Guidelines for Attending Webinar

Dinesh Manandhar

Center for Spatial Information Science
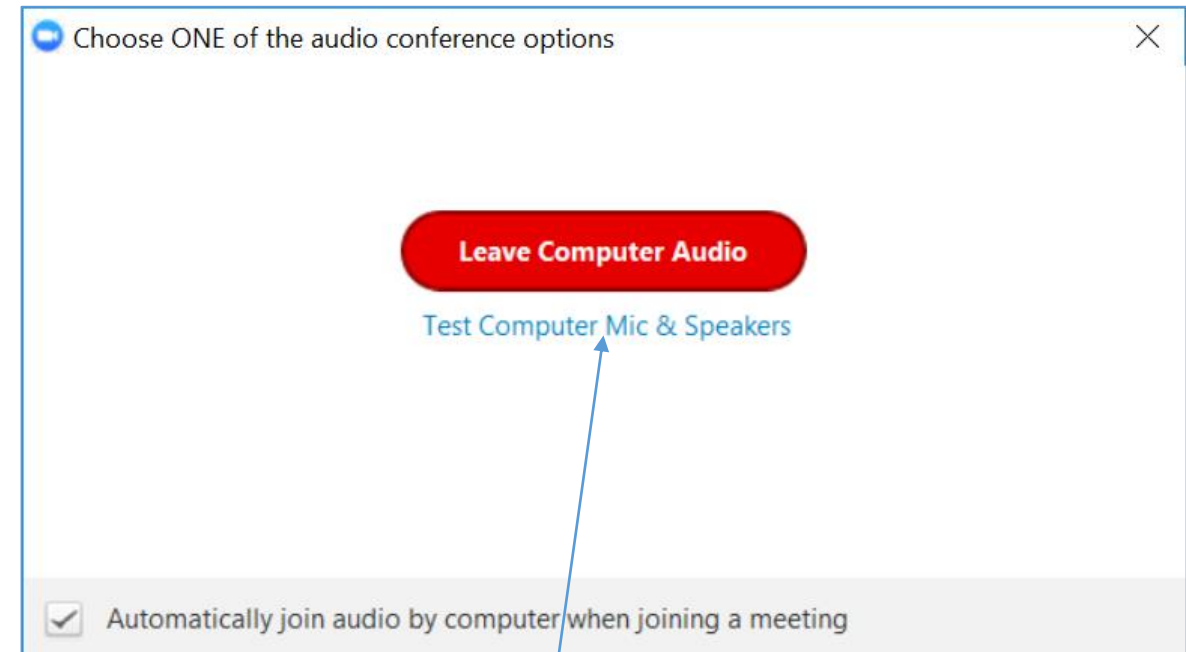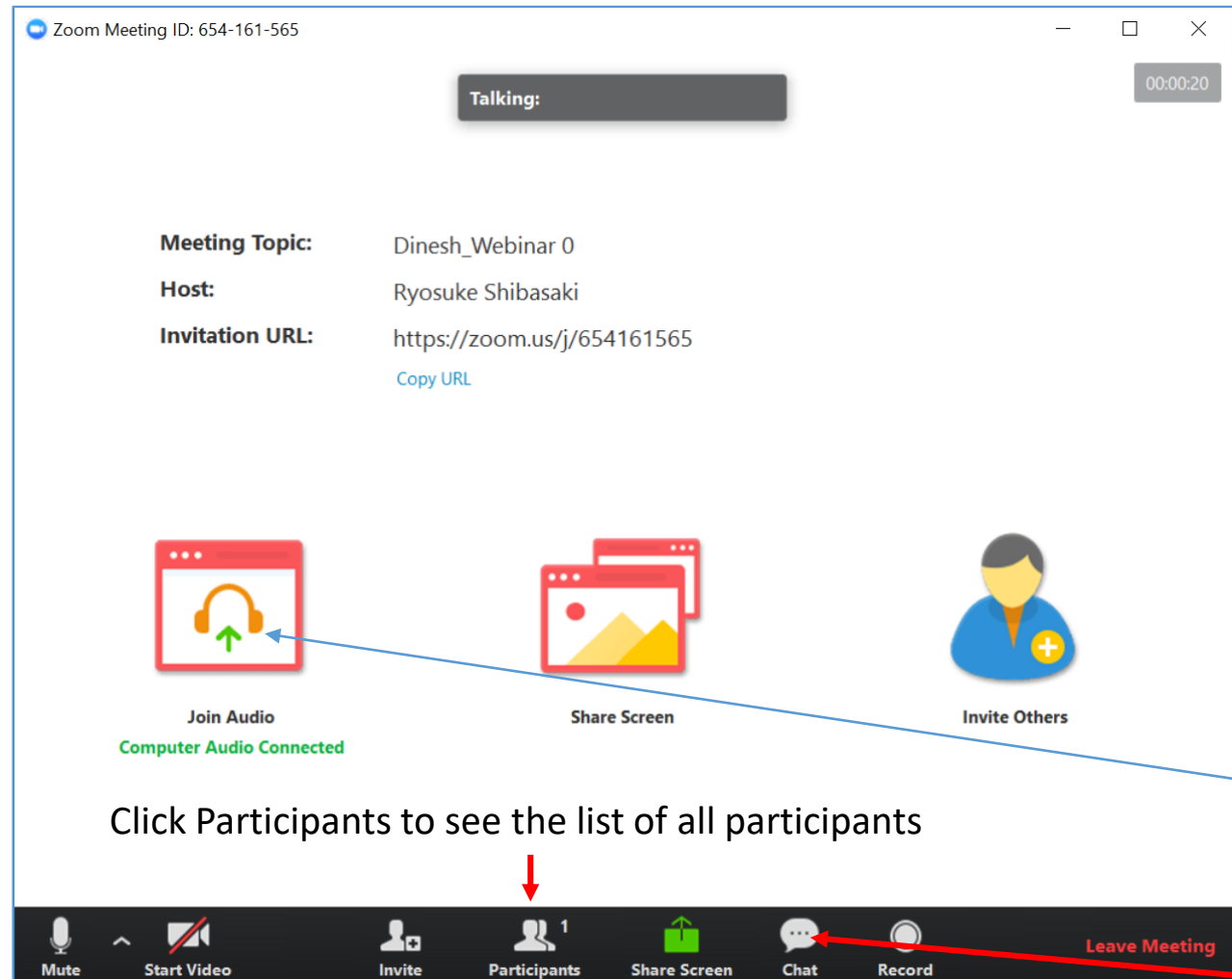
The University of Tokyo

