



Nature of Activity : Grade 12ABC Send Off
Schedule : Saturday, 16 May 2020
09:00 – 11:00

Instructions for students and teachers before and during the affair.

1. Preparation for the 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

- Type BINUS for company name (domain).

- 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 affair.***
- 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 Affair in Zoom Meeting

- Open Zoom using the link given to you through email, ***at least an hour before the start time on 16 May 2020.***
- There are two (2) ways to join the meeting. You may:
 - Click the meeting link: <https://binus.zoom.us/j/99767662344>
 - Input the Meeting ID: 997 6766 2344
Enter the password: **BINUS-ITAD/ITSOC**
- 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 Affair

- 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 affair 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.