Guideline for MBA English #16 Interview via Zoom

1. Download **Zoom** at https://zoom.us/download. Select the **Zoom Client for Meetings** type.
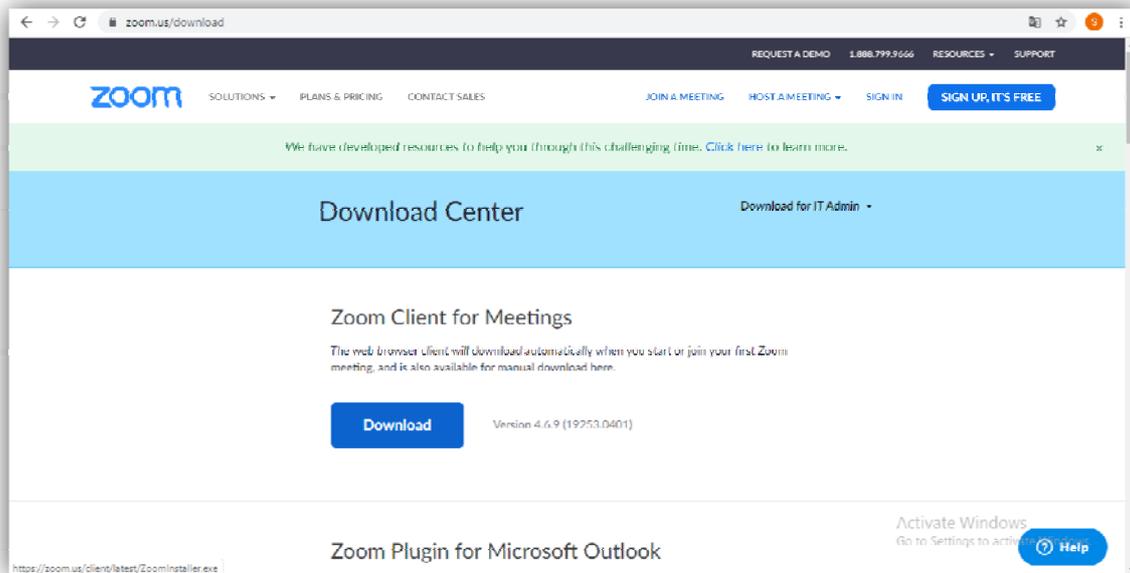
2. Open the program. Click **Join** to enter the interview room.
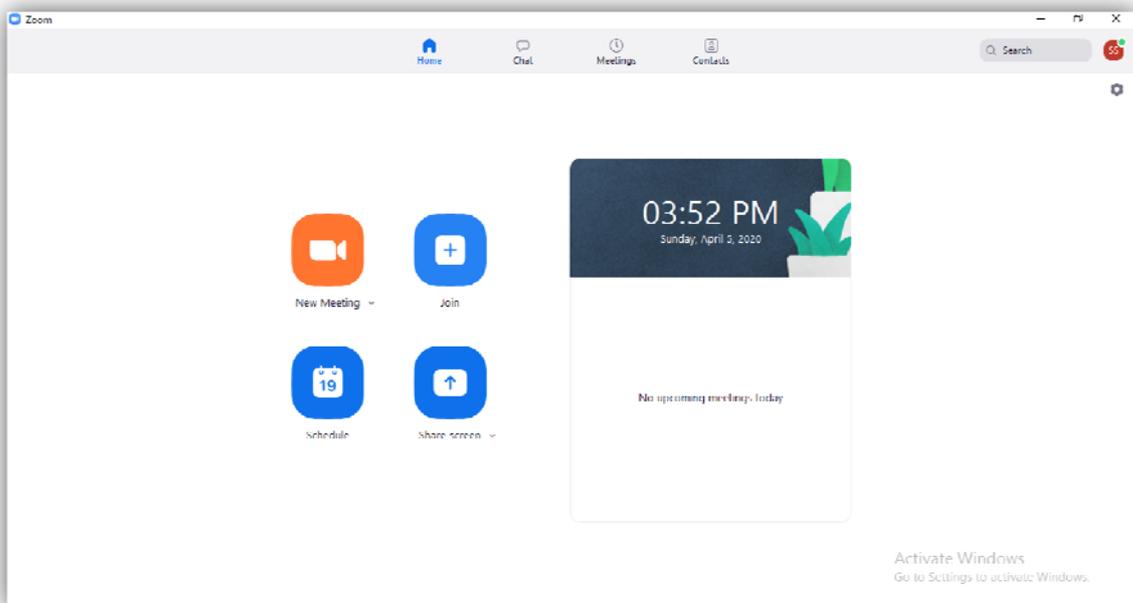
