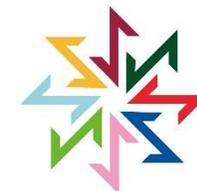


- 2. Activating your Account-

2020.06.17. APU Academic Office



20周年、
世界を変える物語はつづく。
立命館アジア太平洋大学
2000-2020

[Step 1] Do you already have a Zoom account?

If you have used Zoom before, please follow the directions in the flowchart below.

If you have never made a Zoom account before, please check your email for your Zoom invitation, then go on to next slide.

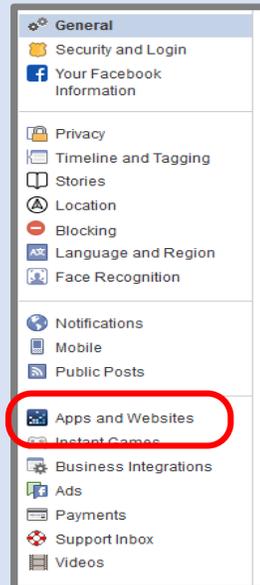
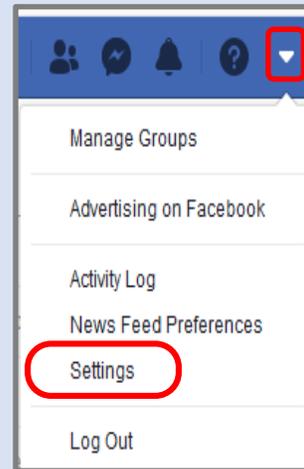


[Reference] How to Unlink your Account

※May change as the various services are updated

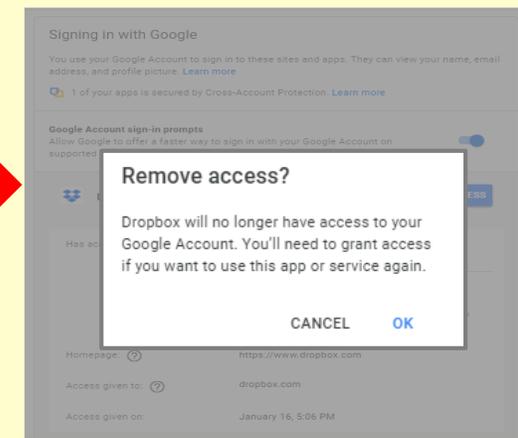
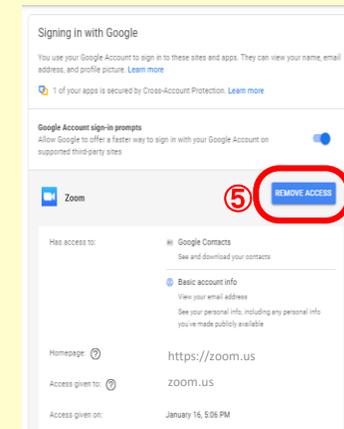
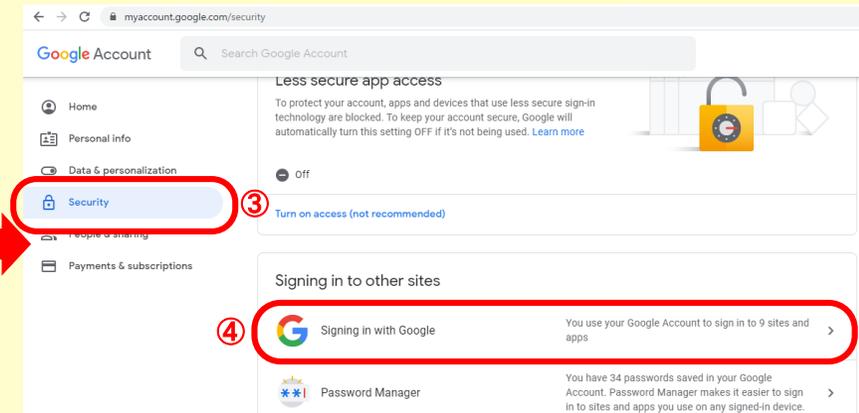
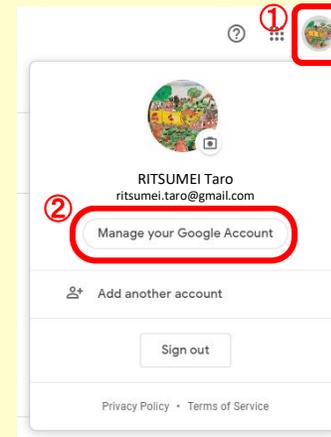
Facebook

1. Log in to Facebook
2. Tap the [▼] at the top right of the screen, click [Settings] (Refer to screenshot)
3. Select “Applications and Websites” from the menu (Refer to screenshot)
4. Look for Zoom on the list, delete it



Google

Open Google in your browser and follow the steps below.



