Outline

Part II: ICT Systems and Tools Available in UTokyo

1. Zoom and Tools for Online Meeting

2. UTokyo Slack

3. ECCS Cloud Email (Google)

4. UTokyo Microsoft License

5. Generative AI

6. How to Get Supported

Send us questions via slido !

Access via **this link** or https://sli.do/ and following event code:
   utelecon20240913
Please ask questions at any time before or during the explanation.

Zoom

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Tools for **online meetings**, most popular in UTokyo.

Various functions are available during meetings.

- screen sharing
- internet chat
- breakout room
  - Divide the meeting into several small rooms during the meeting (e.g., for group work)
- voting
  - For simple surveys, quizzes, etc.

When you simply join an informed Zoom meeting, no licensed account required.

Sign in Your Licensed Zoom Account

- Do not use fields on the sign-in screen.

- **Go directly to this URL**: **Recommended**

  https://u-tokyo-ac-jp.zoom.us/profile

  (Bookmark this URL!)

  Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

Sign in Your Licensed Zoom Account

- Do not use fields on the sign-in screen.

- **Go directly to this URL**: *Recommended*

  https://u-tokyo-ac-jp.zoom.us/profile

  (Bookmark this URL!)

- Or access via SSO (Single Sign-On) button on

  the sign-in screen.

Sign in Your Licensed Zoom Account

- **Go directly to this URL**: *Recommended*

    https://u-tokyo-ac-jp.zoom.us/profile

    (Bookmark this URL!)

- Or access via SSO (Single Sign-On) button on

    the sign-in screen.

Sign In With SSO

Enter your company domain.

Company Domain	
u-tokyo-ac-jp	.zoom.us

Help

Continue

I don't know the company domain

Input `u-tokyo-ac-jp` as Company Domain and continue.

↑   ↑

Not periods(.), but hyphens(-)

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

Zoom Use Cases and Tips

- The basic usage is the same as for Zoom in general public.

- When you **assign alternative hosts**, **use their UTokyo Account**.

  10-digit number and "@utac.u-tokyo.ac.jp"

  Alternative Hosts

  3456789012@utac.u-tokyo.ac.jp
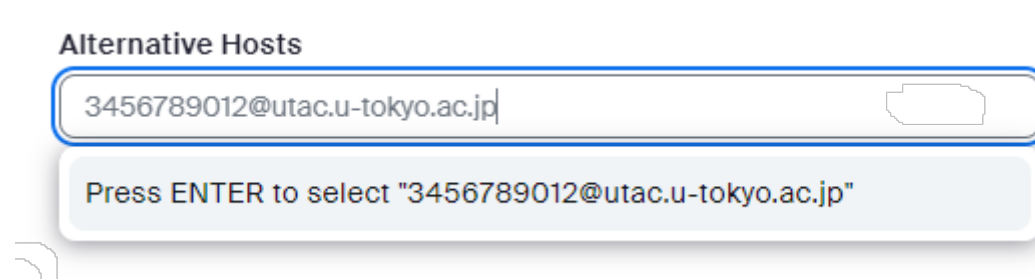
  Press ENTER to select "3456789012@utac.u-tokyo.ac.jp"

- Meetings that only members can attend is not common in UTokyo.

  - Sometime students attend online classes without signing in.

  - So please **keep in mind not to spread information carelessly**.

Zoom Use Cases and Tips

- You need to be licensed exclusively in advance when you...
    - Host meetings with **more than 300 participants**.
    - Host **webinars**.

    → Please submit the application form in advance.

- **Please delete your recordings that you no longer need!**

    - UTokyo's overall storage capacity is strained.

Webex

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Webex

- Tools for **online meetings**

  - Particularly suitable for large-scale online conferences or webinars.

    e.g., customizable registration screens

  - You can host webinars without application in advance.

Sign in Your Licensed Webex Account

- Enter your <u>UTokyo Account</u> to

  10-digit number and "@utac.u-tokyo.ac.jp"

  <u>the Email Address field</u> and go Next.

