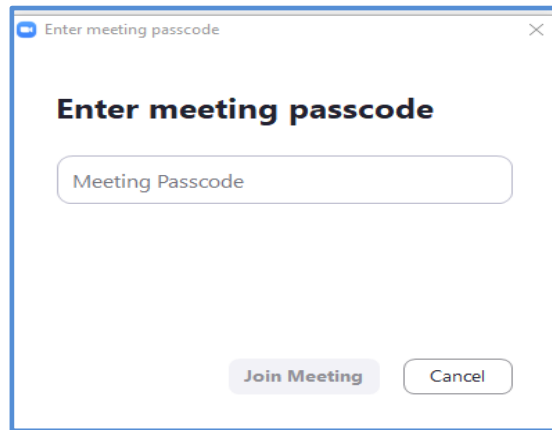


2') Enter your meeting ID and name (the name that will appear in the meeting that you entered during registration may be used to confirm your attendance, so be sure to enter your real name). If you check the "Don't Connect to Audio" checkbox, you will join with your microphone audio turned off, and if you check the "Turn off my Video" checkbox, you will join with your PC's camera video turned off. Depending on the type of class, the setting may not use the participant's audio or video. Unless otherwise instructed, leave the check box as it is and click "Join".



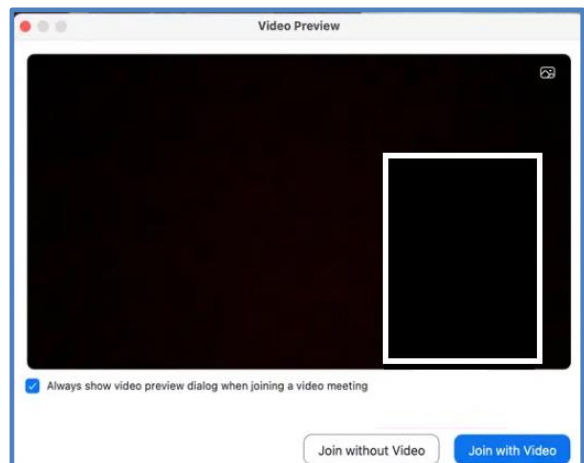
2”) To avoid Zoom-bombing, where a malicious participant interrupts the meeting, a password (6-digits) is set and must be entered (in some meetings, the password may not be set, but this is not recommended).

* Zoom-bombing is a problem where a malicious participant interrupts a meeting and verbally abuses or screen-shares inappropriate images. This can be avoided by setting up meetings with passwords, checking participants in the waiting room, etc.



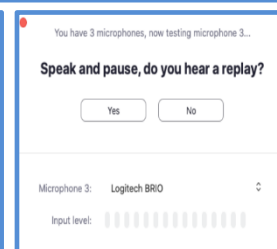
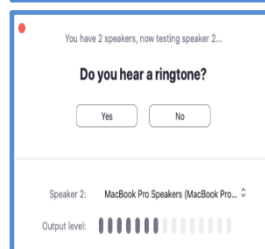
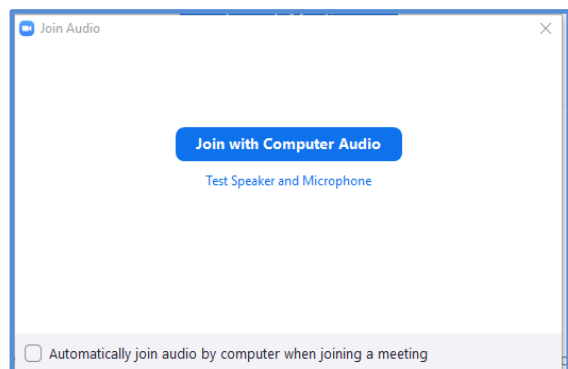
3) If video is enabled for the meeting, a video preview will be shown. If you do not want to show the background, for example at home, you can set a "virtual background" by clicking on the icon in the upper right corner of the video preview.