3. The **Join Meeting** window will show up. Enter your **Meeting** ID that you have received from LINE group in the top box and your **Name - Surname** in the lower box. After that, click **Join.**
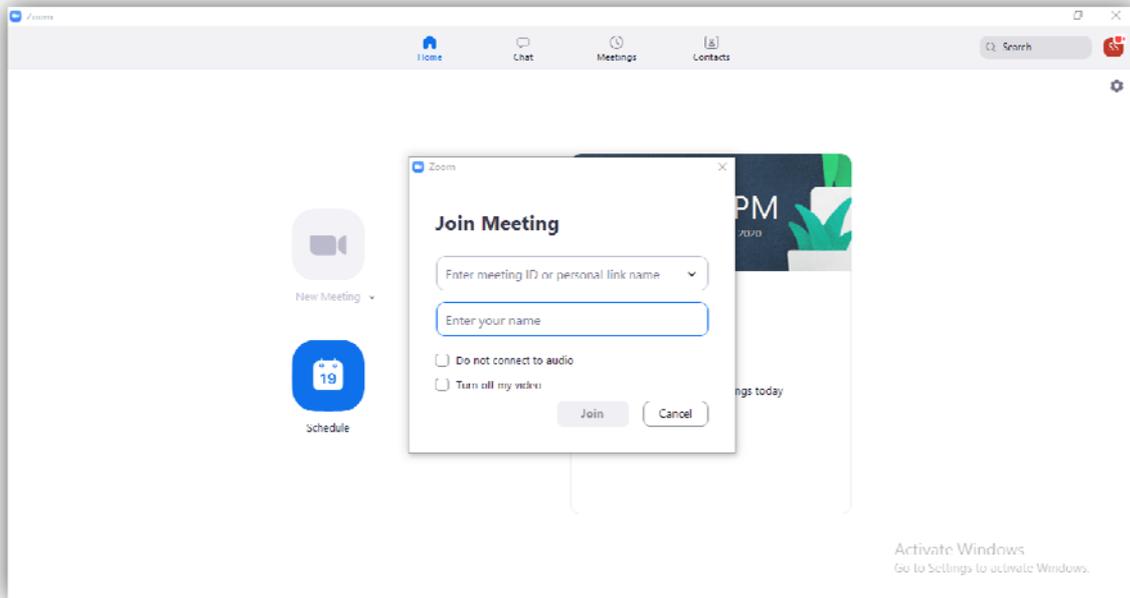
4. The program will require the **Meeting Password**. Enter the password that you have received from LINE group and click **Join Meeting.**