[Step 2] Set up your Zoom Account

Open the "Zoom Account Invitation" email which has been sent to your APU email address. Follow the steps below to set up your account.

- * Email is not in inbox ➡ Check your [Spam] folder. If you cannot find it, contact us at zoom@apu.ac.jp
- * Don't know how to check my APU email ➡ Refer to page 7 of this document

1

Zoom account invitation

Zoom <no-reply@zoom.us>
2020/03/13 (金) 9:46

Hello

Academic APU (academ1@apu.ac.jp) has created a Zoom account for you. Please click the button below to activate your account within 30 days.

Activate Your Zoom Account

If the above button does not work for you. Copy and paste the link to your browser address bar and try again.

https://zoom.us/activate_help?code=15flaNSXQhbQOIL3plJCuRZykc90ZnkQoIvP2FsSDg.BQgAAAFw0VtxQAAnjQASew5zaGkwMJRAYXB1mFjLmpwAxZNSm4Nk45ZVRnYW5SZE5YkpyRUNnZBZWLRPNkucVJMeU0M3hTcE1jaGIRABZ4bHp0SXNBa1NsYWEYVUUm1uOGR3AAAAA&fr=hostinvtite

2

Activate your Zoom Account

Choose the following sign in methods, and use your email address to continue

Sign Up with a Password

3

Welcome to Zoom

Hi, yoshi024@apu.ac.jp. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

4

Start your test meeting

Now it's time to start meeting.

Your personal meeting url:
<https://zoom.us/j/9714647610>

Start Meeting Now **Go to My Account**

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download

Chrome Extension Download

5

zoom ソリューション プランと価格 企業担当者へのお問い合わせ

プロフィール

ミーティング

ウェビナー

Your Name

Academic Office

Staff / Zoom Implementation C

After you log in you will see this page.

You can change your Zoom class settings here.

