

2. Lecture Style Lesson (non-interactive)

This is a non-interactive lecture where students just watch and listen to the instructor.

2.1 Setting up an online lesson on Google Hangouts Meet

2.1.1 Google Calendar

Below is the procedure for creating an online conference for a lesson, using Google Meet. You only need to do this **once** before the first lesson. Make sure to use your **Rikkyo V-Campus account** when you schedule an online lesson on Google calendar.

Procedure



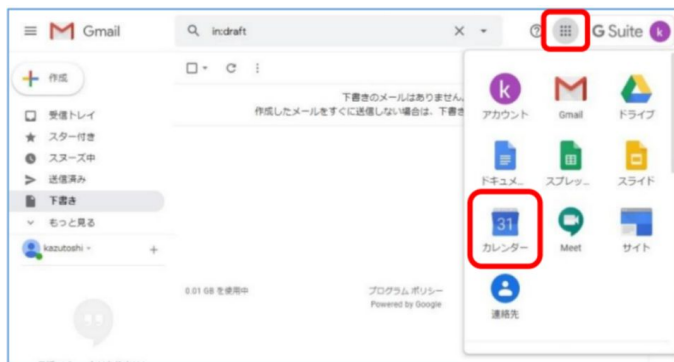
1. Open Rikkyo Spirit
<https://spirit.rikkyo.ac.jp/>

Click “Spirit Gmail”

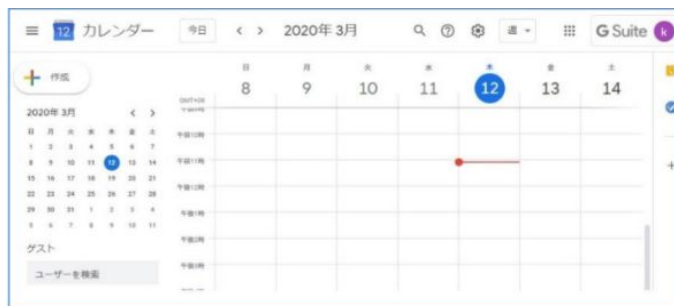


2. Sign in with your V-Campus ID and password

Click “Sign in” (サインイン)



3. Click the 9 dot icon at the top and then click “Calendar” (カレンダー)

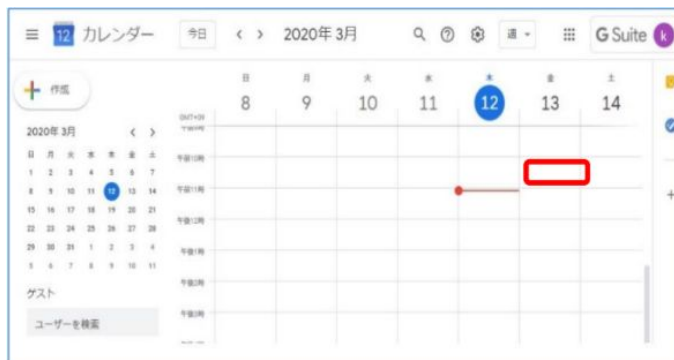


4. You can see your Google Calendar

※ Your weekly schedule appears if you haven’t changed your default setting (The blue circle shows the current day, e.g., March 12th in the example image).

2.1.2 Creating Class Schedule

Below is the procedure for creating an online conference for a lesson, using Google Meet. You only need to do this **once** before the first lesson.



1. Select a class period and click the area



2. You can edit the details here. Click “More options” (その他のオプション)

× メディアセンター概論

2020年3月26日 午前10:45 ~ 午後12:25 2020年3月26日 タイムゾーン

☐ 終日 繰り返さない

予定の詳細 時間を探す

場所を追加

ビデオ会議を追加

Hangouts Meet

k-takemura@al.rikkyo.ac.jp

予定あり デフォルトの公開設定

説明を追加

3. Add the following information:

1) Title of the class (subject name)
e.g., メディアセンター概論
(Introduction to Media Center)

2) Class start time /end time, e.g.,
Start time: 午前10:45 (10:45am)
End time: 午後12:25 (12:25pm)

Make sure to choose the correct time

4. Click “Add conferencing” (ビデオ会議を追加) and select “Hangouts Meet”

× メディアセンター概論

2020年3月26日 午前10:45 ~ 午後12:25 2020年3月26日 タイムゾーン

☐ 終日 繰り返さない

予定の詳細 時間を探す

場所を追加

Hangouts Meet

Hangouts Meet に参加する
meet.google.com/het-zdgm-den

会議 ID
meet.google.com/het-zdgm-den

電話番号
(US)+1 414-436-8677
PIN: 350 718 983#

ライブストリームを追加

通知 10 分

通知を追加

5. Click the small arrow to see more options

6. Click “Add live stream” (ライブストリームを追加)

× メディアセンター概論

2020年3月26日 午前10:45 ~ 午後12:25 2020年3月26日 タイムゾーン

☐ 終日 繰り返さない

予定の詳細 時間を探す

場所を追加

Hangouts Meet

Hangouts Meet に参加する
meet.google.com/jvo-rpoo-tmf

会議ID
meet.google.com/jvo-rpoo-tmf

電話番号
(US)+1 929-277-6024
PIN: 785 651 864#

ライブストリーム
stream.meet.google.com/stream/338b58b8-3e64-4dad-b1db-eb3860206c22

ライブストリームを視聴できるように他のユーザーを招待するには、この予定を保存し、視聴専用のコピーを作成してください。詳細

ライブストリームを削除

7. Make sure that the live stream is added and click “Save” (保存)

※ You can also add other information on this page

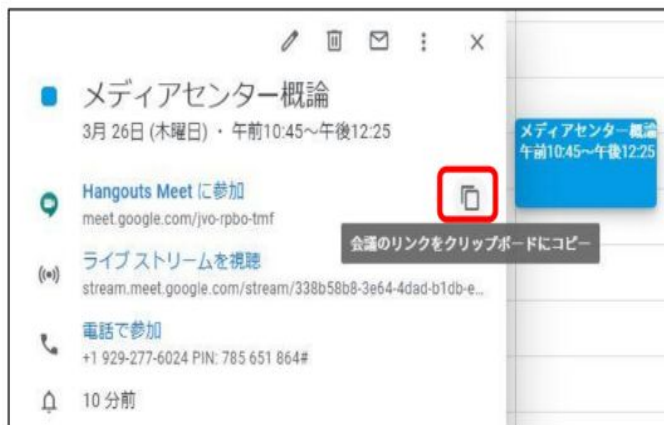


8. The event icon highlighted in red shows the lesson you created

2.1.3 Making a note of your Live Stream URL

Below is the procedure for making a note of the URL for your online lesson. You only need to do this **once** before the first lesson.

