

# How to take Online Field Cast General Training ( 1 )

Please read carefully before you join the session

•Reservation of the online training can be made on My page.

※For the details of the reservation, please refer to the following page.

<https://gting.tokyo2020.org/image/upload/production/go6qtvw0qesoud6hyb7k.pdf>

•We are going to use Microsoft Teams for conducting online training.

※For those who will join by using smartphone or tablet, the application is necessary.

Please download the application before the session.

Teams for iOS Smartphone and Tablet

<https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Teams for Android Smartphone and Tablet

<https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

※For those who are going to use PC, the application is not necessary. But video does not work with some browsers, please download the application if you can.

Teams for PC

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

## ■How to log into Teams~for PC(with application)~

1. Log in URL will be sent by email by 2 days before of the session

2. Click the URL written in the message you received.

※If you have already used Teams app, please log out and log in again

3. Pop-Up window “Open Microsoft Teams ?” will appear.  
Click “Open Microsoft Teams”



4. Before you log in

① Enter your registration number (7 digits) in the name column.

※If you have already used Teams app, please log out and log in again

※Please note that if you enter wrong number, you cannot enter the session room.

② Turn on your video and join muted.

※You can use virtual backgrounds if you want



③Click “Join now”

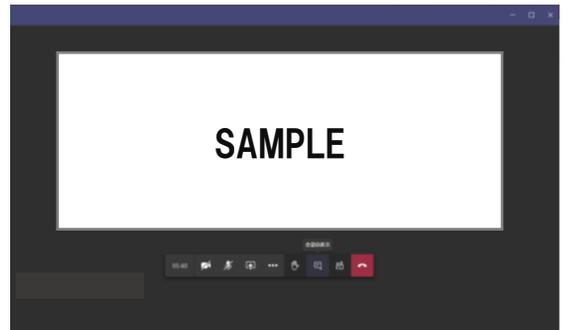


# How to take Online Field Cast General Training (2)

5. Please wait until we confirm your attendance.

## Important Points about log in

- If you enter wrong number, you cannot join the session.
- Please make sure to log in with your registration number. You cannot enter the room with your name.
- ※If you cannot enter the room, please confirm your registration number and try again from the beginning.



6. Once you enter the room, please wait until the session starts.

## ■How to log into Teams~for PC(with browser)~

1. Log in URL will be sent by email by 2 days before of the session.

2. Click the URL written in the message you received.

- ※Teams does not work with some browsers such as Internet Explorer, Firefox and Safari. Please download Teams application or use other browsers.

Teams for PC

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

3. Select “Continue with this browser”

- If you enter wrong number, you cannot join the session.
- Please make sure to log in with your registration number. You cannot enter the room with your name.
- ※If you cannot enter the room, please confirm your registration number and try again from the beginning.



※ After step 3, please refer to “How to log into Teams~for PC(with application)”

# How to take Online Field Cast General Training (3)

## ■How to log into Teams~for Smartphone and Tablet~

1. Log in URL will be sent by email by 2 days before of the session.
  2. Click the URL written in the message you received.
- ※Please download the application of Microsoft Teams before the session.

Teams for iOS Smartphone and Tablet

<https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Teams for Android Smartphone and Tablet

<https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

※If you have already used Teams app, please log out and log in again

3. Click “Join the meeting”



4. Enter your registration number(7 digits)and click “Join the meeting”.

※ If you enter wrong registration number or enter your name, you cannot join the session.

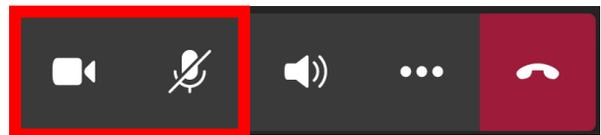
※If you cannot enter the room, please confirm your registration number and try again from the beginning.



