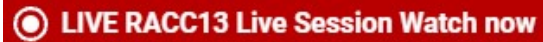


Join the sessions by using Microsoft Teams (PC)

<Option 1: with Teams software>

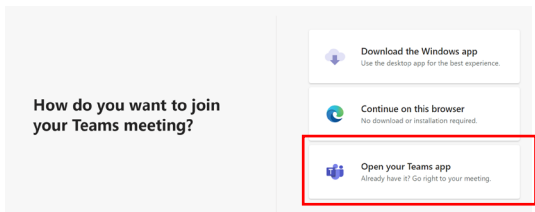
STEP1

Please click following button.



STEP2

After clicking the button, a new window will pop up with several options. Please choose **"Open your Teams app"**.



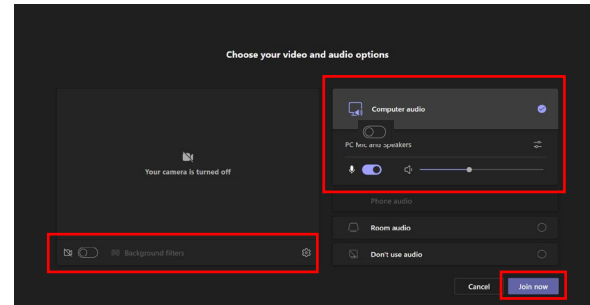
STEP3

The Teams software will open and will ask you to set your devices. Please choose "Computer audio" to set the microphone and speaker.

Click "Join now".

Please join with your microphone muted and camera off. If you don't have a Teams software, please download from below or participate from the browser.

<https://www.microsoft.com/ja-jp/microsoft-teams/download-app>

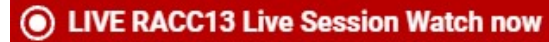


System Requirements : OS for PC
Minimum Requirements: Windows 8, MacOS X 10

<Option 2: by the Browser>

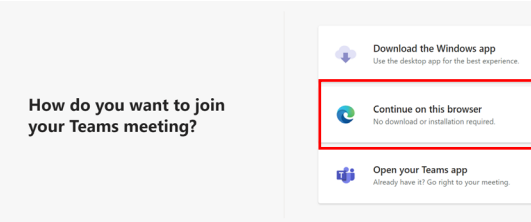
STEP1

Please click following button.



STEP2

After clicking the button, a new window will pop up with several options. Please choose **"Continue on this browser"**.



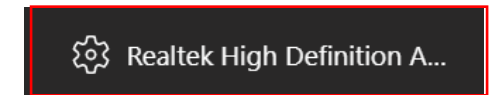
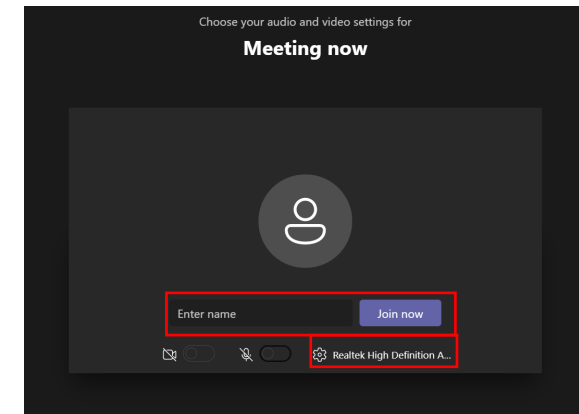
Web Browser (PC)
Minimum Requirements:
Microsoft Edge RS2, Google Chrome (Ver.3), Firefox (Ver.3), *Safari is not supported.

STEP3

The Teams software will open in a browser. Fill out your full name.

Click "Join now".

Please join with your microphone muted and camera off.



Please select your devices under this menu.

Join the sessions by using Microsoft Teams (Mobile)

<MOBILE>

STEP1

If you don't have Teams application on your mobile, please first download and install it.
Using a smart phone, you can only join with Teams application.

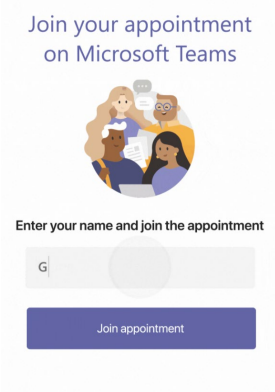


STEP2

Please click following button.