(If students receive a wrong URL, the students cannot participate in your class. The following procedure helps minimize this issue.)



1. Click the event icon (e.g., the blue icon in the image above) to see details of the event.
2. Move the cursor to “Join Hangouts Meet” (Hangouts Meetに参加).
3. Click the small square icon to copy the conference link to clipboard (会議のリンクをクリップボードにコピー).

URL for joining the Hangouts Meet

URL for watching the live stream



曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmve-egw	https://stream.meet.google.com/stream/c66b462a-496e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-iah	

4. Prepare a URL management document (e.g. Excel) to save the URL obtained in Step 3 and paste it to the document

※ Please do NOT lose this URL because **you (instructors) will use this URL for every lesson** to join the Hangouts Meet and give a lecture.



5. Move the cursor to “Watch live stream” (ライブストリームを視聴)

6. Click the small square icon to copy live stream link to clipboard (ライブストリームのリンクをクリップボードにコピー)

曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmve-egw	https://stream.meet.google.com/stream/c66b462a-496e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-iah	

7. Paste the URL obtained in Step 6 to the URL management document

※ Please do NOT lose this URL because **your students will use this URL for every lesson** to watch your live stream lesson.

2.1.4 Register your online lesson in Rikkyo Jikan

Below is the procedure for you to inform your students of your lessons. This needs to be done before **EACH lesson**. It takes some time till your students receive a notification email about your lesson, so please complete this at latest **one day before your lesson**.

曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmve-egw	https://stream.meet.google.com/stream/c66b462a-496e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-iah	

1. Open your URL management document and copy the live stream URL

2. To create an announcement about your lesson, log in to Rikkyo Jikan:
<https://portfolio.rikkyo.ac.jp/login>



No.	年度	学期	科目名称	曜日	時間	科目コード
1	2019	通年	1210テストコース(追加子コース)	火曜日	2	1210_kawano_test_add
2	2019	通年	行政学1 (検証用)	水曜日		2019TEST001
3	2019	通年	行政学3 (検証用)	水曜日	2-3	2019TEST003
4	2019	通年	2019_004(制作実習)	月曜日	2	2019_20200214_test
5	2019	通年	メディアセンター概論			2020_MC
6	2018	通年	行政学3 (検証用)	火曜日	2-3	2019TEST001

3. Click the subject name of the online class about which you'd like to send an announcement to your students

4. Click the envelope icon

5. Click “Create” (作成) on the announcement management page

お知らせ情報

作成者 立教 浩志

更新者

重要度 通常

ニュースカテゴリ 学生生活課

カテゴリ(内)

編集グループ割り当て 選択済グループ

編集グループ管理A
編集グループB

設定を開く

タイトル 3/19(木)2限 メディアセンター概論 (講義形式)

内容

オンライン授業 (講義形式) を開催します
下記リンクよりライブ配信を視聴してください。
<https://stream.meet.google.com/stream/68b482a-486a-4a75-9519-b874216d95a8>
授業で使用する教材を立教時間の課題にアップしています。
受講前にダウンロードしておいてください。

6. Add a title (タイトル) and content (内容) of your announcement on the Create/Edit announcement page (お知らせ作成・編集画面). When you add contents, follow the format below:
<Title (タイトル)>

Date (Day) Class Period Subject name (Class Style)

e.g., 3/19 (Thursday) 2nd Period Introduction to Media Center (Lecture style)

<Content (内容)>

We're going to have an online lesson (non-interactive Lecture style). Please

use the link below to watch a live-stream lesson. [URL] Japanese translation
オンライン授業 (講義形式) を開催します。下記のリンクよりライブ配信を視聴してください。[URL] ※Paste the live stream URL obtained in Step 1 in this section.

※ The above settings will be the **content of the email sent to the students**. Use the same style for all lessons so that it is easier to understand for students.

※ Position any information on teaching materials used in class or individual guidance **below the [URL]**.

7. Next, set the release start date (公開開始日), release end date (公開終了日), and contact information (問合せ先).

※ Set the class end time as the release end date.

8. Check the "forced notification email" (通知メール強制送信).

9. Finally, click "create" (作成) to save.

<input type="checkbox"/>	タイトル	公開開始日	公開終了日	作成者	作成日
<input type="checkbox"/>	第3期3通 行政学お知らせ (12月号) New	2017-12-01 00:00:00	2017-12-21 00:00:00	立教 浩志	2017-12-05 17:45:21
<input type="checkbox"/>	第3期3通 コーポ中公開範囲設定 (1)	2017-11-23 00:00:00	2017-11-30 00:00:00	管理員1	2017-11-23 23:58:02

10. If you successfully create an announcement a message will be displayed.

※ After a while, enrolled students will be sent the email.

2.2 How to start

2.2.1 Starting an online class

曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmva-sqw	https://stream.meet.google.com/stream/c66b462a-496e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-lah	

1. Open the URL management document and access the Hangouts Meet URL.

2. Hangouts Meet will open.



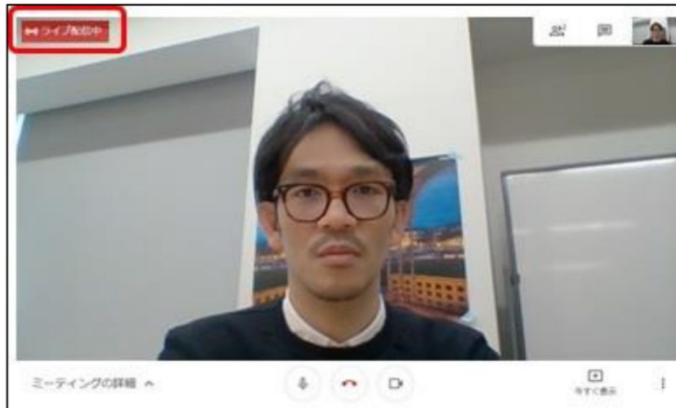
3. Click "Join now" (今すぐ参加).