* A virtual background is an image of a person taken from the camera image and superimposed on another image or video. In addition to the standard backgrounds provided by Zoom, you can set your own favorite image as a virtual background

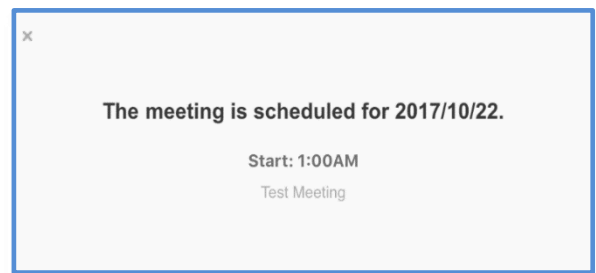


4) Depending on the settings, you will get audio (audio output (speakers, earphones, etc.) and input (microphone) settings.

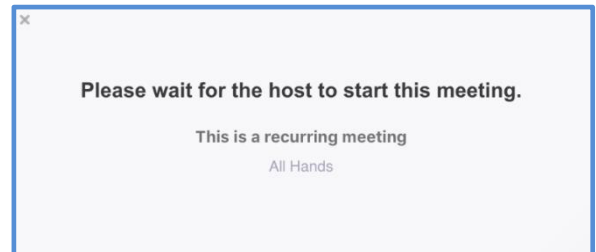
Click "Test Speaker and Microphone" to start testing the output from the speakers and the input to the microphone. If you have an external headset or speakers in addition to the PC speakers and microphone, you can select which device to use.



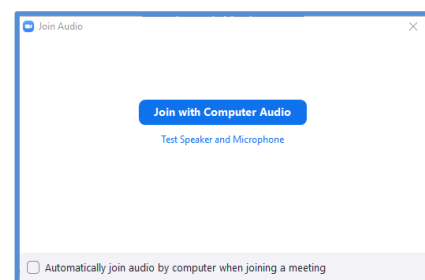
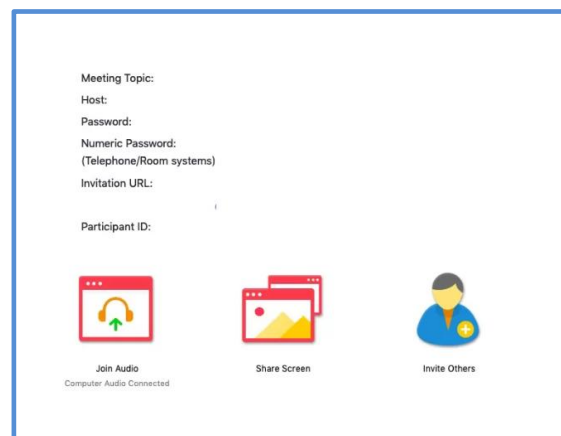
5) If you join the meeting before the host (the meeting organizer, or the faculty member or TA) starts the meeting, you will see a screen like the one on the right, so just wait for a while.



6) To avoid Zoom-bombing, meeting participants are set to wait in the "waiting room" by default. You will not be able to join a meeting until the host allows you to join. (Depending on the meeting, the "waiting room" may not be set.)

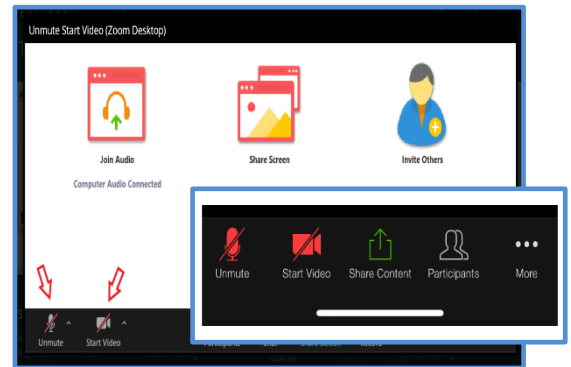


7) When the meeting starts, you will see the participants if video is turned on, or the screen on the right if video is turned off. Note that the host settings will vary depending on the meeting format (lecture, seminar, etc.) and the first screen that appears will change accordingly. If "Join Audio" appears in the lower left corner, click "Join with Computer Audio" in the dialog that appears. For "Test Speaker and Microphone," please refer to 4).

