How to join Zoom Meeting

1. If you are new to Zoom

If you are new to Zoom, please click the URL of the "Download Center" below and download the "Zoom Client for Meetings" in advance.
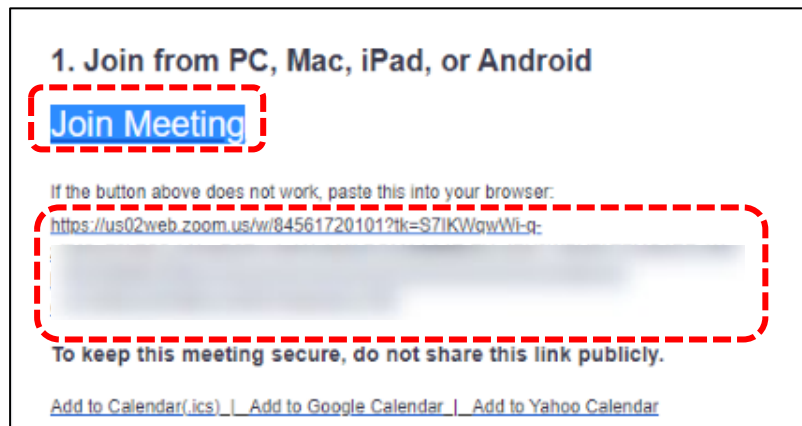https://zoom.us/download

You can test the Zoom connection from:
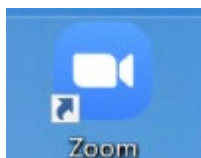https://zoom.us/test

2. How to join Zoom

When participating, click "Join Meeting" or the link in the registration completion email. The Zoom Meeting will open to the audience 10 minutes before the seminar starts.

If you have any trouble accessing the link, open Zoom application and click "Join a Meeting".


Enter the **Meeting ID** and your name, and click "Join". Then, enter the **Passcode** and click "Join Meeting". The **Meeting ID** and the **Passcode** are written in the registration completion email.
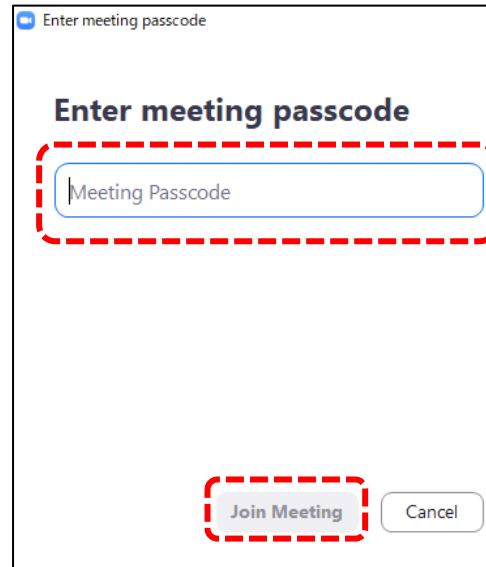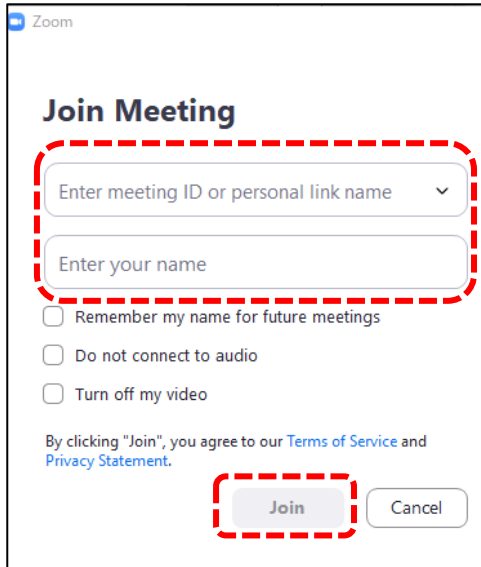
## 3. How to ask questions for the Q & A session

<u>1) Ask questions using **Chat**</u>

You can write questions in the **Chat** throughout the seminar. Be sure to send your message to **"Everyone"**. The moderator will select questions and ask the speaker during the Q & A session.
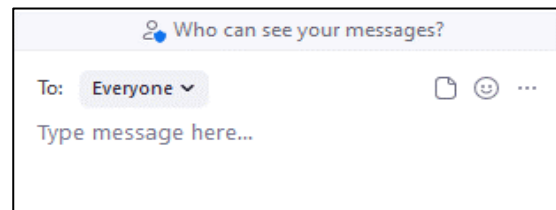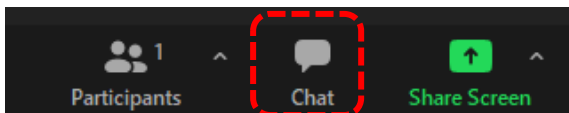
<u>2) Ask questions using **Raise Hand** button</u>

If you want to ask verbal questions during the Q & A session, click the **Reactions** button and then **Raise Hand** button. When the moderator invites you to ask questions, turn on the microphone and ask questions. When you finish asking questions, turn off the microphone and click the **Lower Hand** button.
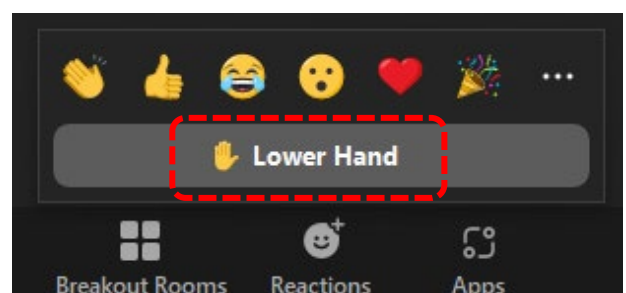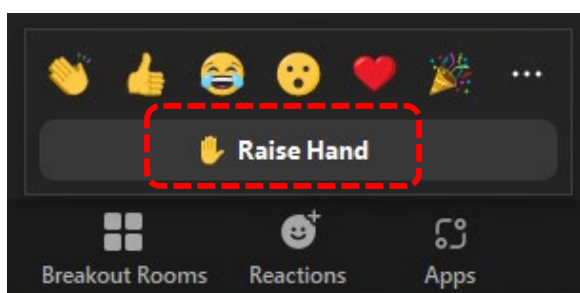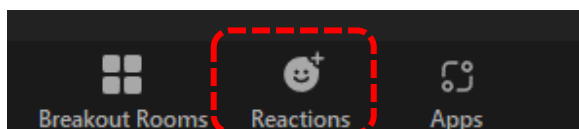
If you would like to know more about Zoom, please refer to the Zoom support page below;
https://support.zoom.us/hc/

3. Requests from the secretariat

➢ Please do not record or shoot the seminar.
➢ Please turn off the microphone during the seminar. Please turn on the microphone only when you are invited to ask questions by the moderator during the Q & A session.
➢ The seminar will be recorded for storage at the secretariat.
➢ If you cannot attend the seminar due to your PC or network settings, the secretariat will not be able to handle it.

If you have any questions, please contact the secretariat.

[Contact]
Secretariat
Center for Local Disaster Prevention and Mitigation (CLDPM)
Yamaguchi University
E-mail: cldpm@yamaguchi-u.ac.jp
URL: https://ds0n.cc.yamaguchi-u.ac.jp/~cldpm/index_eng.html