※ If your computer is a Mac, the window will not be displayed. Install Chrome and use it.

4. When ready, click "Start streaming" (ストリーミングを開始).



5. A confirmation pop-up will appear. Click "Start streaming" (ストリーミングを開始).



6. The live broadcast (ライブ配信中) icon will be displayed, and the online lecture format (one-way) will start.

2.3 Operation during class

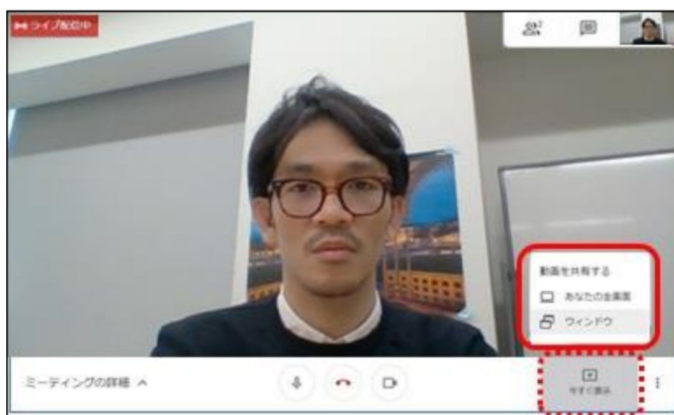
2.3.1 To confirm participants

1. In the online lecture format, users cannot confirm participants.
※ Check attendance with Rikkyo Jikan.

2.3.2 To chat with participants

1. In the online lecture format, users cannot chat with other participants.
※ In the case that interaction with students is necessary, use the online seminar (two-way) format.

2.3.3 Sharing screen content with other participants



1. Click the red-framed icon on the screen.

2. Select the screen-sharing mode (① or ②).

① Your full screen

All screen contents are shared.

② Windows

Only selected windows are shared.



① Your full screen

3. Select screen to share and click "Share" (共有).

※ Used when showing students your entire screen.



② For Windows

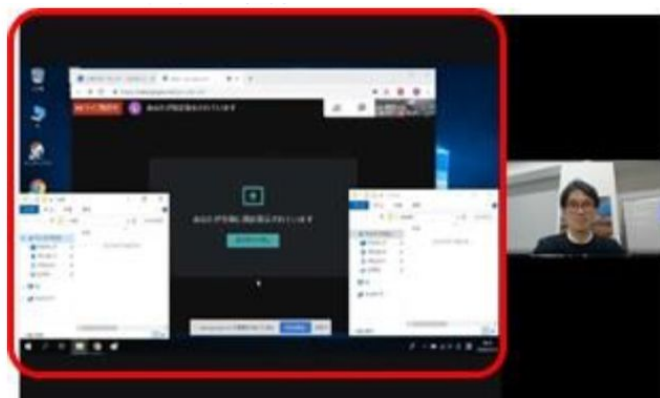
3. Select the window to be shared. Click "Share" (共有).

4. Only the video of the selected window is distributed to the viewer.

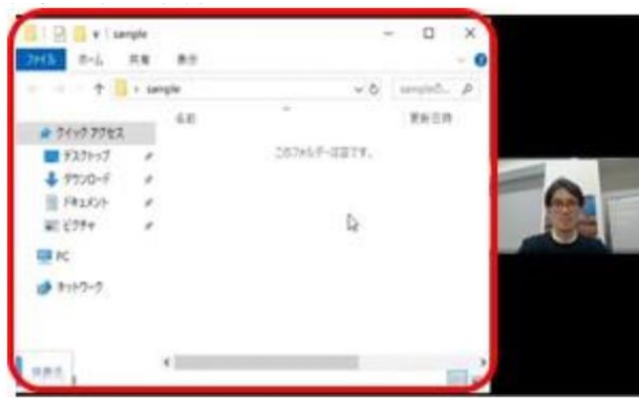
※ Here, if you select a window that you want to show to students as a PowerPoint or document, the material will be displayed on the student screen.

※ If you want to show your students a slideshow, select start to show the slides.

Reference: Student's screen image showing
your full screen



For Windows



2.3.4 Switching video / audio on / off



1. Click the button on the screen to turn it on or off.

- ① Turn your own microphone on and off
- ② Turn your own camera on and off

2.3.5 To record a lesson

※ To record, it is necessary to get the consent of the participants!



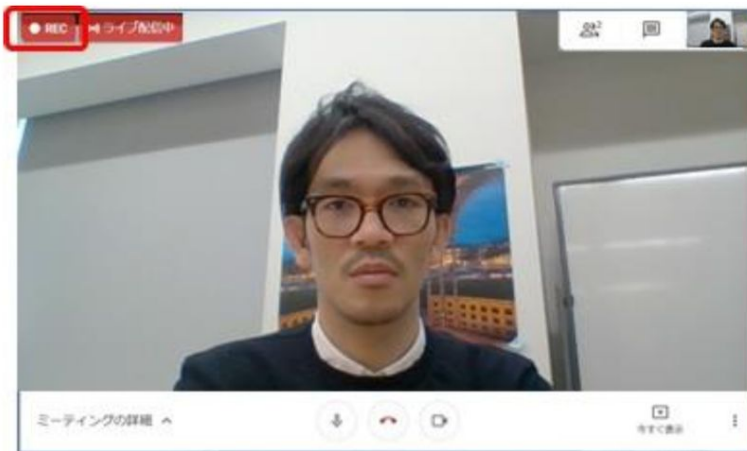
Click the icon in the red frame on the screen.