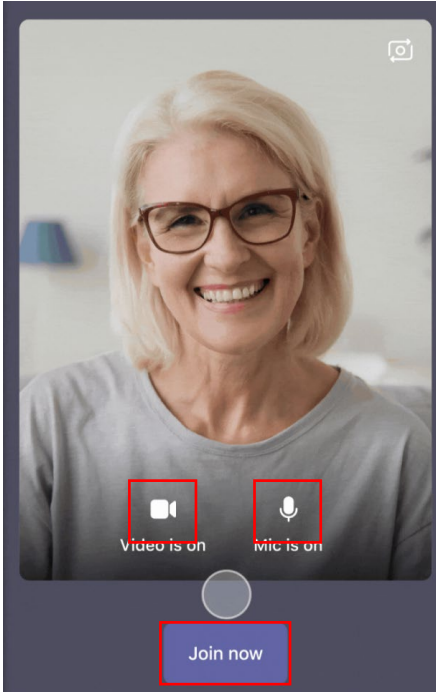


If you have a Teams account, please login with your account.
If you do not have one, please enter your full name and join as a guest.



STEP3

After the Teams software opens, please choose your microphone and camera, then **click "Join now"**.
Please join with your microphone muted and camera off.



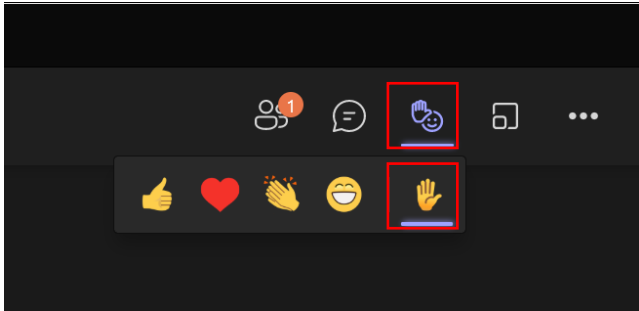
System Requirements : OS for Smart Phone
Minimum Requirements: Android 4.4, iOS 10 **Microsoft Teams app is required. Please download and install the app before you join.**

Express comments and/or Ask questions (PC & Mobile)

<PC>

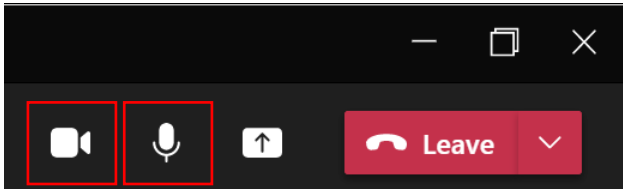
STEP1

During the session, please use the **Raise-hand function** in the menu bar to let the Chair know you have a question or comment.



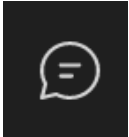
STEP2

After the Chair names you, please unmute your microphone and put your camera ON. First identify yourself with your full name and affiliation, and then state your views and/or ask your question.



By Chat

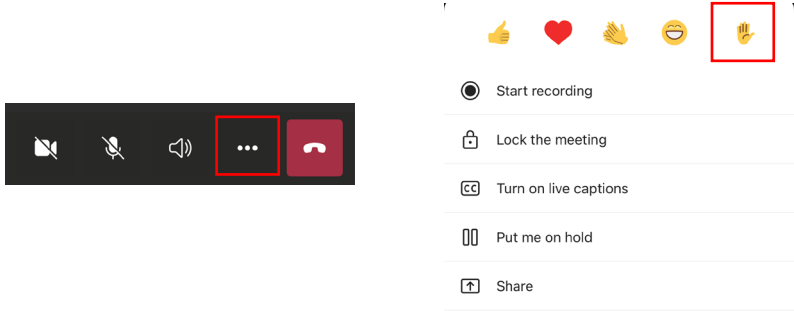
If you would like to write down your question or comment, please do so in the chat.



<MOBILE>

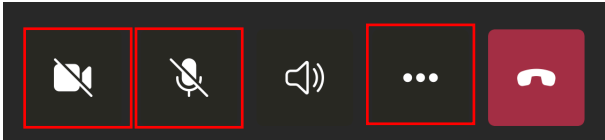
STEP1

During the session, please use the **Raise-hand function** in the menu bar to let the Chair know you have a question or comment.