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

https://signin.webex.com/signin
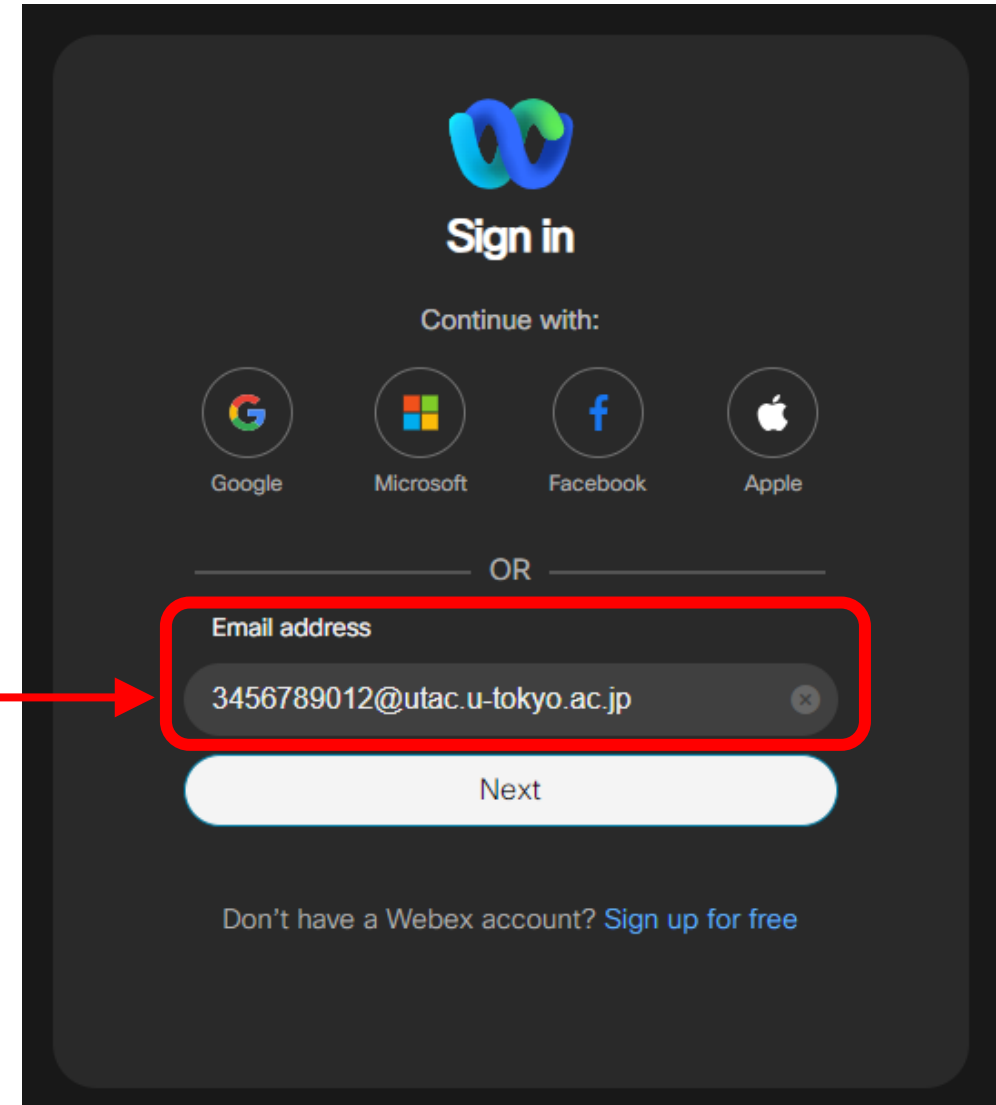
Slido

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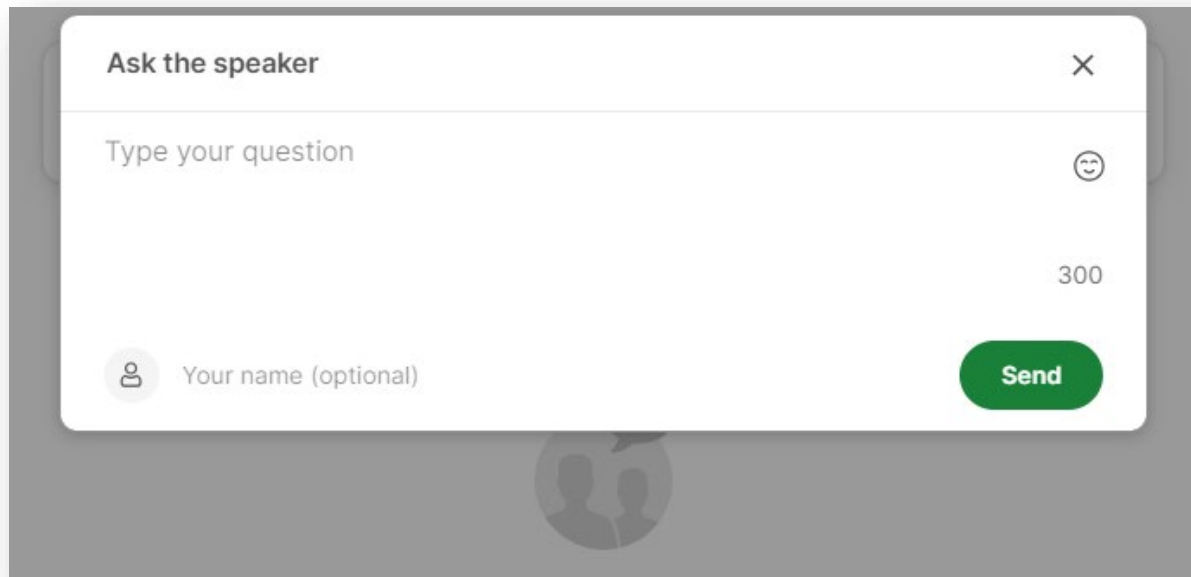6. How to Get Supported

Send us questions via **slido** !

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Slido

Q&A and polling platform for meetings and events

- Create a page like a bulletin board for each event

- Allows anonymous questions to be asked and answered by moderators

Ask the speaker ✕

Type your question ☺

300

👤 Your name (optional)   **Send**

Also being used in today's session!

Send us questions via slido !

Access via **this link** or https://sli.do/ and following event code:
  utelecon20240913
Please ask questions at any time before or during the explanation.

Log in Your Licensed Slido Account

- Enter your UTokyo Account to

  10-digit number and "@utac.u-tokyo.ac.jp"

  the Your email field and Continue.

Log in to your account

Haven't signed up yet? **Create account**

You can also log in from here → **Log in with Webex**

G Log in with Google

or

Your email
3456789012@utac.u-tokyo.ac.jp

Continue

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

https://admin.sli.do/events

UTokyo Slack

Send us questions via slido !

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Slack and its Environment in UTokyo

- Slack: platform for messaging and collaboration

  - Collaboration within a team called "workspace"

- UTokyo provides an enterprise environment under the name "UTokyo Slack."

  - Functionality for paid workspaces is available to UTokyo members.

  - Some differences between the standard Slack workspaces.

Join UTokyo Slack Workspace

