

Pre-course Preparation

Necessary items to access the online course

Please prepare these in advance.

- (1) A computer or tablet that can connect to the Internet
- (2) A headset or earbuds with a microphone that can be used in online meetings
- (3) Stable Internet connection
- (4) Online access information

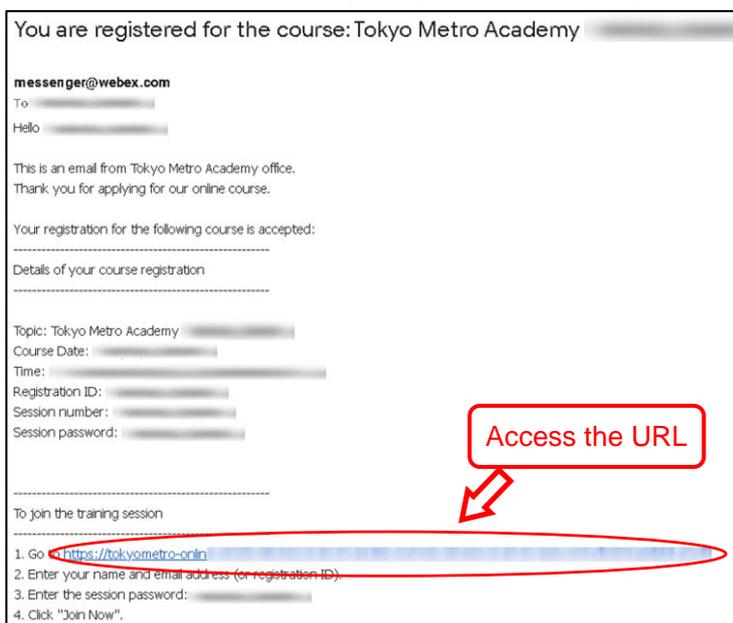
You will receive emails from Tokyo Metro Academy (the email you received after completing your application or the reminder email sent the day before the course date) containing the access information (URL). On the day of the course, please access the virtual classroom (online course) via the URL.

How to access

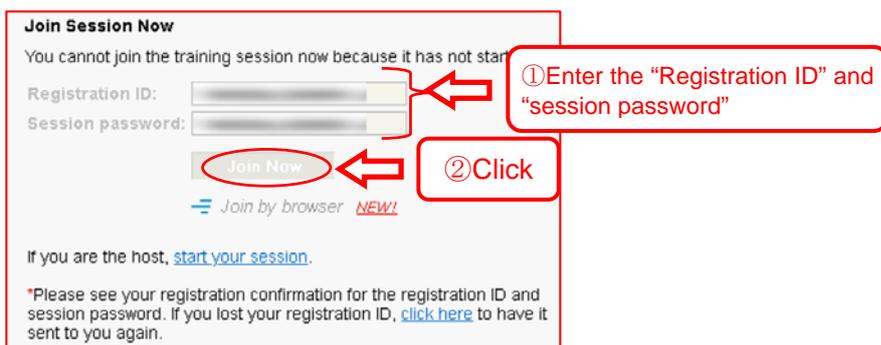
Please complete your connection to the virtual classroom at least 10 minutes before the course starts.

If you cannot speak due to a malfunction of your equipment, we will accept your questions via chat.

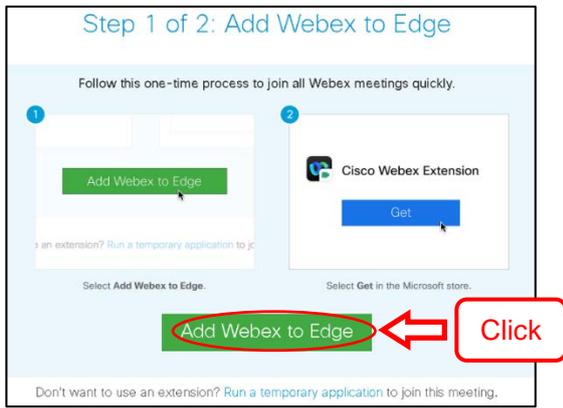
- (1) Prepare a computer (or tablet, etc.) that can connect to the Internet and a microphone and speakers (headset or built-in voice communication device).
- (2) Access the URL contained in the email you received after completing your application or in the reminder email, both of which are sent by Tokyo Metro Academy.



- (3) Enter the registered "Registration ID" and "session password", and click "Join Now."



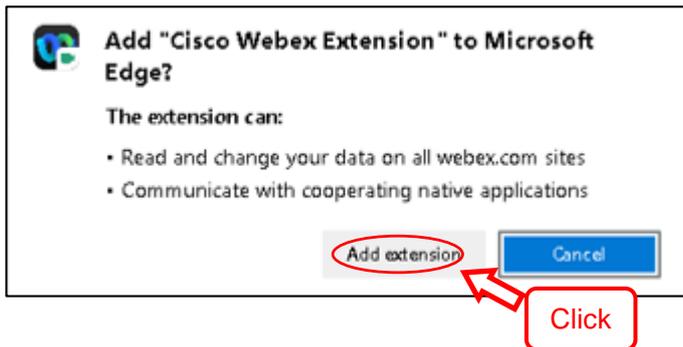
(4) Click “App Webex to Edge” (or Chrome etc.) and the file will be downloaded.



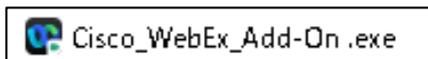
(5) Click “Get” and the file will be downloaded.