Click “Record Meeting” (ミーティングを録画).



A confirmation pop-up is displayed.

If there is no problem, click “Approve” (承認).



The icon indicating that recording is in progress is displayed, and recording starts.

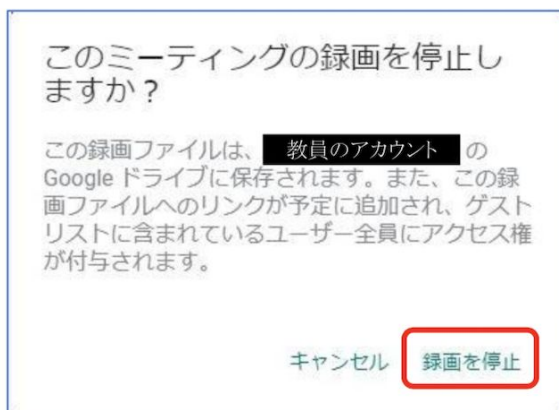
※ If the publication of materials is required, be careful when handling **copyrights** before recording.

2.3.6 To stop recording



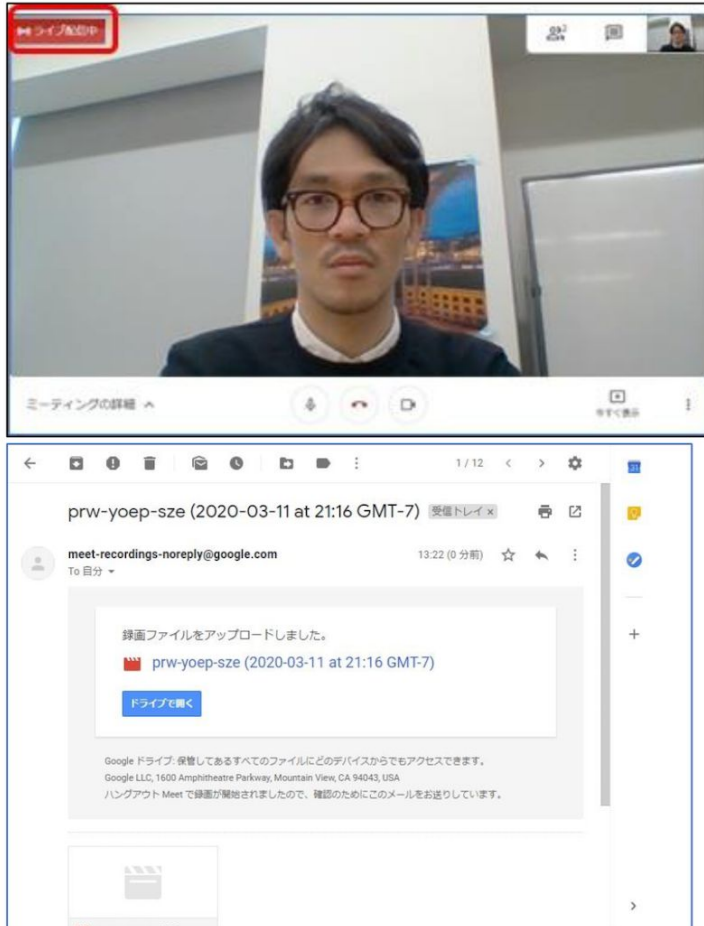
1. Click the icon in the red frame on the screen.

2. Click Stop Recording.



3. A confirmation pop-up is displayed.

If there is no problem, click “Stop Recording” (録画を停止).



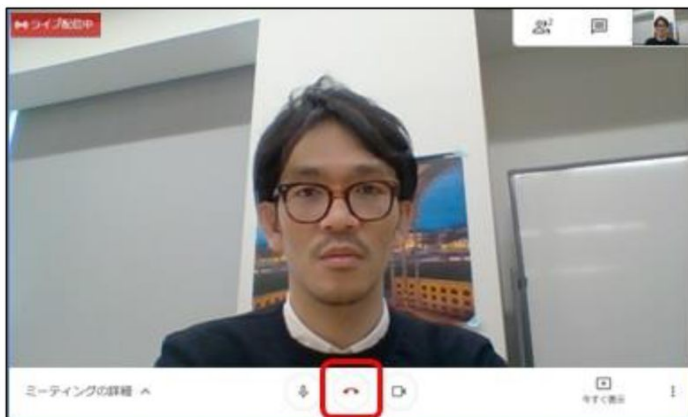
4. The recording icon disappears and the recording stops.

5. After a certain period of time, a notification will be sent to your Gmail indicating that the video file has been saved.

※ Depending on the length of the video, it may take some time to arrive.

2.4 Closing

2.4.1 To end the class



1. Click the icon in the red frame on the screen.

2. Leave the meeting.

※ When you leave, your live session will end and the broadcast will end.



2.5 Points to keep in mind when starting classes

2.5.1 Talk in a quiet place

During the course, all participants will hear their surroundings as well as their own voice. If the meeting is conducted in a place with a lot of noise, it will make it difficult to hear each other's voices. Therefore, you should open the course in a quiet place. We recommend using a headset with a microphone and earphones.

Also, depending on the student's communication environment, voice disturbances or delays may occur. Make sure that the conversation is clear to the participants.

2.5.2 Pay attention to the background reflected on the camera

During the course, all participants will see their background. Make sure that confidential information is not being reflected in the background.

3. Seminar Style Lesson (Interactive)

In this type of lesson, instructors and their students can listen to, talk to, and see each other. This type of class requires the students to have conversations with their instructors and their classmates (e.g. having a discussion). Therefore, all the participants in this type of class need to have a camera and a built-in microphone on their laptop or an external camera and microphone. If the participants use a smartphone, they can use the built-in camera and microphone.

3.1 Setting up an online lesson on Google Hangouts Meet

3.1.1 Google Calendar

Below is the procedure for creating an online conference for a lesson, using Google Meet. You only need to do this **once** before the first lesson. Make sure to use your **Rikkyo V-Campus account** when you schedule an online lesson on Google calendar.