Contact Information: dinesh@iis.u-tokyo.ac.jp

Webinar Registration

- Register for the webinar (of your interest) at "PEATIX"
  - The webinar links can be accessed from
    - https://gnss.peatix.com OR
    - http://www.csis.u-tokyo.ac.jp/~dinesh/WEBINAR.htm
  - Select "GET TICKET" and enter requested information
    - All webinars and on-line lectures are free

Dinesh Manandhar, CSIS, The University of Tokyo, dinesh@iis.u-tokyo.ac.jp

ZOOM Setting

- A ZOOM Meeting ID will be send to the registered users before the webinar
  - The meeting ID looks like:
    - https://zoom.us/j/654161565 (This ID is for webinar on 11th May)
- Click the meeting ID to access webinar
  - You can also type the ID in browser to access the webinar
- You will see webinar window as shown in the next slide
  - This sets up ZOOM and connects to the host and other members of the meeting

Dinesh Manandhar, CSIS, The University of Tokyo, dinesh@iis.u-tokyo.ac.jp

ZOOM Setting

CSis Center for Spatial Information Science
The University of Tokyo

Zoom Meeting ID: 654-161-565

Talking:

00:00:20

Meeting Topic: Dinesh_Webinar 0
Host: Ryosuke Shibasaki
Invitation URL: https://zoom.us/j/654161565
Copy URL

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Click Participants to see the list of all participants

Mute | Start Video | Invite | Participants 1 | Share Screen | Chat | Record | Leave Meeting

Choose ONE of the audio conference options

Leave Computer Audio

Test Computer Mic & Speakers

✓ Automatically join audio by computer when joining a meeting

Click here to access Audio if necessary.
You will get this window.
Test and Setup your Speaker and Microphone

Click Chat to send your comments, questions to the Host or to all members

Dinesh Manandhar, CSIS, The University of Tokyo, dinesh@iis.u-tokyo.ac.jp

Asking Questions

- You can see a list of all the participants on your right side.

- Click "RAISE HAND" button to put a question and wait until the host ask you to put a question.
  - By default, your microphone may be in mute mode. Unmute before you talk.

- You can also send questions and comments by <u>typing in the chat section.</u>

- <u>Always MUTE your microphone when you are not talking</u>
  - To avoid surrounding noise

Dinesh Manandhar, CSIS, The University of Tokyo, dinesh@iis.u-tokyo.ac.jp

Screen Sharing

- The host will share his/her screen to all the members
  - At anytime, only one member can share his/her screen to others
- In this case, at your side you will see the Host's Screen
  - This may cover your whole screen (Full Screen)
  - In this case, you may not see the complete ZOOM window but only a small navigation window.
    - Click this window to access other ZOOM functions like Participant List, Chat Window etc.
    - You can also access this navigation window by clicking the ZOOM icon at the bottom of your screen.

Dinesh Manandhar, CSIS, The University of Tokyo, dinesh@iis.u-tokyo.ac.jp