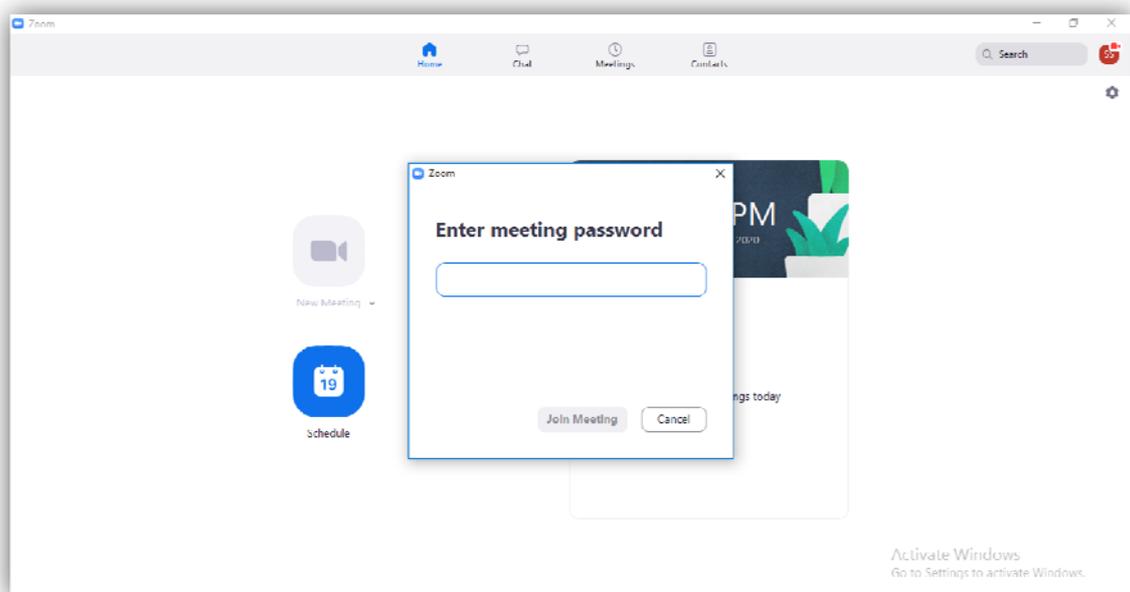
5. You will be in the **Waiting Room.** Please wait for your admission.
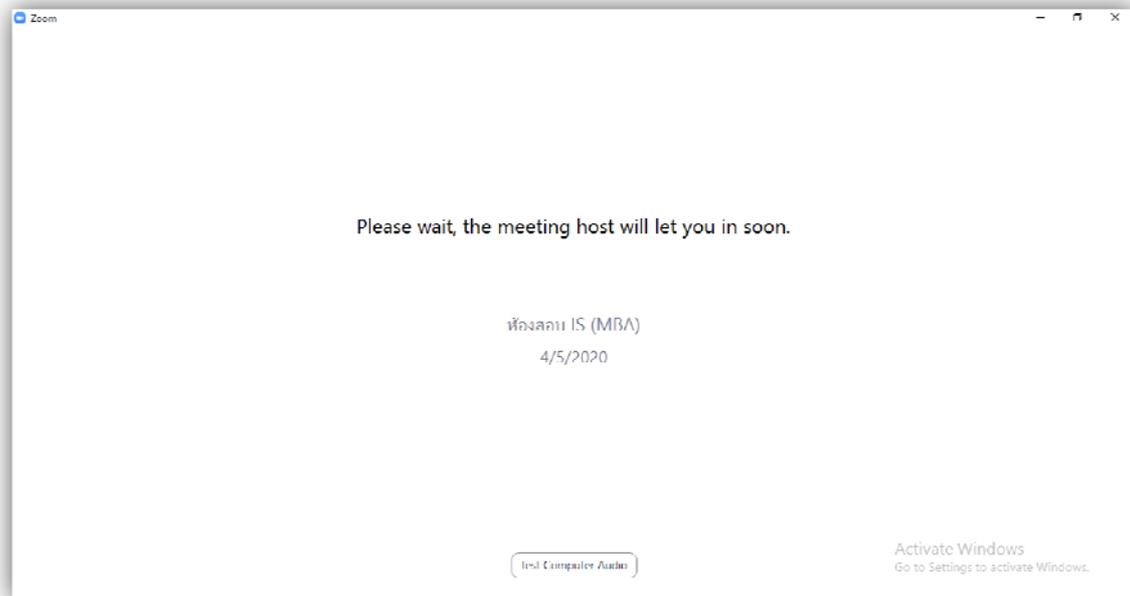
6. After entering, present yourself by clicking the camera and the microphone icon at the lower left corner of the screen so that you can communicate with the committee members. Please prepare your ID Card or Passport to identify yourself with committee before the interview starts.
