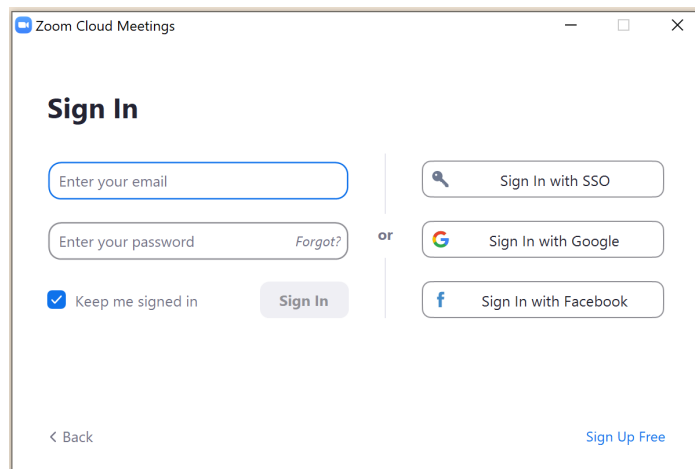


Nature of Activity : Last School Assembly via Zoom
Schedule : Friday, 15 May 2020
10:00 – 11:00

Instructions for students and teachers before and during the assembly.

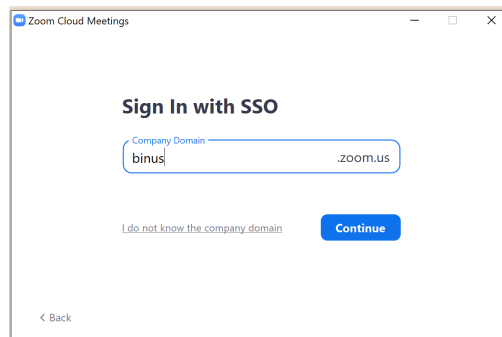
1. Preparation for Zoom

- Download Zoom at <https://binus.zoom.us/download> or from Play/App Store
- Click Launch Zoom
- If you already have Zoom and are using a non-BINUS account, please log out.
- MOST IMPORTANT:
 - Choose to sign in with SSO



The screenshot shows the Zoom Cloud Meetings 'Sign In' interface. It features a 'Sign In' heading, a text input field for 'Enter your email', a password input field for 'Enter your password' with a 'Forgot?' link, and a 'Keep me signed in' checkbox. To the right, there are three social sign-in options: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. A 'Sign In' button is located between the email and password fields. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

- Type BINUS for company name (domain).



The screenshot shows the Zoom Cloud Meetings 'Sign In with SSO' screen. It has a 'Sign In with SSO' heading and a 'Company Domain' input field containing 'binus'. A '.zoom.us' suffix is visible to the right of the input field. Below the input field is a link that says 'I do not know the company domain'. A blue 'Continue' button is positioned to the right of the input field. A '< Back' link is at the bottom left.

- To ensure security, you will need to sign up in Zoom using your BINUSIAN email. Do this ***at least a day before the scheduled school assembly.***
- If you have forgotten your BINUSIAN email, please log in the student desk and check under profile.
- Enter your BINUS email and password.



2. Steps to Join the Assembly in Zoom

- Open Zoom using the link given to you through email, ***at least an hour before the start time on 15 May 2020.***
- There are two (2) ways to join the meeting. You may:
 - Click the meeting link: <https://binus.zoom.us/j/95019064869>
 - Input the Meeting ID: **950-1906-4869**
- Enter the password: **binus**
- Note that **ONLY** students and teachers will be admitted to the zoom meeting.
- The host will lock the meeting room once everyone is in.

3. During the Assembly

- Be punctual. Again, join the zoom meeting ***at least an hour before the start time.***
- The meeting will be locked once the proceeding commences.
- Be present and attentive the whole time, from beginning to end.
- The assembly is to highlight the achievements of students and student organisations for the entire academic year.
- Remember to keep your audio on mute the whole time
- Find a quiet spot in your house.