Access UTokyo Slack — https://utokyo.enterprise.slack.com/

↓

"Sign in with UTokyo Account"

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

↓

Review the Terms of Service
(Only when you first activate UTokyo Slack)

↓

Open Workspaces in UTokyo Slack

↓

Choose a workspace you will join

CAUTION
- You must have completed **Information Security education**
- You must have activated **Multi-Mactor Authentication (MFA)**

Join UTokyo Slack Workspace

Access UTokyo Slack

⬇

"Sign in with UTokyo Account"

⬇

Review the Terms of Service
(Only when you first activate UTokyo Slack)

⬇

Open Workspaces in UTokyo Slack

⬇

Choose a workspace you will join

You can view **workspaces you can join** directly or send request to join.
(Hidden **workspace that you are invited** to by the workspace manager **will also be listed**.)

UTokyo アゴラ
605 人のアクティブメンバー

東京大学の構成員であれば誰でも...

Slack を開く

For example, "UTokyo Agora" Workspace is open to all UTokyo Students, Faculy and Staff.
Feel free to join us!

Join UTokyo Slack Workspace

- **Change profiles** when you first activate UTokyo Slack.
  - The "Display Name", displayed as your name in messages, is initially set as the 10-digit number of your UTokyo Account.
  - It is recommended that you **set a name appropriately** that others can recognize.

> **The procedure for changing your profile is as follows (if you are using a PC).**
> - Press the icon in the lower left corner of the workspace screen
> - Select "Profile" from the menu that appears
> - Click on the "Edit" button to the right of your name
> - Make changes and press the "Save Changes"

- Profiles are universal across all UTokyo Slack workspaces and **cannot be customized differently for each workspace**.