Procedure



1. Open Rikkyo Spirit

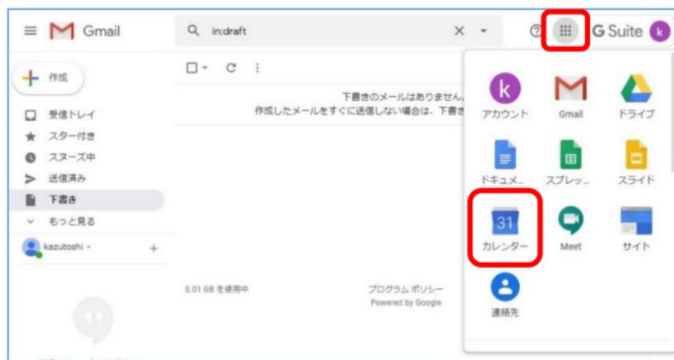
<https://spirit.rikkyo.ac.jp/>

Click "Spirit Gmail"

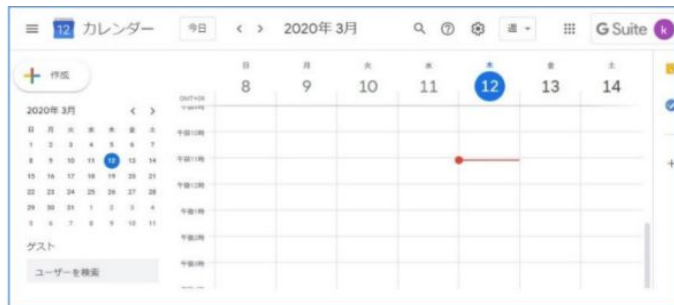


2. Sign in with your V-Campus ID and password

Click "Sign in" (サインイン)



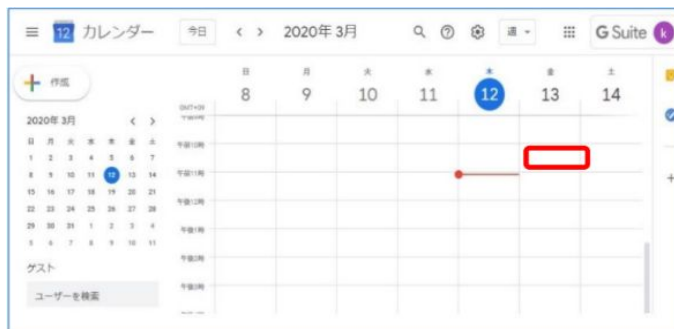
3. Click the 9-dot icon at the top and then click “Calendar” (カレンダー)



4. You can see your Google Calendar
※ Your weekly schedule appears if you haven’t changed your default setting. (The blue circle shows the current day, e.g., March 12th in the example image)

3.1.2 Creating Class Schedule

Below is the procedure for creating an online conference for a lesson, using Google Meet. You only need to do this **once** before the first lesson.



1. Select a class period and click the area



2. Add the following information:

1) Title of the class (subject name)

2) Class start time and end time

Make sure to choose the correct time.
午前 = am, 午後 = pm

3. Click “Add rooms, location or conferencing” (場所または会議を追加)



メディアセンター概論

予定 外出中 リマインダー タスク 予約枠

🕒 2020年 3月 19日 午前10:45 - 午後12:25 2020年 3月 19日

👤 ゲストを追加

📍 場所を追加

📺 ビデオ会議を追加

☰ 説明を追加

その他のオプション 保存

4. Click “Add conferencing” (ビデオ会議を追加)



メディアセンター概論

予定 外出中 リマインダー タスク 予約枠

🕒 2020年 3月 19日 午前10:45 - 午後12:25 2020年 3月 19日

👤 ゲストを追加

📍 場所を追加

📺 Hangouts Meet に参加する
meet.google.com/fca-cduj-gaa

☰ 説明を追加

その他のオプション 保存

5. Make sure that “Join Hangouts meet” (Hangouts Meetに参加する) was added and then click “Save” (保存)

※ You can also add other information on this page



	日	月	火	水	木	金	土
	22	23	24	25	26	27	28
GMT+09							
午前9時							
午前10時							
午前11時							
午前12時							
午後1時							
午後2時							
午後3時							

6. The event icon highlighted in red shows the lesson you created

3.1.3 Making a note of your Hangouts Meet URL

Below is the procedure for keeping your URL for your online lesson. You only need to do this **once** before the first lesson.

(If students receive a wrong URL, the students cannot participate in your class. The following procedure helps minimize the issue.)



7. Click the event icon (e.g., the blue icon in Step 6)

8. Move the cursor to “Join Hangouts Meet” (Hangouts Meetに参加)

9. Click the small square icon to copy the conference link to clipboard (会議のリンクをクリップボードにコピー)

URL for joining the Hangouts Meet



曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmve-eqw	https://stream.meet.google.com/stream/c66b462a-495e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-iah	

10. Prepare a URL management document (e.g., Excel) to save the URL obtained in Step 9 and paste it in the document

※ Please do NOT lose this URL because **all participants will use this URL for every lesson** to join the Hangouts Meet.

3.1.4 Register your online lesson in Rikkyo Jikan

Below is the procedure for you to inform your students of your lessons. This needs to be done before **EACH lesson**. It takes some time till your students receive a notification email about your lesson, so please complete this at the latest **one day before your lesson**.

曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-tmve-eqw	https://stream.meet.google.com/stream/c66b462a-495e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpv-gdgy-iah	

1. Open your URL management document and copy the Hangouts Meet URL



2. To create an announcement about your lesson, log in to Rikkyo Jikan:
<https://portfolio.rikkyo.ac.jp/login>

No.	年度	学期	科目名称	曜日	時間	科目コード
1	2019	通年	1210テストコース(追加予コース)	火曜日	2	1210_kawano_test_add
2	2019	通年	行政学1 (検証用)	水曜日	2-3	2019TEST001
3	2019	通年	行政学3 (検証用)	水曜日	2-3	2019TEST003
4	2019	通年	2019_2024制作テスト	月曜日	2	2019_20200214_test
5	2019	通年	メディアセンター概論	火曜日	2-3	2020_MC
6	2018	通年	行政学3 (検証用)	火曜日	2-3	2018TEST001

3. Click the subject name of the online class about which you'd like to send an announcement to your students

4. Click the envelope icon

5. Click "Create" (作成) on the announcement management page

お知らせ情報

作成者 立教 池田

更新者

重要度 通常

ニュースカテゴリ 学生生活課

カテゴリ(内)

編集グループ割り当て 選択済グループ

編集グループ管理A
編集グループB

設定を開く

タイトル 3/19(木)夜間 メディアセンター概論 (講義形式)

内容

オンライン授業 (講義形式) を開催します
下記リンクよりライブ配信を視聴してください。
<https://stream.meet.google.com/stream/c68b402a-406a-4a75-9519-987d21d895a8>

授業で使用する教材を立教時間の課題にアップしています。
受講前にダウンロードしておいてください。

6. Add a title (タイトル) and content (内容) of your announcement on the Create/Edit announcement page (お知らせ作成・編集画面). When you add contents, follow the format below:
<Title (タイトル)>

Date (Day) Class Period Subject name (Class Style)

e.g., 3/19 (Thursday) 2nd Period Introduction to Media Center (Seminar style)

<Content (内容)> We're going to have an online lesson (Seminar style).

Please use the link below to join the

online lesson. [URL]. Japanese translation: オンライン授業 (演習形式) を開催します。
下記のリンクよりweb会議にログインしてください。[URL] ※Paste **the Hangouts Meet URL obtained in Step 1** in this section.

※ The above settings will be the **content of the email sent to the students**. Use the same style for all lessons so that it is easier to understand for students.

※ Position any information on teaching materials used in class or individual guidance **below the [URL]**.

7. Next, set the release start date (公開開始日), release end date (公開終了日), and contact information (問合せ先).

※ Set the class end time as the release end date.

8. Check the "forced notification email" (通知メール強制送信).

9. Finally, click "create" (作成) to save.

タイトル	公開開始日	公開終了日	作成者	作成日
行政学お知らせ (12月号) View	2017-12-01 00:00:00	2017-12-21 00:00:00	立敷 浩志	2017-12-05 17:45:21
...

10. If you successfully create an announcement a message will be displayed.

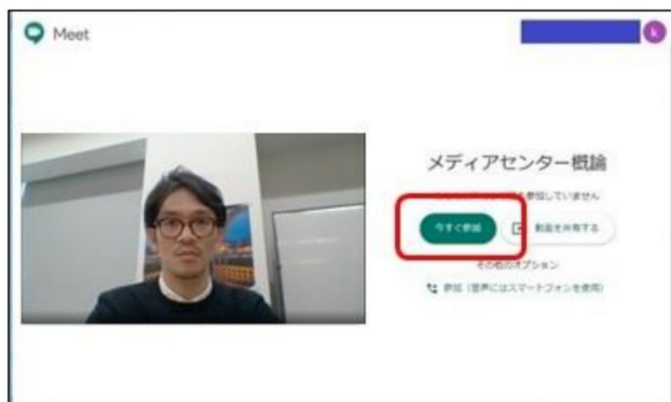
※ After a while, enrolled students will be sent the email.

3.2 How to start

3.2.1 Starting an online class

曜日	時間	科目名	「Hangout Meetsに参加」のURL	「ライブストリームを視聴」のURL
木	2	メディアセンター概論 (オンライン講義形式)	https://meet.google.com/vtt-lmve-egw	https://stream.meet.google.com/stream/c66b462a-496e-4a75-8519-887d210d95a6
木	3	メディアセンター概論 (オンライン演習方式)	https://meet.google.com/cpy-gdgy-lah	

1. Open the URL management document and access the Hangouts Meet URL.



2. Hangouts Meet will open.

3. Click "Join now" (今すぐ参加).

※ If your computer is a Mac, the window will not be displayed. Install Chrome and use it.



4. Online seminar format (two-way) will start.

※ Students may be logged in earlier.

※ Invite the students to **turn off the microphone** so that no participant's noise disturbs the speaker's voice.

3.3 Operation during class

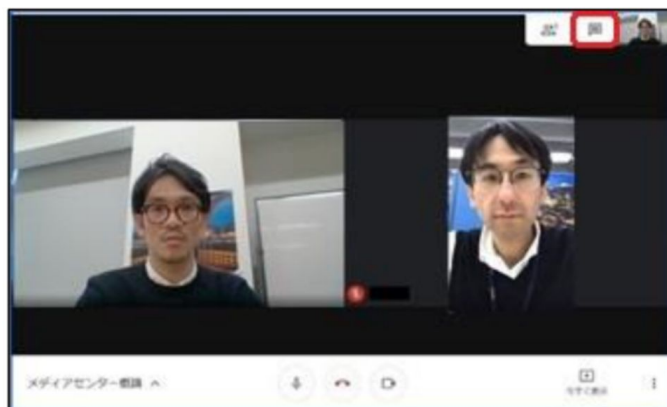
3.3.1 To confirm participants



1. By clicking the red-framed icon on the screen, users can confirm participants.

2. To close the menu, click on any part of the screen other than the menu.

3.3.2 To chat with participants



1. By clicking the red-framed icon on the screen, you can chat with participating users.



2. To close the menu, click on any part of the screen other than the menu.

3.3.3 Sharing screen content with other participants

Any participant can share their screen content with others. Since sharing the screen later takes precedence, **please inform students not to share the screen without permission.**



1. Click the red-framed icon on the screen.

2. Select the screen sharing mode (① or ②).

① Your full screen

All screen contents are shared.

② Windows

Only selected windows are shared



① Your full screen

3. Select screen to share and click "Share" (共有).

4. If you minimize the Meet screen and open other applications (Power Point, Word, etc.), they will be shared with participants.