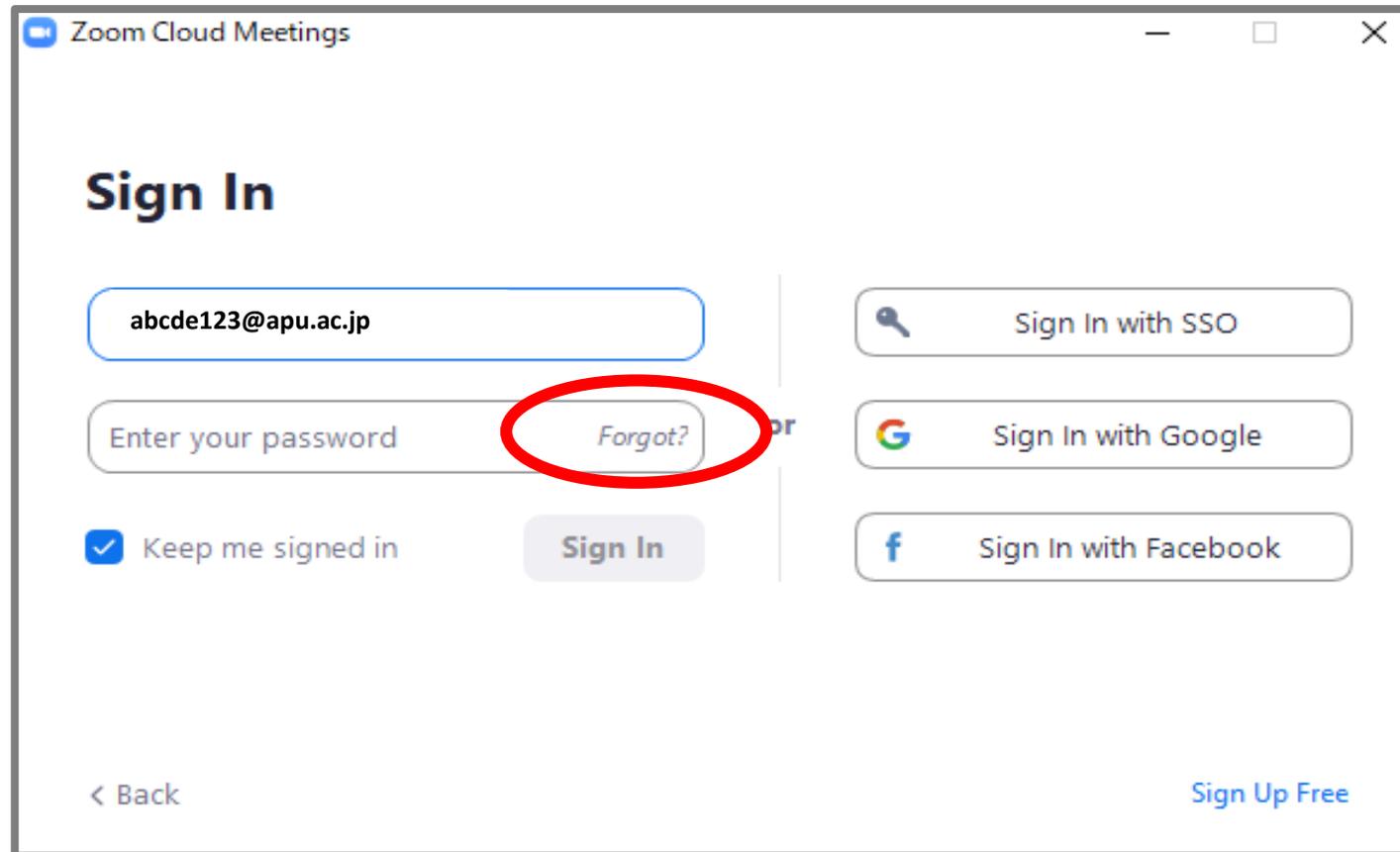
Registration Complete

Do not change the name in the box.

Do not use the same password as your APU account.

[Reference] Forgot your Password?

If you forget your password, click the “Forgot your password?” link on the login page.



The image shows a screenshot of the Zoom Cloud Meetings login page. The page is titled "Sign In" and features a form with the following elements:

- A text input field containing the email address "abcde123@apu.ac.jp".
- A text input field labeled "Enter your password".
- A checkbox labeled "Keep me signed in" which is checked.
- A "Sign In" button.
- A "Forgot?" link, which is circled in red.
- A "or" separator.
- Three social sign-in buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook".
- A "< Back" link at the bottom left.
- A "Sign Up Free" link at the bottom right.

(New Students) How to check your APU email

1

Go to APU's home page (<http://www.apu.ac.jp/home/>) and click the link for Campus Terminal

The screenshot shows a web browser window displaying the APU home page. The browser's address bar shows the URL en.apu.ac.jp/home/. The page features a large banner with the text '20 ANNIVERSARY' and a clock tower. In the top right corner, a navigation menu includes links for 'Alumni', 'Parents & Guardians', 'Business, Industry & Media', 'Visitors', and 'Campus Terminal'. The 'Campus Terminal' link is circled in red. Below the banner, there is a search bar and language selection options for '日本語' and 'ENG'. A dropdown menu is open on the right side, listing various university services such as 'About APU', 'Study Programs', 'International Programs', 'Student Life', 'Career Support', 'Research', 'International & Community Service', and 'Library'. A green button at the bottom left says 'Donate to the APU student'.

(New Students) How to check your APU email

2

Log in using the APU username and password sent to you by postal mail

ce 365 利用 × Microsoft Office × メール - atfs(atfs) × メール - APU Zoc × LimeSurvey × APU Ritsumeikan Asi × Campus Terminal ×

https://portal2.apu.ac.jp/campusp/login.do

mミーティング - ブラウ...

APU Campus Terminal Text Size L M S

Public Message Not Found.

User ID

Password

Login

Menu

- Smartphone
- Search syllabus
 - Search by course
 - Search by instructor
 - Search by keywords
 - How to Search

(New Students) How to check your APU email

3

Click the link to [Office365] on the right

The screenshot shows the APU Campus Terminal website. At the top, there is a navigation bar with 'HOME | School Affairs Posting | Syllabus' and a 'Logout' button. Below the navigation bar is a list of messages under the 'Information' section. The messages are dated from 5/27 to 6/1. A red circle highlights the 'Office365' link in the 'Menu' section of the sidebar on the right. The sidebar also includes 'Last Login Date' (2020/6/1 19:06) and 'Login User' (RITSUMEI Taro).