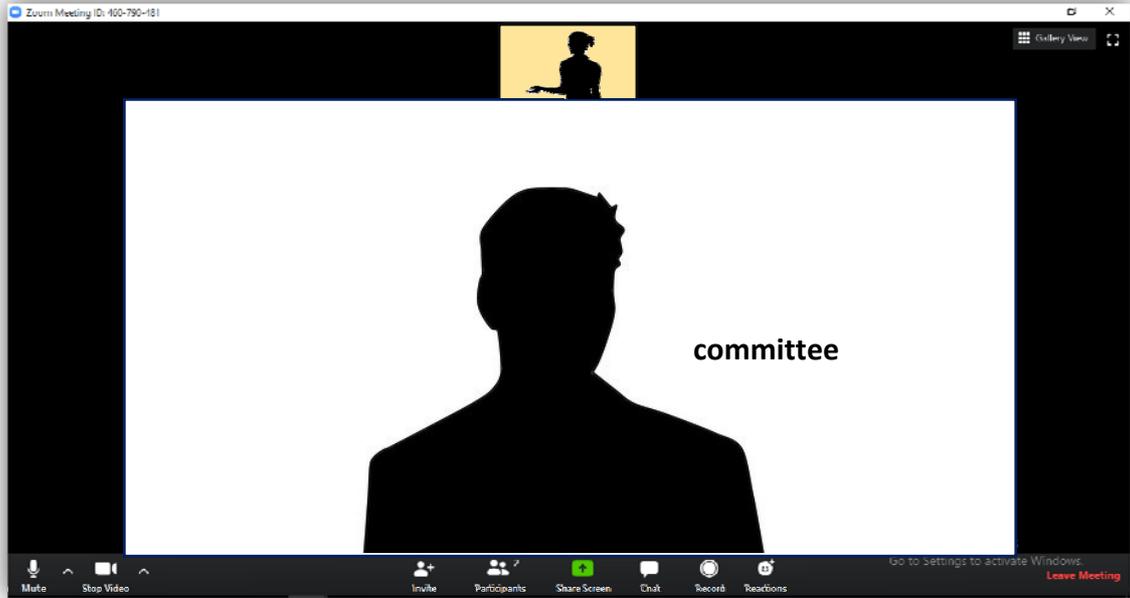
7. When the interview is over, click **Leave Meeting** at the lower right corner to leave the room.
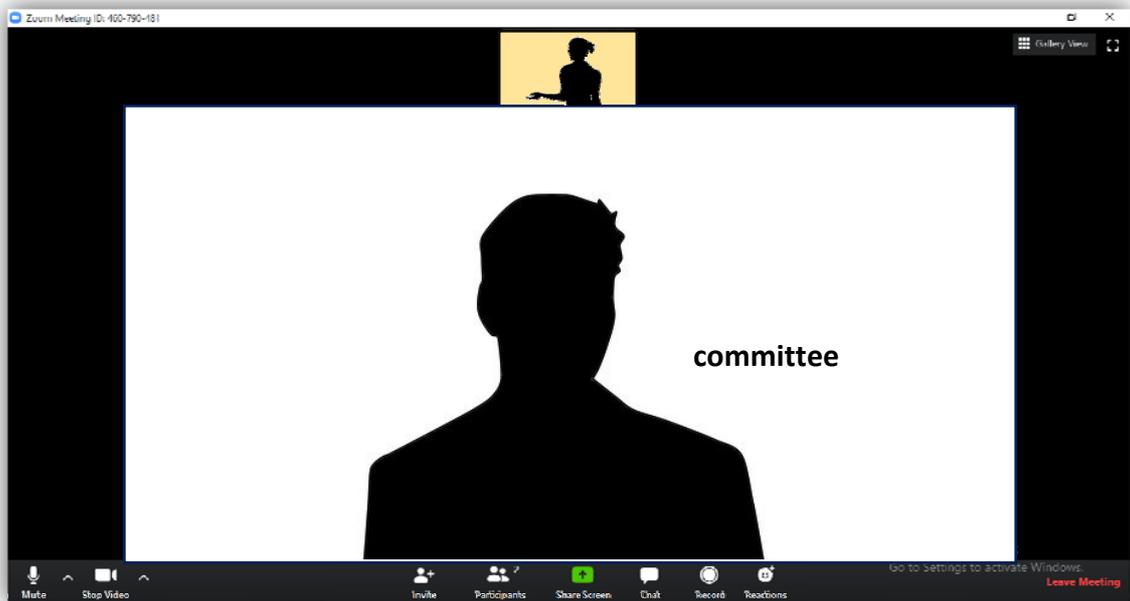
Advices

- On the interview day, the schedule may be adjusted depending on the situation. Please be ready for your interview approximately 15 minutes before the scheduled time and wait in the **Waiting Room** until we let you in.

- Please familiarize yourself with Zoom and practice the interview before your actual interview.

- Please ensure that you can maintain high-speed internet connectivity throughout the interview.