

## How to use Zoom during the online event



1. The quiz segment and any live interactions are available only to participants who have tickets for the JAPAN by Japan Zoom event. However, viewers can watch the whole event through Facebook Live. Please carefully review these instructions to have a seamless experience at our Zoom event.



2. The image on the left shows the **Raise Hand** reaction icon. During the quiz, if the participant knows the answer to the question, click the **Reactions** tab on the Zoom screen and click **Raise Hand**. The host will call out the first participant to react. Once the participant's name is called out, the participant must unmute their audio to answer.



3. Questions and/or comments to the host or other participants are more than welcome during the event through the **Chat** function. Click the **Chat** icon to access the **Chat** features, as seen on the image on the left.



4. To send a message for everyone to see, click the **Chat** icon. Click the dropdown next to **To:** and choose "All Panellists and Attendees". For any questions about how to use Zoom, send a message to "All Panellists".