APU Campus Terminal

Text Size L M S Logout

HOME | School Affairs Posting | Syllabus

Information

0 New Messages

6/1 (Mon) **NEW** COVID-19 Financial Support/COVID-19感染拡大に対応した学びの緊急支援

6/1 (Mon) **NEW** 2020 Tenku Festival Committee members wanted!/2020年天空祭実行委員会新メンバー募集のお知らせ

6/1 (Mon) **NEW** Information about ordering textbooks in 2ndquarter / 第2クォーターの教科書注文についてのご案内

6/1 (Mon) **NEW** Refunding postage (COD fee is included) and 10% discounted fee for CO-OP member / 教科書配送料の返金とCO-OPメンバーの10%割引について

6/1 (Mon) **NEW** オンライン新入生歓迎イベント「下界生集まれ～」の参加案内 / New student welcome event participants v

6/1 (Mon) **NEW** [For All Curriculum Students] Changes in AY2020 Application Period and Method for Language ()

6/1 (Mon) **NEW** TA Recruiting Guidance for 1st-Year Seminar Subjects / 初年次科目TA募集説明会 参加者募集!

6/1 (Mon) **NEW** TA Recruitment for First-Year Seminar Subject (2020FA) / 初年次TA募集 (2020秋セメ)

6/1 (Mon) **NEW** 【Cancelled】 The World Press Photo Exhibition 2020 at APU / 【開催中止】世界報道写真展2020@APU

5/29 (Fri) Disciplinary Action (Official Announcement)/学生の処分について(公示)

5/29 (Fri) Have you checked out APU's Outstanding Thesis? /先輩たちの優秀論文を見てみよう!

5/29 (Fri) 2020SP Student Exchange Cafe / 「交換留学カフェ」の実施について

5/29 (Fri) ALRCS Consultation Booth will be Opened on Monday, June 1 / 6月1日(月)よりALRCS相談ブースを開

5/29 (Fri) APU's Emergency Student Support (30,000 yen)/ APU学びの緊急支援 (3万円支給) について

5/29 (Fri) Free Mobile Wi-Fi Routers Available to Borrow from the University/ 無料モバイルWifiルーターの貸し出

5/29 (Fri) Finalists' Public Presentations: Project B/プロジェクトB 最終選考公開プレゼンテーション実施

5/28 (Thu) **[Canceled]** Finalists' Public Presentations: Project B/プロジェクトB 最終選考公開プレゼンテーション実

5/28 (Thu) Online Career Consultation by PASONA Group / パソナグローバルによるオンラインキャリアカウンセリン

5/28 (Thu) <キャリア・オフィス> (株) ディスコによる期間限定個別相談のお知らせ/ Individual Consultations by Disc

5/27 (Wed) Spring 2021 Student Exchange Application Information / 2021年春派遣交換留学募集要項公開のお知らせ