5. Wait until we confirm your attendance.



6. Once you enter the room, turn on your video and mute your microphone. Please wait until the session starts.



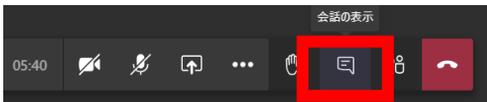
# How to take Online Field Cast General Training (4)

## ■How to check the chat box

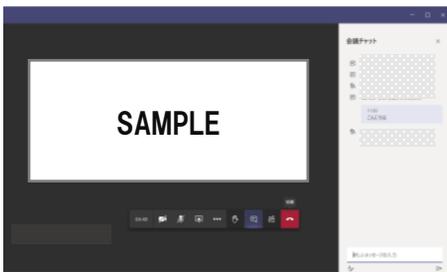
Basically we do not use the chat feature because many members will join the session. However, Tokyo2020 office may use it if necessary. Please note that if you enter your questions or comments in the chat box, we cannot answer.

<For PC>

1. Click [  (Chat icon) ] of the task bar

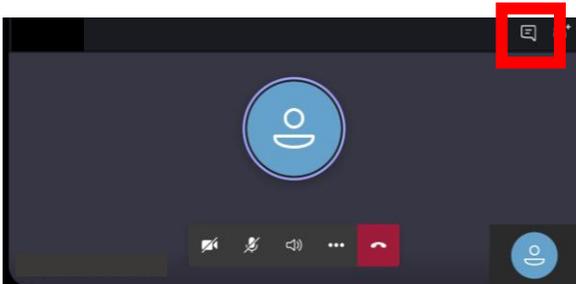


2. You can check the chat window that will appear on the right of the screen



<For Smartphone and Tablet>

1. Click [  (Chat icon) ] of the top of the meeting page.



2. The page will switch to the chat page.



# How to take Online Field Cast General Training (5)

## ■How to hide and display the meeting control task bar

< For PC >

- Click outside of the task bar with your mouse, it hides automatically.
- When you move the mouse, the task bar appears again.



< For Smartphone and Tablet >

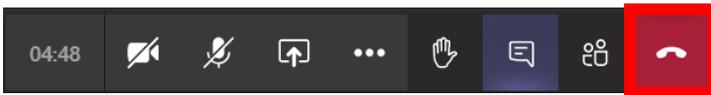
- Tap outside of the task bar, it hides automatically.
- When you tap again, the task bar reappears.



## ■How to end the session

<For PC >

1. Click [Hang up icon  ] of the task bar

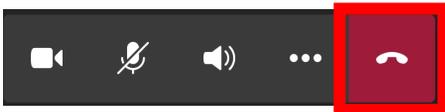


2. Click × of the top right of the screen to end the session



<For Smartphone and Tablet >

1. Click [Hang up icon  ] of the task bar



2. Click × of the top left of the screen



3. Click “End” to end the session



# How to take Online Field Cast General Training (6)

## Important points to join the session

	Details
Before the session	Prepare writing materials and some sheets of paper to take a note. ※If you can take a note on your PC or smartphone, writing materials are not needed.
	We will use online answering system on the training day. Please prepare another device such as smartphone and tablet to read QR code if you can. ※It is not necessary.
	Please download the application of Microsoft Teams before the session. ※Application is necessary if you are going to use smartphone or tablet.
	Please make sure to have a network environment such as Wi-fi on the training day.
Log in	Reception starts from 30 minutes before the session. Please make sure to sign up as early as possible.
	Enter your registration number (7 digits) as your log in name. ※If you enter wrong number, you cannot join the session.
	To see each other's faces, please turn on your video if possible. And make sure to mute your microphone.
During the session	Basically we do not use the chat feature because many members will join the session. However, Tokyo2020 office may use it if necessary. Please note that if you enter your questions or comments in the chat box, we cannot answer.
	If the volume is too soft, please use your earphone.
	If the internet connection is cut due to the network problem, please log in again.
	Please do not take pictures and record audio and video of the training.