STEP2

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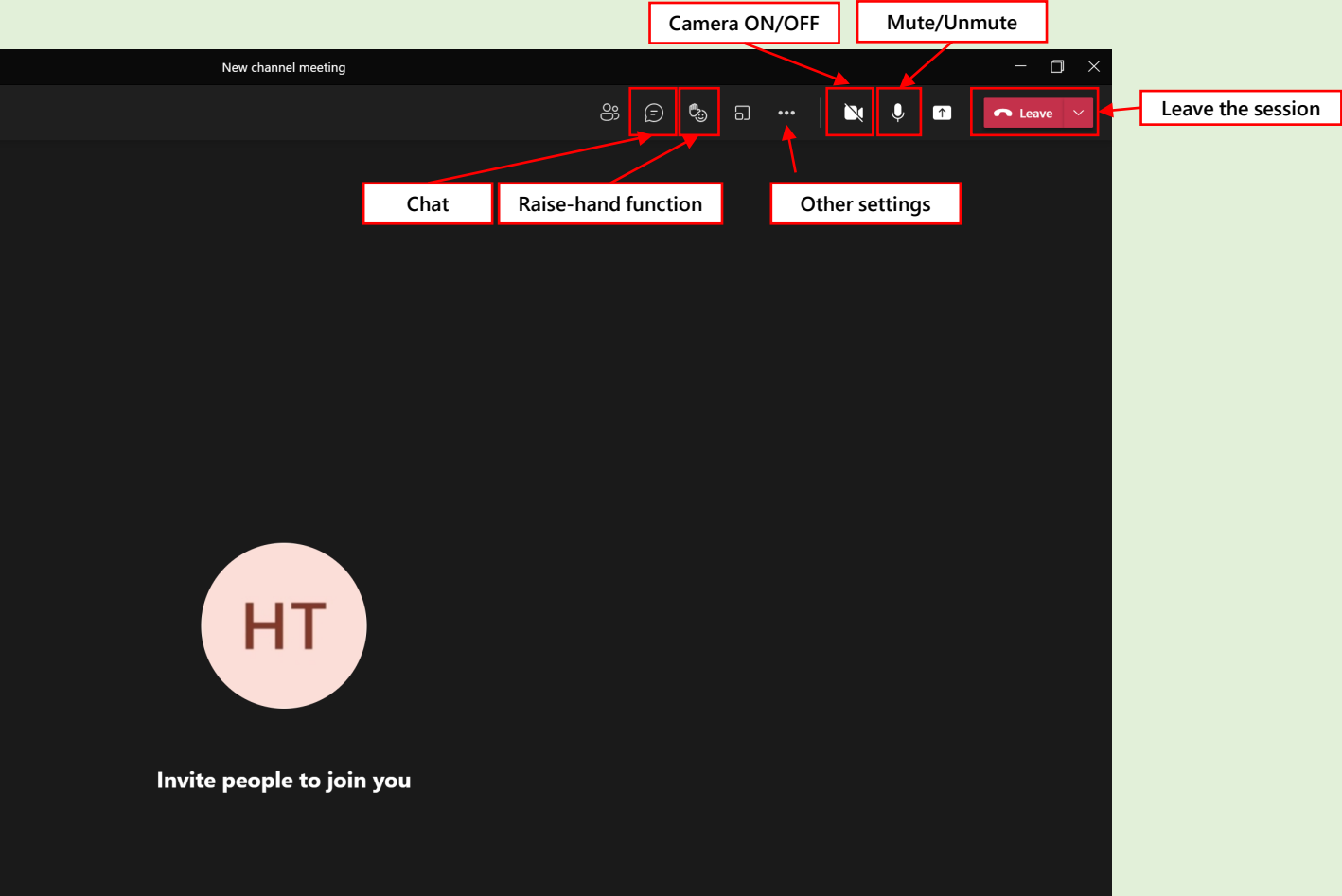
By Chat

If you would like to write down your question or comment, please do so in the chat.



Icons in the Teams Screen (PC & Mobile)

<PC>



<MOBILE>