Features of UTokyo Slack Workspaces

Standard Slack Workspaces

WS Workspace A
#channel_a
#channel_b
Direct Messages

WS Workspace B
#channel_a
#channel_b
Direct Messages

WS Workspace C
#channel_a
#channel_b
Direct Messages

Enterprise Grid Workspaces

UTokyo Slack
(Enterprise Grid)

- Workspace A
  #channel_a
  #channel_b
- Workspace B
  #channel_a
  #channel_b
- Wordspace C
  #channel_a
  #channel_b

Direct Messages **(unified)**

Create Workspaces

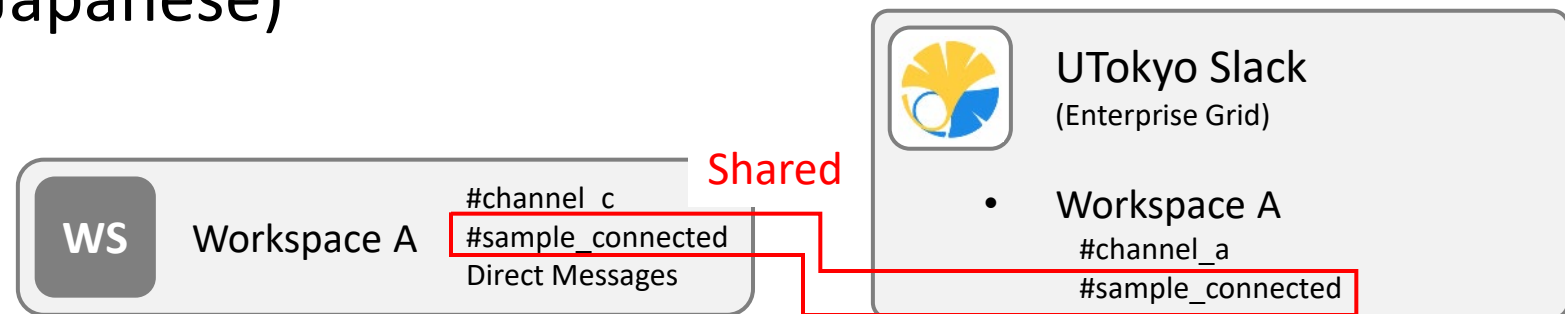- **Faculty and staff can create workspaces** (**Students cannot**)
  - See the guidance page for more information and to follow the instructions.
  - Types of workspaces

	Shown on the Workspaces List	Users can join by themselves	Users can send request to join	Owner can send invitation to users
Open	○	○	—	○
By Request	○	×	○	○
Invite Only	○	×	×	○
Hidden	×	×	×	○

  - After create workspace, invite members with UTokyo Account.
    - **You must know the 10-digit number of UTokyo Account of the member** you are inviting to the workspace.

Intermediate Tips on UTokyo Slack

- Slack Connect
  - Collaboration on UTokyo Slack with people who are not UTokyo members.
    - Slack "Guest" feature is not available on UTokyo Slack.
  - Create a channel to be shared between a UTokyo Slack workspace and another external Slack workspaces.
    - UTokyo Slack workspaces can connect to workspaces using a free Slack license.
  - Details: https://utelecon.adm.u-tokyo.ac.jp/slack/workspace/connect (* Currently only in Japanese)

WS Workspace A
#channel_c
#sample_connected
Direct Messages

Shared

UTokyo Slack
(Enterprise Grid)

- Workspace A
  #channel_a
  #sample_connected

Intermediate Tips on UTokyo Slack

- Multi-workspace Channel
  - Create a channel to be shared across multiple UTokyo Slack workspaces.
    - Slack Connect is not available across multiple UTokyo Slack workspaces.
  - Please refer to the article on utelecon for more details.