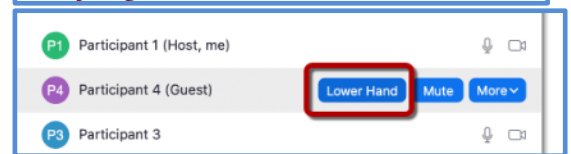
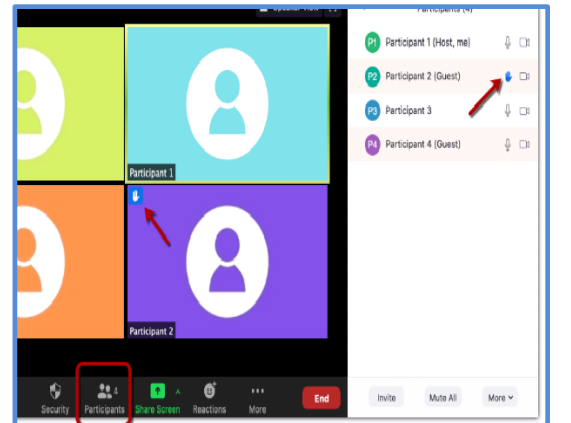


4. Functionality during a meeting

1) Click "Unmute" in the lower left corner to turn on your own microphone audio. Click "Start Video" to turn on your camera (if the icon has a diagonal line, it is off; if not, it is on; click to switch).

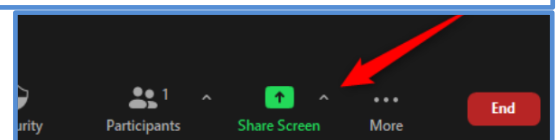
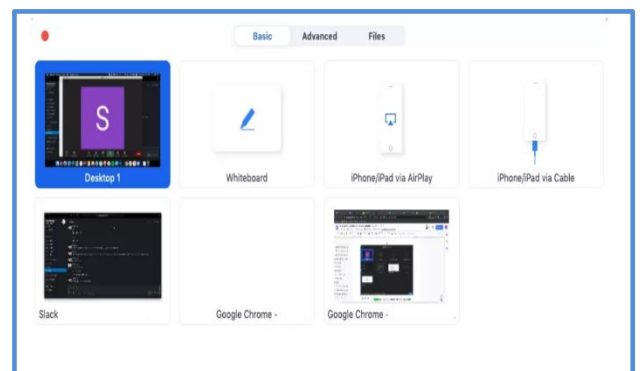


2) Clicking on "Participants" at the bottom center will display a list of those attending the meeting. The audio and video status of each participant is also displayed. Clicking on "Raise Hand" will add a hand symbol to your status display and notify the host of your status. This is used when you want to speak. The hand symbol disappears when you click on "Lower Hand". How to use the hand-raising function varies depending on the class, so please follow the host's instructions.

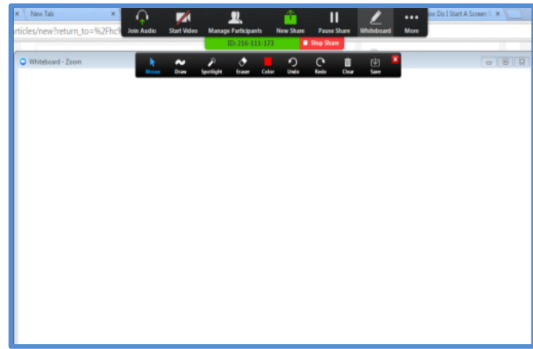


3) "Share Screen" in the bottom center displays the screen of one participant's PC (the entire screen, a window, or a whiteboard, etc., to be selected and shared as described below) on the screens of all meeting participants. In the case of a lecture, the host uses "Share Screen" to display PowerPoint slides, etc..

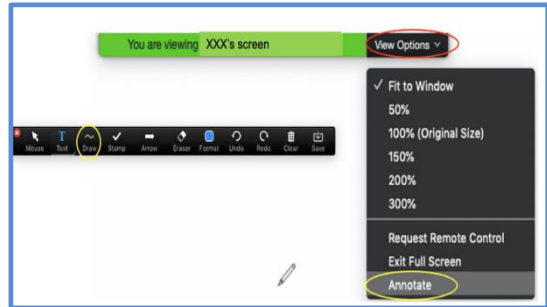
By default, when screen sharing starts, the participants' Zoom windows are automatically made full screen, so, if necessary, press the "Esc" key to resize the screen (whether or not to maximize the Zoom window during screen sharing can be changed in the settings). In seminar presentations, meeting participants (students) can share their PowerPoint or PDF documents on the screen. However, only one person at a time can share the screen, so please follow the host's (faculty member's) instructions and click "Share Screen" to start screen sharing.



