

To all parents/guardians of students in Higashi JHS

Minokamo City Higashi JHS
School Principal: Ando Mitsumasa

Connection check for Teams (Microsoft online communication system)

Teams 接続テストについて

Thank you for your understanding and cooperation to our educational activities.

We would like to inform you upcoming connection test for Microsoft Teams (video meeting system). As connection needs to be checked at home, students will leave school early on the day with their tablet PC and try to connect on Teams from home. We appreciate your understanding and cooperation in advance.

1. Date: September 15th, Wednesday *Students leave school at 1:45pm

Group A (Class 2, 4, 6, and 8 from each year's-level) 3:00pm to 3:20pm

Group B (Class 1, 3, 5, and 7 from each year's-level) 3:30pm to 3:50pm

*Please let your child stay at home during the time above. If students are not available on those time periods, please contact the HR teacher.

2. Steps: How to check connection on Tablet PC.

- ① Open the Microsoft Teams.
- ② Choose student's class (○ ^{Year-level}年 ○ ^{Class}組).
- ③ Click '参加' ^{J o i n} to the meeting appeared on screen.
- ④ Turn off the video and microphone, and click '参加' ^{J o i n} again.
- ⑤ After connected successfully, follow the HR teacher's instructions.

3. In case of any trouble during the check:

This is to check the connection of Microsoft Teams in addition to WiFi connection at home. If there is any problem found, please inform the HR teacher through your child on the following day. Please note that you may possibly be contacted by school regarding the connection.

4. After the check

We are also planning to have another check in which Higashi JHS students join in the online meeting all together. The details will be informed later on.