UTokyo Slack
(Enterprise Grid)

#channel_a – Workspace **A**
#channel_b – Workspace **A**
#channel_c – Workspace **B**
#sample_mwsc
↑ Shared across Workspace A and B

Microsoft Teams

Teams

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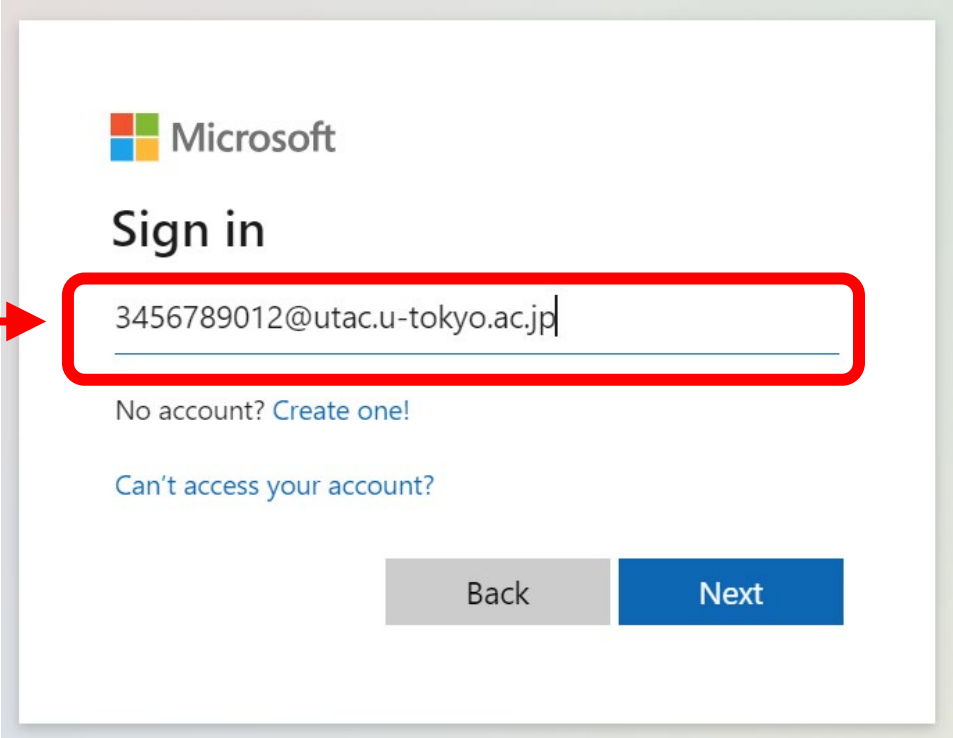
Microsoft Teams

- **Faculty and staff can also use Microsoft Teams** (**Students cannot**).

- Microsoft Teams is widely used by administrative staff.

  - The administrative department has teams for each section.

  - Faculty and staff can apply to create their own new teams.
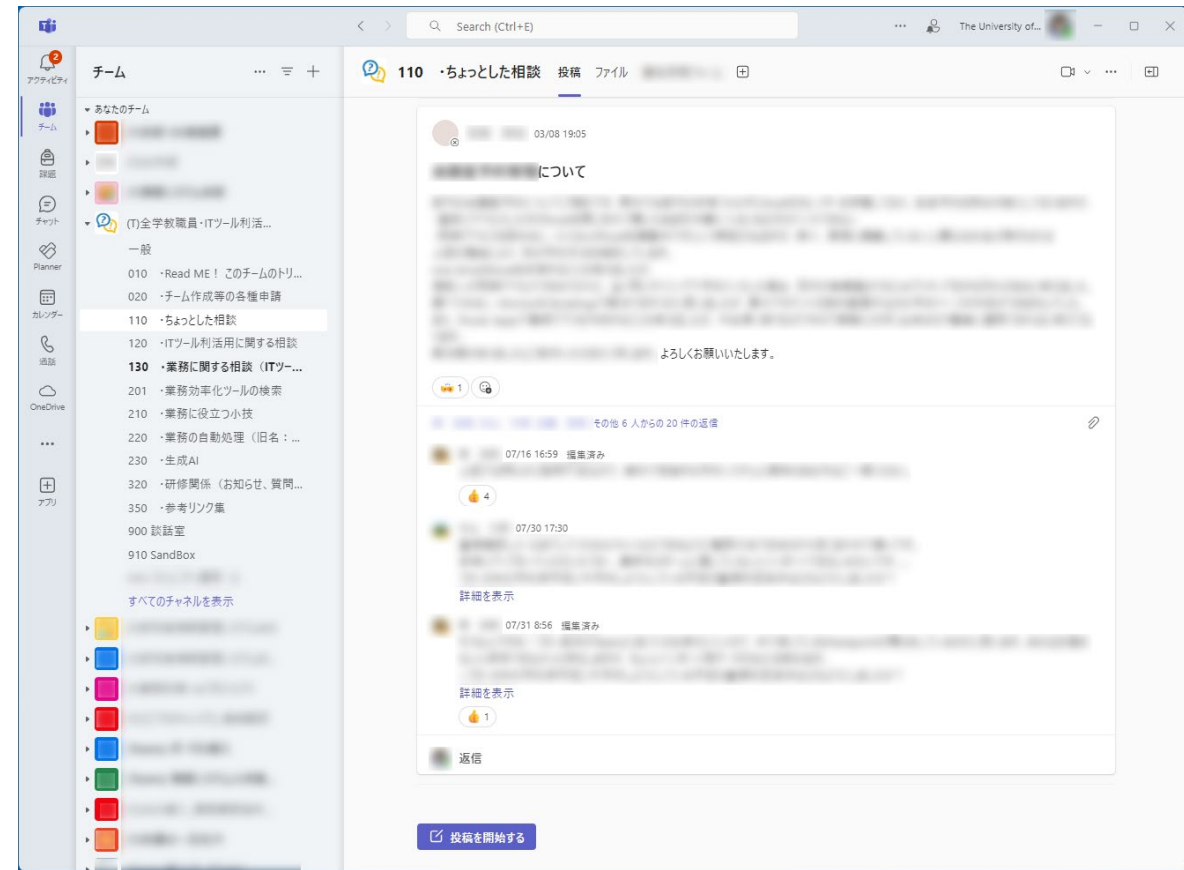
Sign in Your Microsoft Teams Account