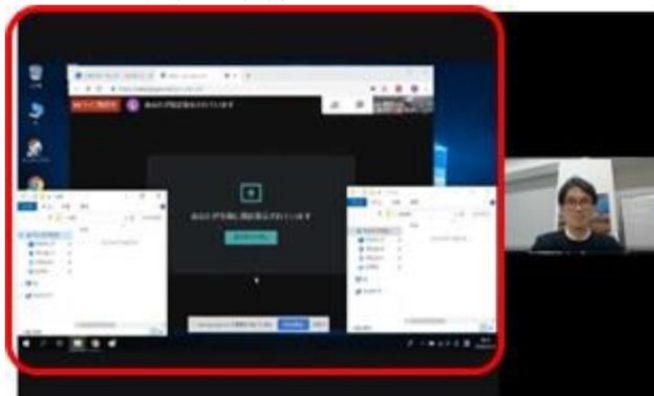


For Windows

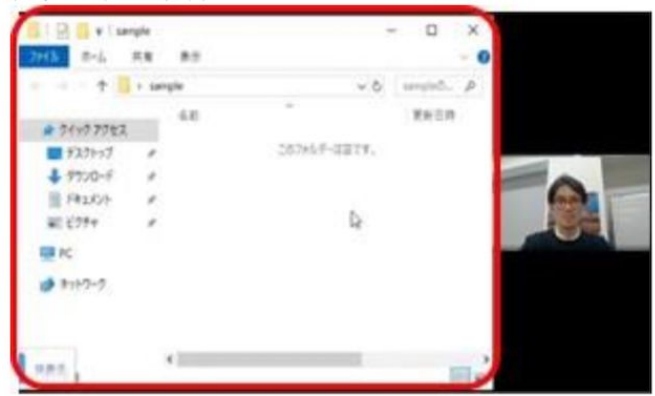
3. Select the window to be shared. Click "Share" (共有).

4. Only the video of the selected window is shown to the viewer.

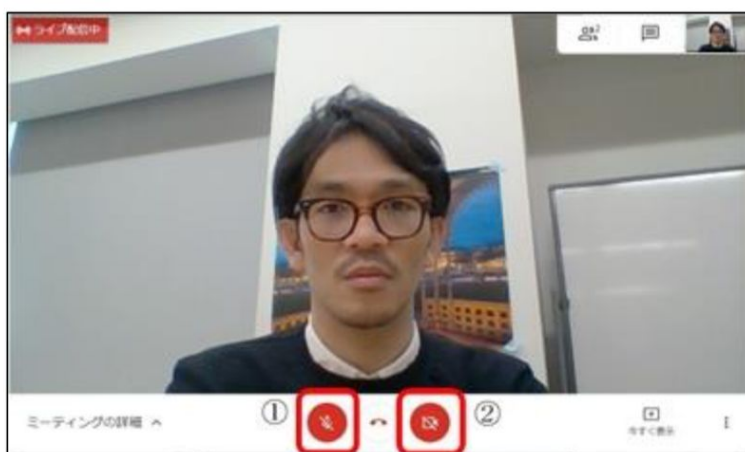
Reference: Student's screen image showing your full screen



For Windows



3.3.4 Switching video / audio on / off



1. Click the button on the screen to turn it on or off.

① Turn your own microphone on and off

② Turn your own camera on and off

3.3.5 To record a lesson

※ To record, it is necessary to get the consent of the participants!



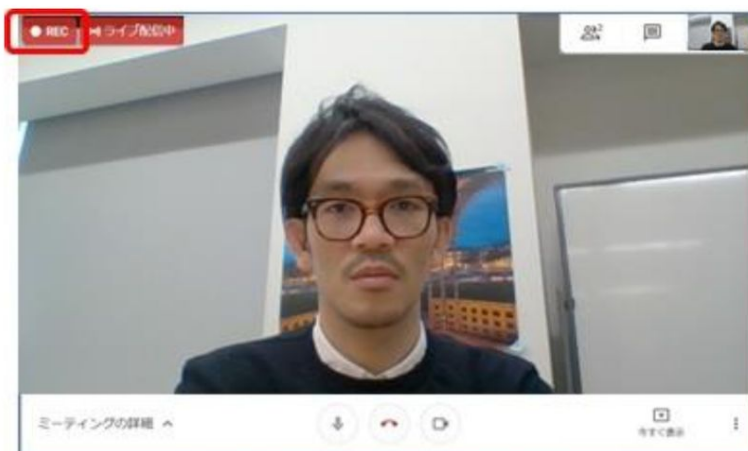
1. Click the icon in the red frame on the screen.

2. Click “Record Meeting” (ミーティングを録画).



3. A confirmation pop-up is displayed.

If there is no problem, click “Approve” (承認).



4. The icon indicating that recording is in progress is displayed, and recording starts.

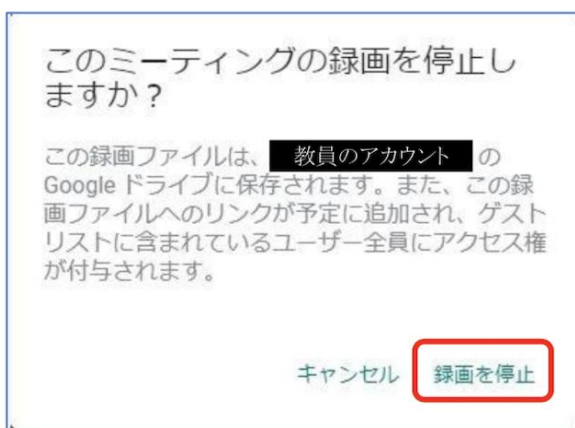
※ If the publication of materials is required, be careful when **handling copyrights** before recording.

