

## HOW TO JOIN A DAIWA ANGLO-JAPANESE FOUNDATION ZOOM MEETING

- **If you use a mobile phone**

1. Download the app 'Zoom Cloud Meetings'

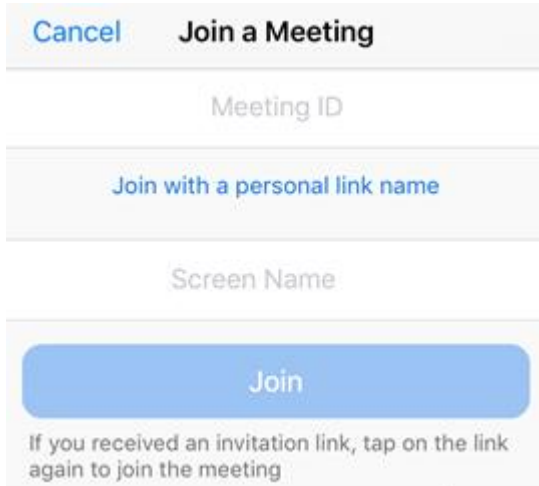


2. Open the mobile app and click the 'Join a Meeting' button to access the Zoom meeting room



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3. Fill in the boxes with the provided **Meeting ID** provided by the Foundation, choose your **Screen Name** and click the 'Join' button



The image shows the 'Join a Meeting' screen in the Zoom mobile app. At the top, there are two buttons: 'Cancel' and 'Join a Meeting'. Below them is a text input field labeled 'Meeting ID'. Underneath that is a link that says 'Join with a personal link name'. Below the link is another text input field labeled 'Screen Name'. At the bottom, there is a large blue button labeled 'Join'. Below the 'Join' button, there is a small text note: 'If you received an invitation link, tap on the link again to join the meeting'.

4. Click on 'Join Audio'



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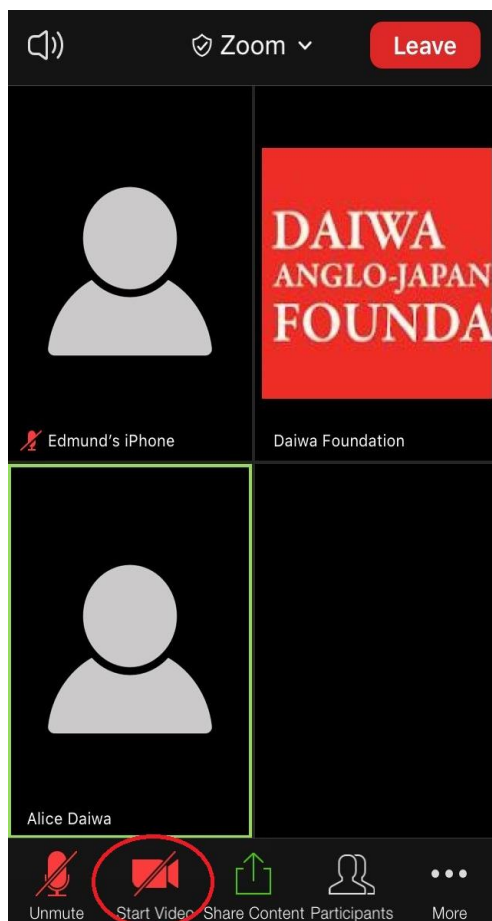
5. You are now in the Waiting Room. Please wait until you get accepted into the Meeting. You may have to wait for a little time.

Please wait, the meeting host will let you in soon.

Daiwa Foundation's Test Zoom Meeting

16/04/2020

6. Once you get accepted, you will enter the Meeting Room. **You have been automatically muted** (Daiwa staff will unmute you in case you want to ask a question during the Q&A session), **but you have the option to have your video on or off** (by clicking on the 'Start Video' icon). **Please remember that if your video is on, everyone is able to see you at any time.** If your connection is not too strong, we recommend that you keep your video off.



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7. If you want to raise your hand during the Q&A, click on ‘...**More**’ and on the button ‘**Raise Hand**’ at the bottom right on the participant’s list. You will also see in this list the ‘chat’ option – please click this if you would like to contribute to the ongoing participants’ chat.