View All

Course Messages Action Required

Last Login Date
2020/6/1
19:06

Login User
RITSUMEI Taro

Menu

Office365

Mailing List

Change Password

Bookmark

Link

Implementing
Online Classes via
Zoom

APU Official Site

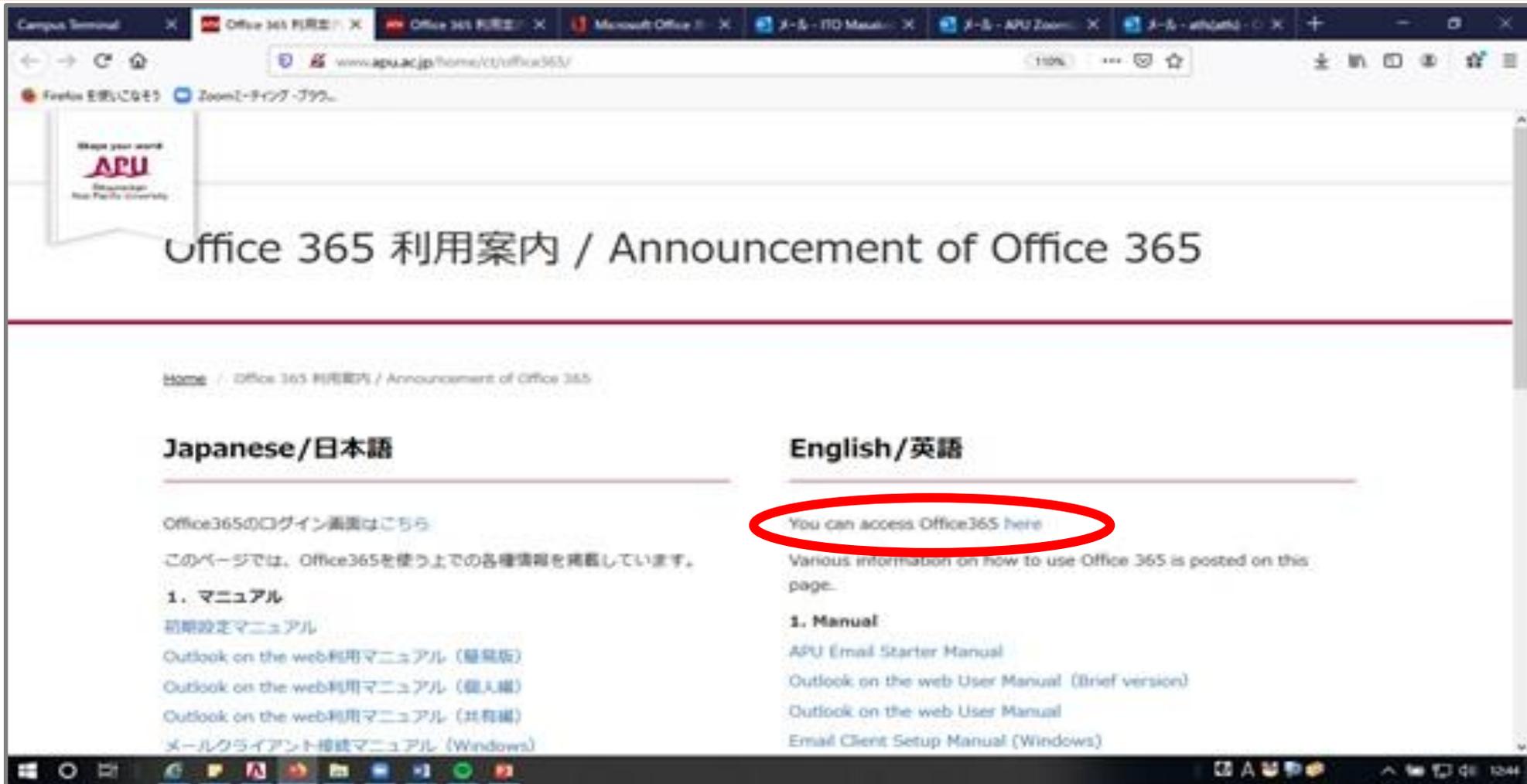
Campusmate
Web(APU)

Library

(New Students) How to check your APU email

4

Click the [access Office365 here] link



The screenshot shows a web browser window displaying the APU Office 365 announcement page. The page title is "Office 365 利用案内 / Announcement of Office 365". The URL in the address bar is "www.apu.ac.jp/home/cv/office365/". The page content is split into two columns: "Japanese/日本語" and "English/英語". In the English section, the link "You can access Office365 here" is circled in red. Below this link, there is a list of manuals for Office 365, including "APU Email Starter Manual", "Outlook on the web User Manual (Brief version)", "Outlook on the web User Manual", and "Email Client Setup Manual (Windows)".

Office 365 利用案内 / Announcement of Office 365

Home / Office 365 利用案内 / Announcement of Office 365

Japanese/日本語

Office365のログイン画面はこちら

このページでは、Office365を使う上での各種情報を掲載しています。

1. マニュアル

- 初期設定マニュアル
- Outlook on the web利用マニュアル (簡易版)
- Outlook on the web利用マニュアル (個人編)
- Outlook on the web利用マニュアル (共有編)
- メールクライアント接続マニュアル (Windows)

English/英語

[You can access Office365 here](#)

Various information on how to use Office 365 is posted on this page.

