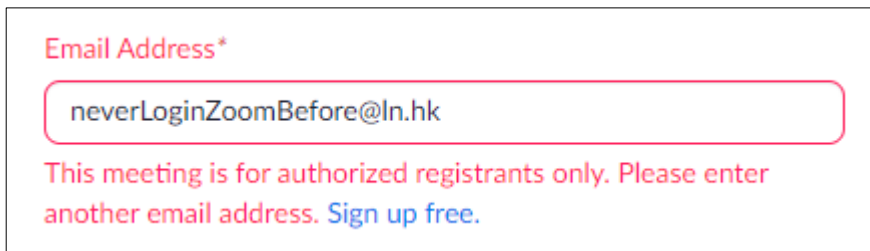


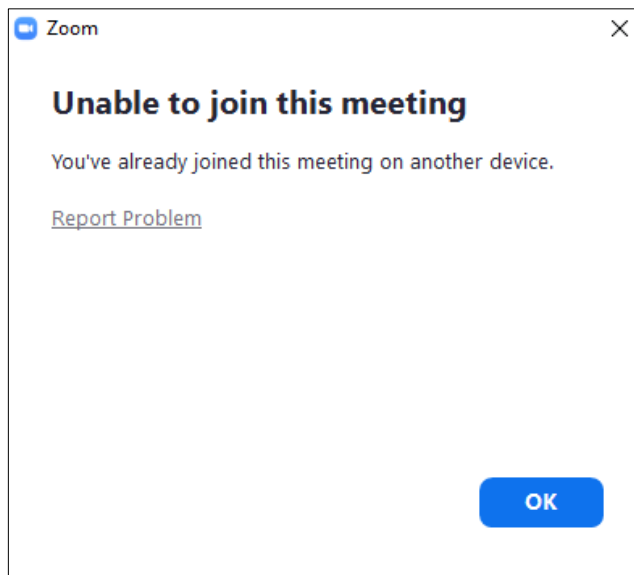
NOTE FOR STUDENTS APPROVED FOR JOINING CLASSES ON ZOOM

- Students are reminded to register well before the date of the meeting to allow sufficient time for manually approving the registrations.
- Students are reminded to log in lingnan.zoom.us at least once before the registration in order to create a Zoom user account. Otherwise, they are not recognized by the system and will fail to register.



The screenshot shows a registration form with a red border. At the top, it says "Email Address*" in red. Below that is a text input field containing "neverLoginZoomBefore@ln.hk". Underneath the field, a red error message reads: "This meeting is for authorized registrants only. Please enter another email address. Sign up free." The text "Sign up free." is in blue.

- During registration, students are reminded to fill in the correct first name, last name and Lingnan email address as they are not changeable later.
- If students register with the same registration link again, the second registration will overwrite the first one. **Please do not distribute the registration link to others.**
- After registration, the registered student will receive the meeting link via email.
- **Please also do not distribute the Zoom meeting link to others.** Otherwise, the approved students themselves may not be able to join unless the incorrect students are removed by the teacher.



- Students are reminded to use one device for accessing the Zoom class as multiple devices are usually not allowed.
- Students are recommended to turn their video on for identity verification.