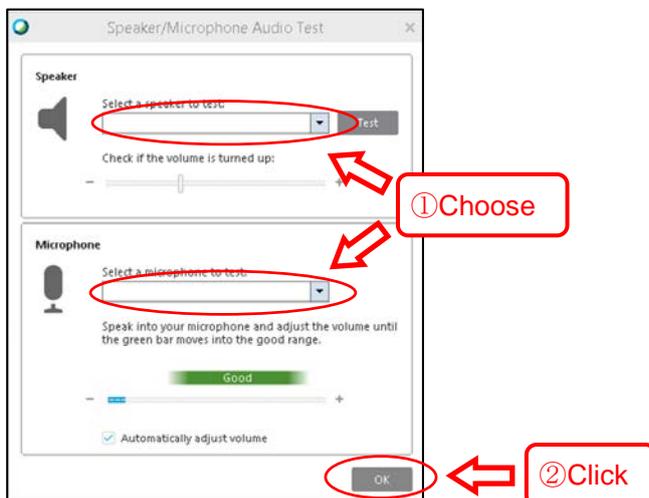
(6) Click “Add Extensions”.



(7) You will find the downloaded file in the download folder, run it.

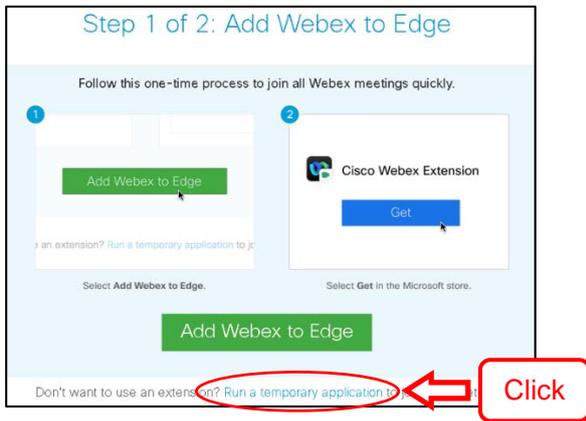


(8) The page will then automatically switch. Choose the speaker and microphone and click “OK”.

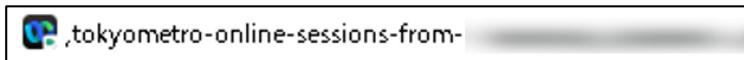


- If you are still not able to join, please move on to the next step.

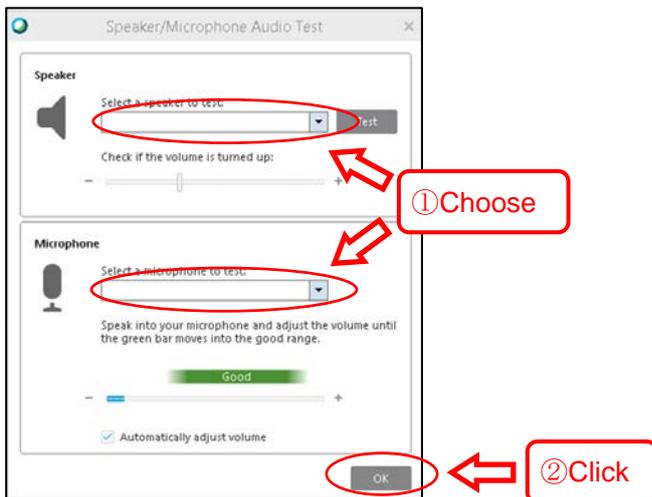
(9) Click Run a temporary application and the file will be downloaded.



(10) You will find the downloaded file in the download folder, run it.



(11) The page will then automatically switch. Choose the speaker and microphone and click "OK".

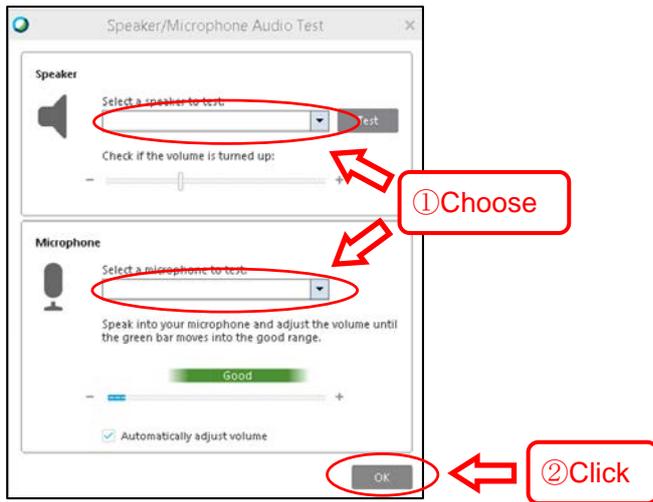


- If you are still not able to join, please move on to the next step.

(12) Enter your name and email address, and click Join by browser.



(13) The page will then automatically switch. Choose the speaker and microphone and click “OK”.



If you cannot get in so far, please refer to the following.

- Download the Webex Meetings desktop app
<https://help.webex.com/en-us/0tow9g/Download-the-Cisco-Webex-Meetings-Desktop-App>
- Get started with the Webex Meetings web app
<https://help.webex.com/en-US/article/9eed9t/Get-started-with-the-Webex-Meetings-web-app>
- Joining a Meeting Using 'Run a temporary application'
<https://help.webex.com/en-US/article/WBX000026711/Joining-a-Meeting-Using-'Run-a-temporary-application'>

Connection notes

- You are not allowed to join the session from multiple devices. If we see anyone connecting from multiple devices, we will ask them to leave the session. Your course fee in such a case will not be refunded.
- If you are prompted to install the application, please agree to the End User License Agreement for Cisco Webex services set forth by Cisco and install/run accordingly.