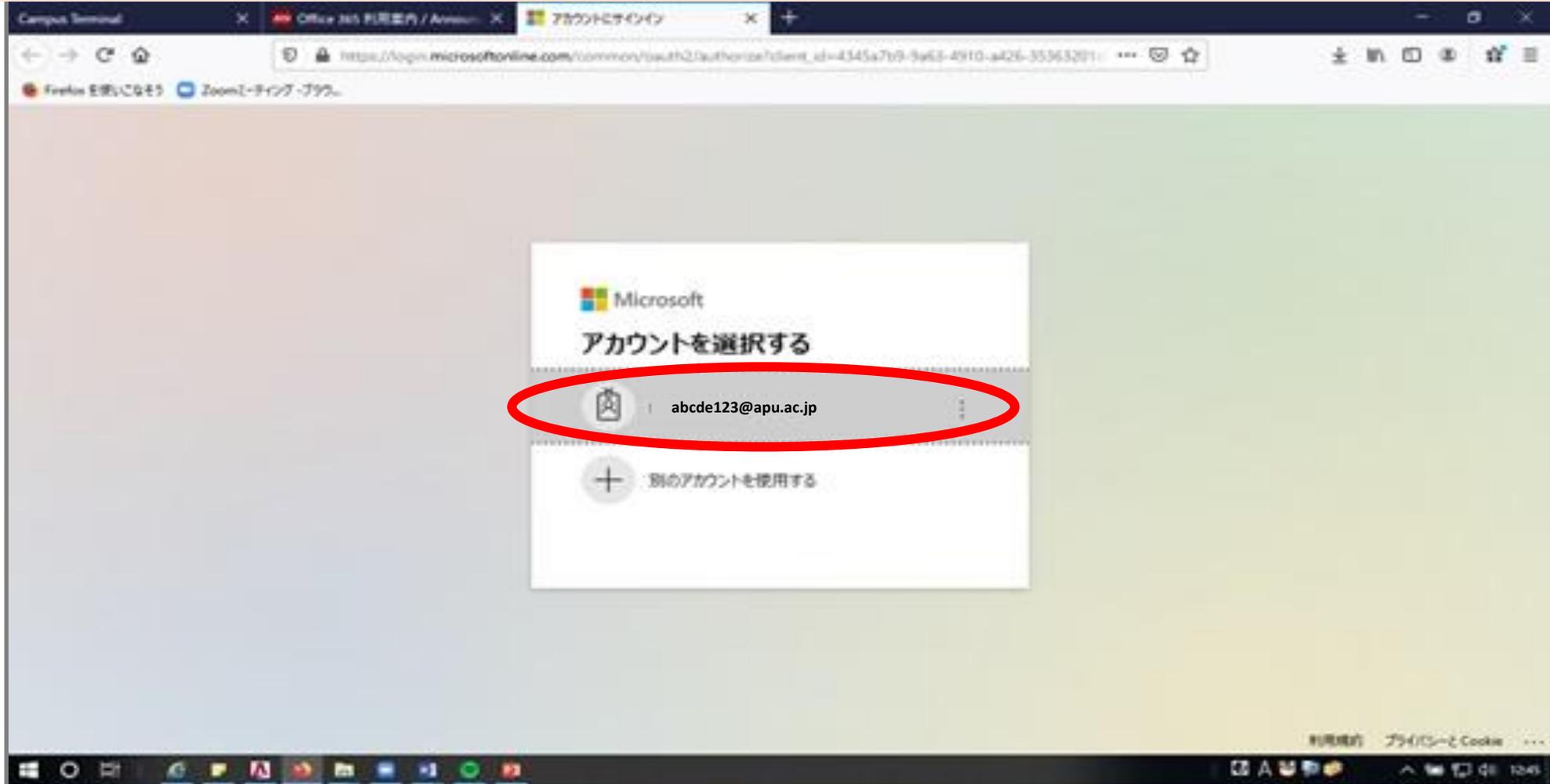
1. Manual

- APU Email Starter Manual
- Outlook on the web User Manual (Brief version)
- Outlook on the web User Manual
- Email Client Setup Manual (Windows)