- Enter your <u>UTokyo Account</u> to

  10-digit number and "@utac.u-tokyo.ac.jp"

  the Email, phone or Skype field and go Next.

  Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

Microsoft

Sign in

3456789012@utac.u-tokyo.ac.jp

No account? Create one!

Can't access your account?

Back   Next

https://teams.microsoft.com/

ECCS Cloud Email (Google)

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What is ECCS?

- **ECCS: E**ducational **C**ampuswide **C**omputing **S**ystem
  - Name of the comprehensive educational system provided by the Information Technology Center

- **ECCS Cloud Email**
  - **Google Workspace for Education** as a component of ECCS services

ECCS Cloud Email (@g.ecc.u-tokyo.ac.jp)

- Same ease of use as Gmail; the domain is unique to ECCS Cloud Email.

- The default email address is 10-digit number + `@g.ecc.u-tokyo.ac.jp`

- You may use this as the default email address, but it is recommended to **change your email address to your preferred one in advance**.

- After you change your email address, emails sent to your **default email address will still be delivered** to your mailbox.

To: Your Changed Address (the current latest)

**Your ECCS Cloud Email Inbox
(Your Changed Address)**

To: Your Default Address (with 10-digit number)
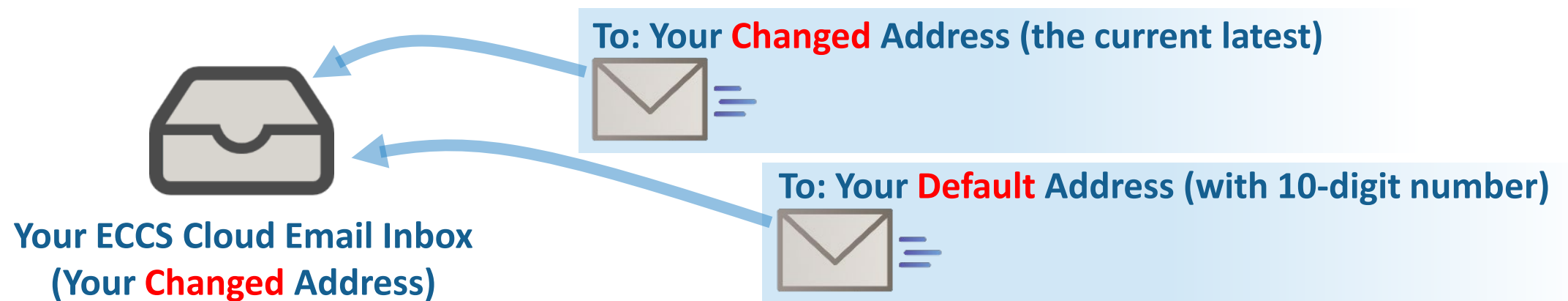
ECCS Cloud Email (@g.ecc.u-tokyo.ac.jp)

- Even if you do not intend to use this email address regularly,

  it is recommended to set it up initially.