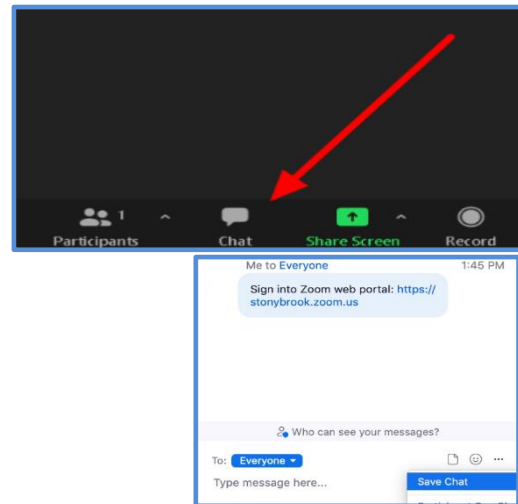
4) The "Whiteboard" function allows you to share a screen on which you can draw freely. You can use freehand (with a mouse or a stylus on a tablet), shapes, keyboard to enter text, stamps, erasers, etc.



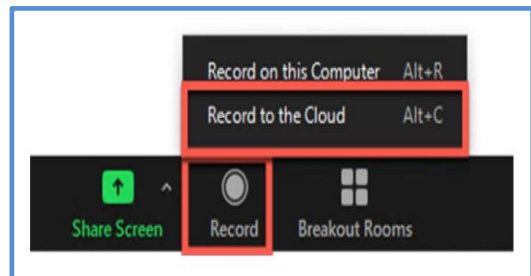
Other participants in the meeting can also draw on the whiteboard at the same time by clicking "View Options" and "Annotation" at the top. Click "Save" on the whiteboard to save the image file on your PC. The location of the file is in "Zoom" folder of the "Documents" folder where a folder is created and saved for each date.



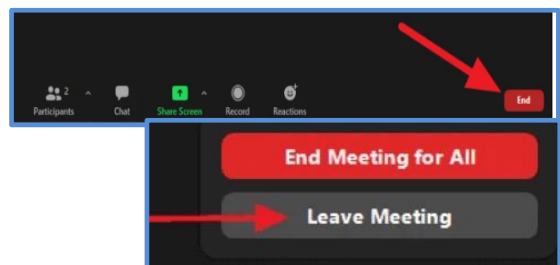
5) "Chat" at the bottom center opens a text chat window. If a participant's microphone is prohibited, you can communicate via text. Enter text and press "Enter" on Windows or "Return" on Mac to send the message (line breaks are not allowed). Chat logs can be saved by the host (Faculty member). Be careful what you say, because the host (Faculty member) can save the chat log.



6) "Record" at the bottom center is a function to record the meeting as a video, but recording by participants may be prohibited. Please check with your instructor regarding his/her policy on recording classes.



7) To leave the meeting, click on "Leave Meeting" in the lower right corner.



Notes for taking online class

- Please do not tell your meeting ID, password, and URL used in the online class to anyone. Zoom-bombing, which is the act of unauthorized participation in online meetings via Zoom, has become a widespread problem. Unauthorized access may make it difficult for the university to conduct online classes.
- It is a crime to capture the whole or part of the video or audio delivered in an online class without permission and post it on a social networking service, etc. Such illegal activities will be dealt with strictly.
- We recommend the use of a headset (earphones/headphones with a microphone) as the microphone may pick up the sound from the speakers of your PC or smartphone, which may cause feedback. The headset can be connected via a 4-pole plug, USB, or Bluetooth. If your PC has a 4-pole earphone jack, you can use a headset with a 4-pole plug. Please check the specifications as they vary depending on the model.
 - For example, earphones with a microphone that came with the iPhone 6s or earlier can be used with the MacBook series.
<https://www.apple.com/jp/shop/product/MNHF2FE/A/earpods-with-35-mm-headphone-plug>
- Non-verbal communication, such as facial expressions and gestures, is greatly restricted in videoconferencing and text chat, so your intentions may not be conveyed as well as they could be. With this in mind, be careful to communicate without becoming overly emotional.