(New Students) How to check your APU email

5

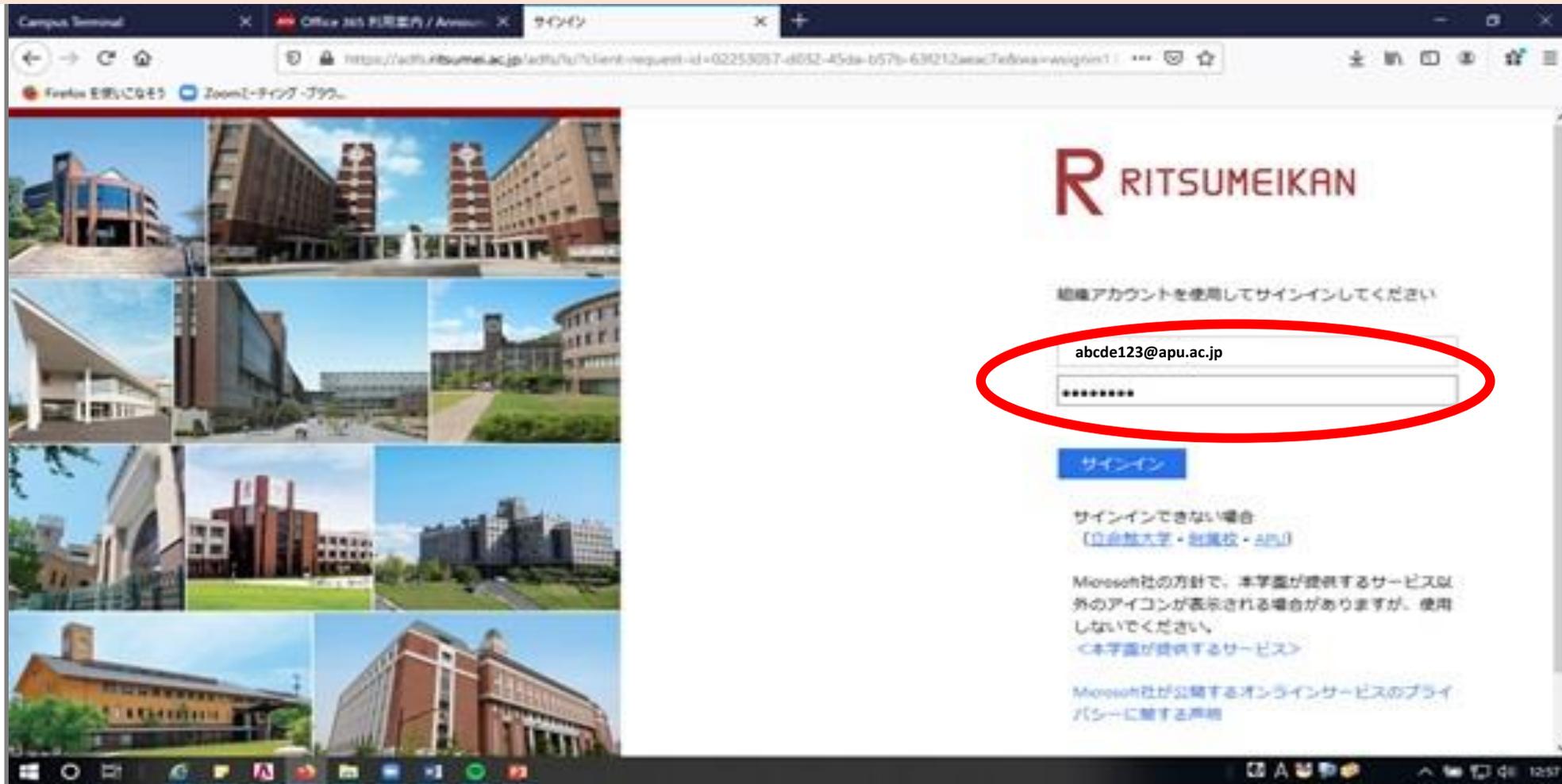
Click your own email address



(New Students) How to check your APU email

6

Log in using your username and password one more time



The screenshot shows a web browser window displaying the Ritsumeikan login page. The browser's address bar shows the URL: <https://apu.ritsumei.ac.jp/apu/#!/client-request-id=02253057-d052-45da-b57b-630212aacc7edba-wslogin1>. The page features a grid of images of the university's campus buildings on the left. On the right, the Ritsumeikan logo is displayed at the top. Below the logo, the text reads "RITSUMEIKAN" and "総機アカウントを使用してサインインしてください". A red oval highlights the login fields, which contain the email address "abcde123@apu.ac.jp" and a masked password "*****". Below the fields is a blue "サインイン" (Sign In) button. Further down, there is a section for "サインインできない場合" (Cases where you cannot sign in) with a link to "[立命館大学・附属校・APU]". At the bottom, there is a notice about Microsoft's policy regarding the use of services provided by the university.

