

[Online] Meetup tips for Tekuteku Japanese study mate

Please check and set up before you join so that we can have a comfortable online session with each other

1. Hardware setup

1.1 Device (options)

- Laptop/Personal computer
- Desktop
- Smart phone
- Other: tablet, surface, etc.

1.2 Camera

- Integrated camera or an external camera.

Please turn on the camera. If there are any circumstances, please let us know.

1.3 Headphones and microphone

- **Use headphone(earphones) set with microphone**
- **Do not use the computer's microphone and speakers.** They will pick up other sounds easily and make other participants feel uncomfortable.
- Try to minimize background noise as much as possible; each person should work together to create a good learning environment.

1.4 Internet

- It is not required, but if you have more than 5Mbps, you can take any online sessions comfortably.
- Anyone can experience network problems. Please try leaving the meeting room and restarting your computer and network, and then try entering again.

1.5 Place

- Prepare a quiet and calm environment. The session will last about one hour. Let's make it a good time for everyone.

2. Applications

2.1 Zoom

Download Zoom from <https://zoom.us/download>

2.2 Meetup

Session announcements will be posted on each event's page. Also, if you have any questions, please use the meetup messages to ask.

< <https://www.meetup.com> >

3. Setting up to enter the video conference

- Please mute your microphone when entering the meeting room. Then turn on your microphone and start talking.
 - You can enter the room 5 minutes before. Check your microphone and camera and get ready.
 - Please mute your microphone when it is not your turn to speak, or when you are listening.
 - If you are late, please say hello in chat. If groups are being divided, the organizer will divide them at the right time, so please wait a moment.
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Thank you for reading to the end. Let's help and respect each other and create good group.