3.3.6 To stop recording



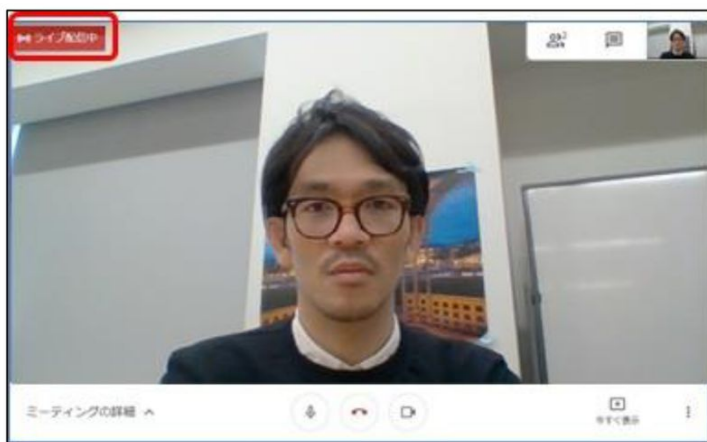
1. Click the icon in the red frame on the screen.

2. Click “Stop Recording” (録画を停止).

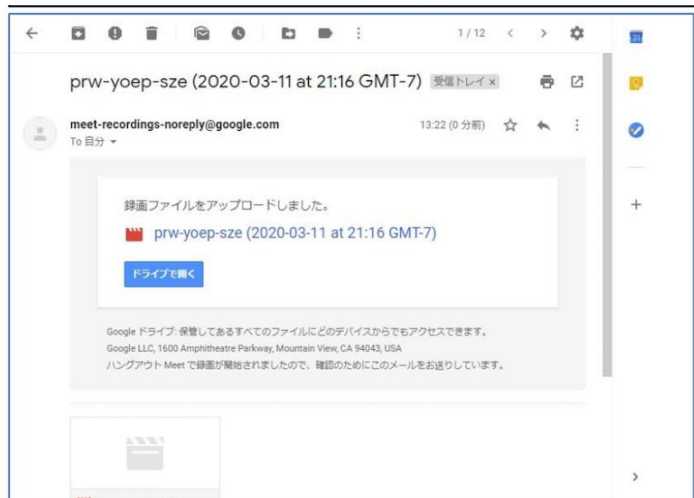


3. A confirmation pop-up is displayed.

If there is no problem, click “Stop Recording” (録画を停止).



4. The recording icon disappears and the recording stops.

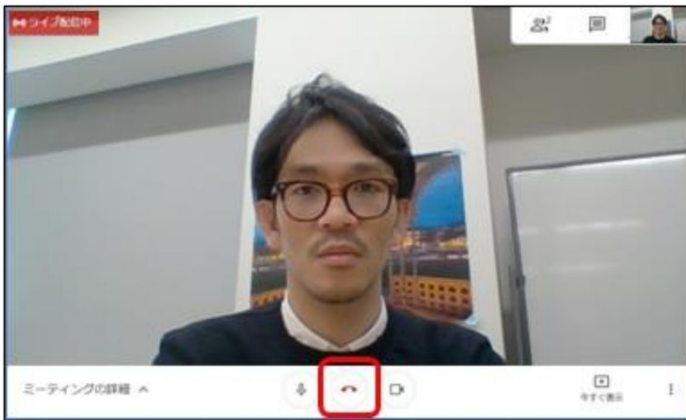


5. After a certain period of time, a notification will be sent to your Gmail indicating that the video file has been saved.

※ Depending on the length of the video, it may take some time to arrive.

3.4 Closing

3.4.1 To end the class



3. Click the icon in the red frame on the screen.

4. Leave the meeting.

※When you leave, your live session will end and the broadcast will end. → The meeting will not end until every participant leaves the meeting. The remaining participants in the meeting can continue to have a conversation.



3.5 Points to keep in mind when starting classes

3.5.1 Talk in a quiet place

During the course, all participants will hear their surroundings as well as their own voice. If the meeting is conducted in a place with a lot of noise, it will make it difficult to hear each other's voices. Therefore, open the course in a quiet place. We recommend using a headset with a microphone and earphones.

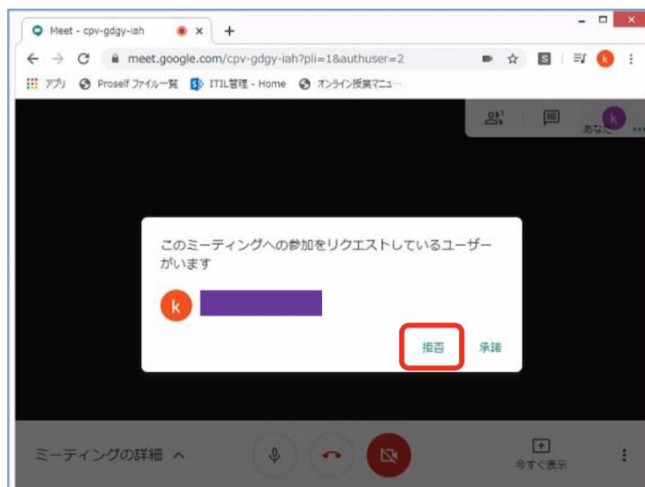
Also, depending on the student's communication environment, voice disturbances or delays may occur. Make sure that the conversation is clear to the participants.

3.5.2 Pay attention to the background reflected on the camera

During the course, all participants will see their background. Make sure that confidential information is not being reflected in the background please.

3.5.3 Be careful with account details

Meet participants are limited to those with a Rikkyo University V-Campus account.



If someone tries to access from outside a V-Campus account, the following screen may be displayed. **Please do not accept it.**

✖ If accessed from a non-V-Campus account, a pop-up appears requesting that they join the meeting.

- If it is not a V-Campus account, there is no certainty that the user is a student, so be sure to click “Reject” (拒否).

If you are a student or have a personal Google Account (not a V-Campus account), you may have access to your personal Google Account intentionally. In that case, please follow the instructions below to access your V-Campus account.

→ If your student has their personal Google account (not a V-Campus account), they may access from their personal Google account unintentionally. In that case, please tell them to follow the instructions below to access from their V-Campus account.

How to access the university email account.



1 Access the Meet URL.

2 Make sure that the email address displayed at the top right is @rikkyo.ac.jp.

3 If a different account (not a V-Campus account) is displayed, click “Change account” (アカウントを切り替える) and login again with a V-Campus account.

4 Click “Join now” (今すぐ参加).

See Google Meets additional support here: <https://support.google.com/meet#topic=7306097>