(New Students) How to check your APU email

7

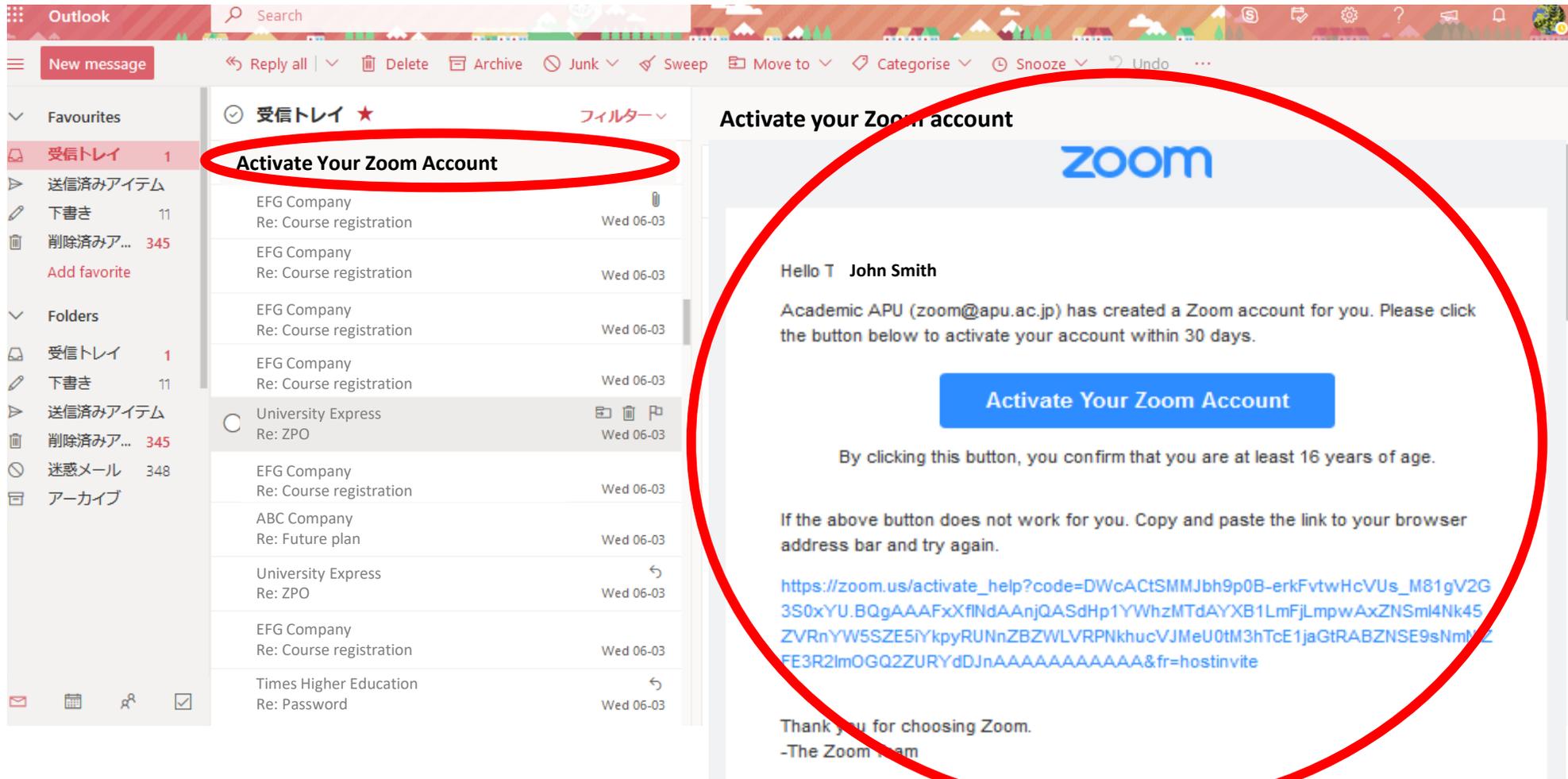
Click [Outlook]



(New Students) How to check your APU email

8

Click [Inbox]



The screenshot shows the Outlook interface with the '受信トレイ' (Inbox) selected. The email titled 'Activate Your Zoom Account' is highlighted with a red circle. The email content is also shown in a preview pane, featuring the Zoom logo and a blue 'Activate Your Zoom Account' button. The email text reads: 'Hello T John Smith Academic APU (zoom@apu.ac.jp) has created a Zoom account for you. Please click the button below to activate your account within 30 days. By clicking this button, you confirm that you are at least 16 years of age. If the above button does not work for you. Copy and paste the link to your browser address bar and try again. https://zoom.us/activate_help?code=DWcACtSMMJbh9p0B-erkFvtwHcVUs_M81gV2G3S0xYU.BQgAAAFxXfINdAAAnjQASdHp1YWhzMTdAYXB1LmFjLmpwAxZNSml4Nk45ZVRnYW5SZE5YkpyRUNnZBZWLVRPnkhuCvJMeU0tM3hTcE1jaGtRABZNSE9sNmLzFE3R2lmOGQ2ZURyYdDjNAAAAAAAAAAAA&fr=hostinvite Thank you for choosing Zoom. -The Zoom Team'