

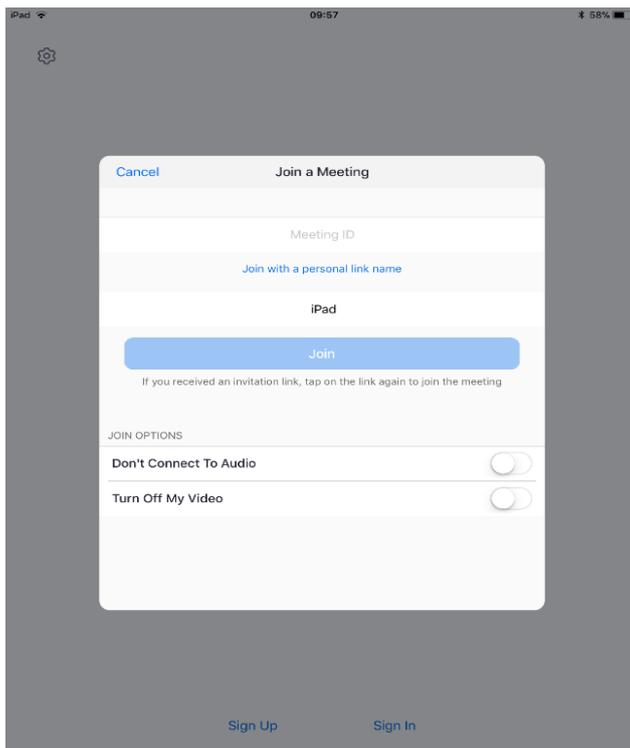
## HOW TO JOIN A DAIWA ANGLO-JAPANESE FOUNDATION ZOOM MEETING

- **If you use a tablet**

1. Download the app 'ZOOM Cloud Meetings'

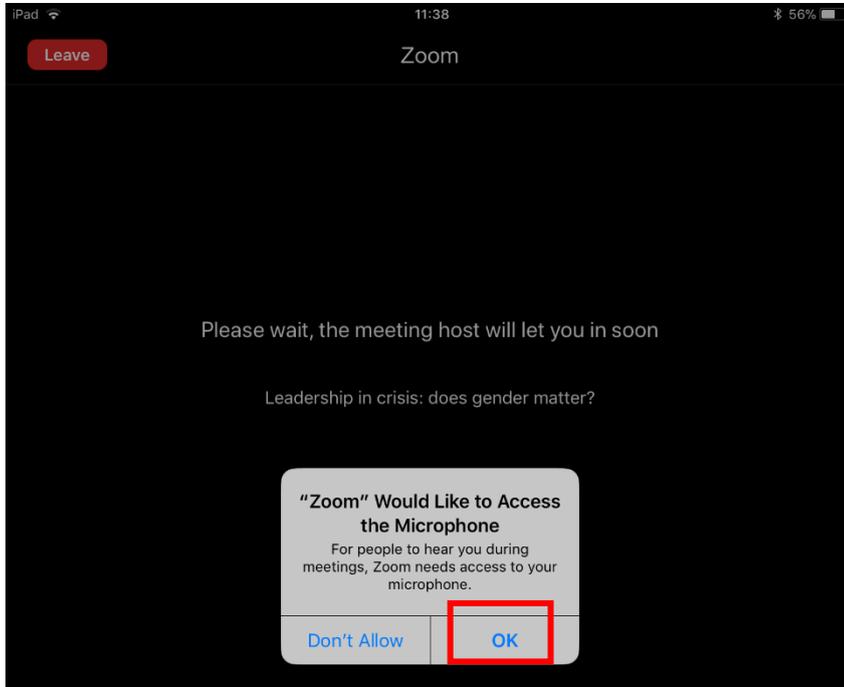


2. Open the app and click the 'Join a Meeting' button to access the Zoom meeting room
3. Fill in the boxes with the **Meeting ID** provided by the Foundation, choose your **Screen Name** and click the 'Join' button. If asked for a password, enter the one also provided by the Foundation.

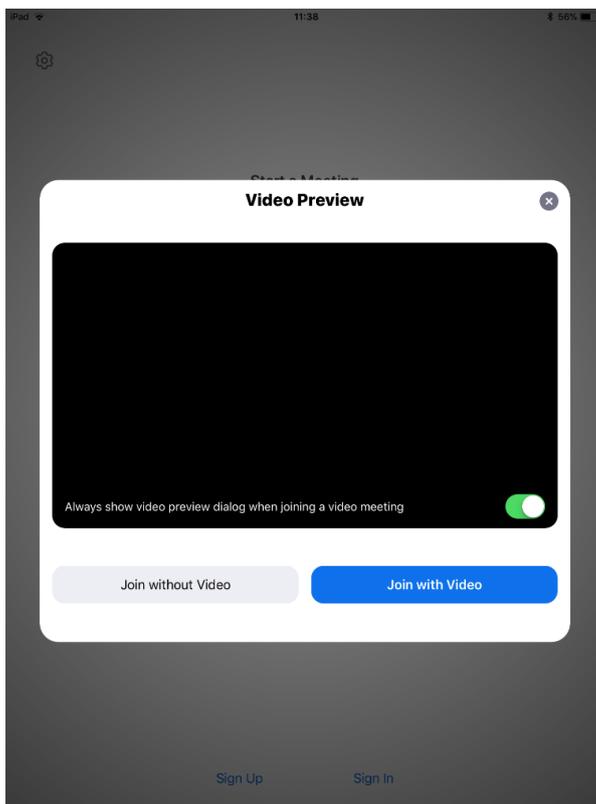


## HOW TO JOIN A DAIWA ANGLO-JAPANESE FOUNDATION ZOOM MEETING

4. Allow Zoom to access the microphone



5. Choose if you want to join the Webinar with or without video (your own camera) on. This is your choice.



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

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

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

Daiwa Foundation's Test Zoom Meeting

16/04/2020

7. 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 internet connection is not very strong, we recommend that you keep your video off.
8. If you want to raise your hand during the Q&A, click on '**...More**' and on the button '**Raise Hand**' at the top right. You will also see in this list the 'chat' option – please click this if you would like to contribute to the ongoing participants' chat.

