

Instructions and Netiquette

Zoom online lectures

German Institute for Japanese Studies (DIJ Tokyo)



Naming and Attendance

If your name is not displayed correctly in the Zoom meeting, please change it to your real name using the menu (navigate your cursor to the upper right corner, where three dots will appear. Click on them and choose “change name”).

During the lecture please remain quiet and refrain from interrupting the speaker. You can ask questions in the Q&A session after the talk. To ask a question during Q&A, please write a private message to the host with a question mark or any other appropriate indication. You will be notified by the host when it is your turn to ask. Please do not forget to activate your microphone at this point.

If you want to post a comment or want to thank the speaker, without looking for an answer from the speaker, you may use the general chat during the Q&A session. Please refrain from using the general chat during the lecture because this may interfere with the lecture or disturb the speaker.

Audio and Video

Start joining the meeting with your video on but please make sure to set your microphone to “mute”. You may deactivate your camera during the talk but please turn it back on for the discussion, e.g. if you want to ask a question.

Technical Support

If you experience any technical problems before or during the lecture, please consult the links below or contact the host (on top of the list of participants) through private chat.

How to join a Zoom meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Frequently Asked Questions:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>