  - There are some emails from the system/services that can only be delivered to this email address, such as Zoom, Slack, etc.

  - You can also set up forwarding to your usual email address.

Forwarding

Email to your ECCS Cloud Email

**Your Daily Inbox
(Your another email address)**

Your ECCS Cloud Email Inbox

Change ECCS Cloud Email Adresss

1. Access the [UTokyo Account User Menu](#).
   - Please note that the username is only a 10-digit number here.
2. Click "ECCS Cloud Email (mail address)" on the left.
3. Enter your preferred username (string before @) and click "SAVE."
4. **Wait for more than 40 minutes**.

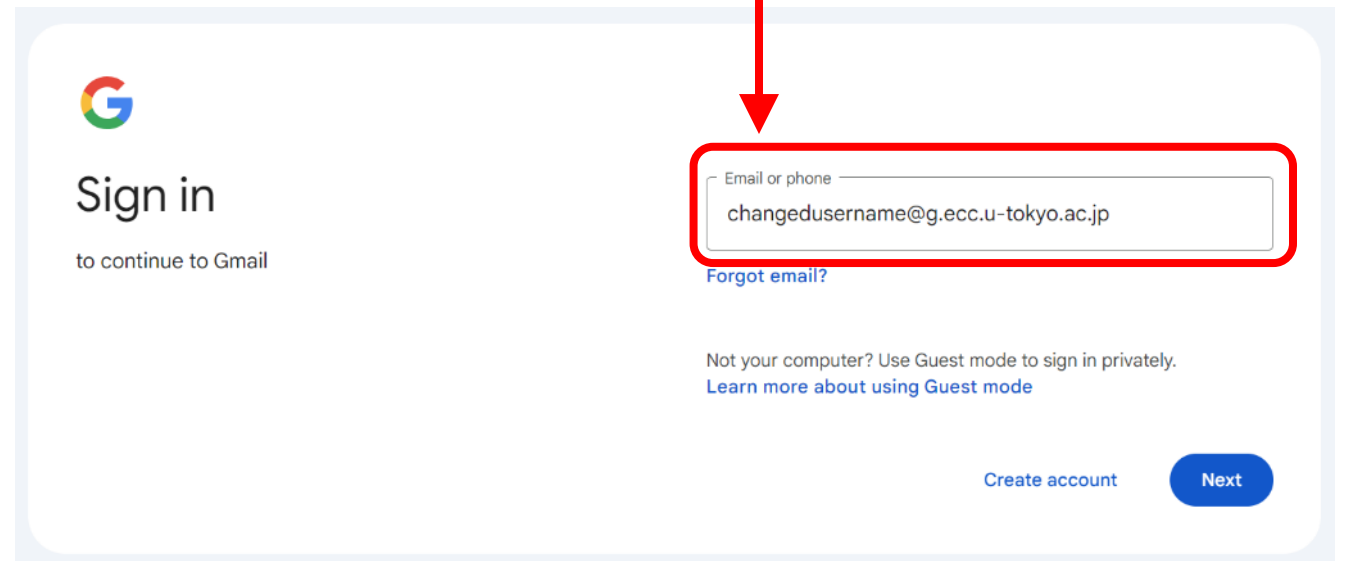**Username** (string before @) **Requirements**
- The characters that can be used lowercase letters, numbers and hyphen:
  a b c d e f g h i j k l m n o p q r s t u v w x y z 0 1 2 3 4 5 6 7 8 9 -
- It cannot be the same as one that is already being used (or has been used in the past) by another user.
- There are certain strings that cannot be use due to administrative reasons.
- You can change your username as many times as you like, but once your username is changed, you cannot change it again for 30 days.

Sign in ECCS Cloud Email (@g.acc.u-tokyo.ac.jp)

- Enter your **changed** email address to the Email or phone field and go Next.

Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

https://mail.google.com/

G

Sign in

to continue to Gmail

Email or phone
changedusername@g.ecc.u-tokyo.ac.jp

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more about using Guest mode

Create account   Next

- Once you sign in, you can use it with the same ease of use as Gmail.
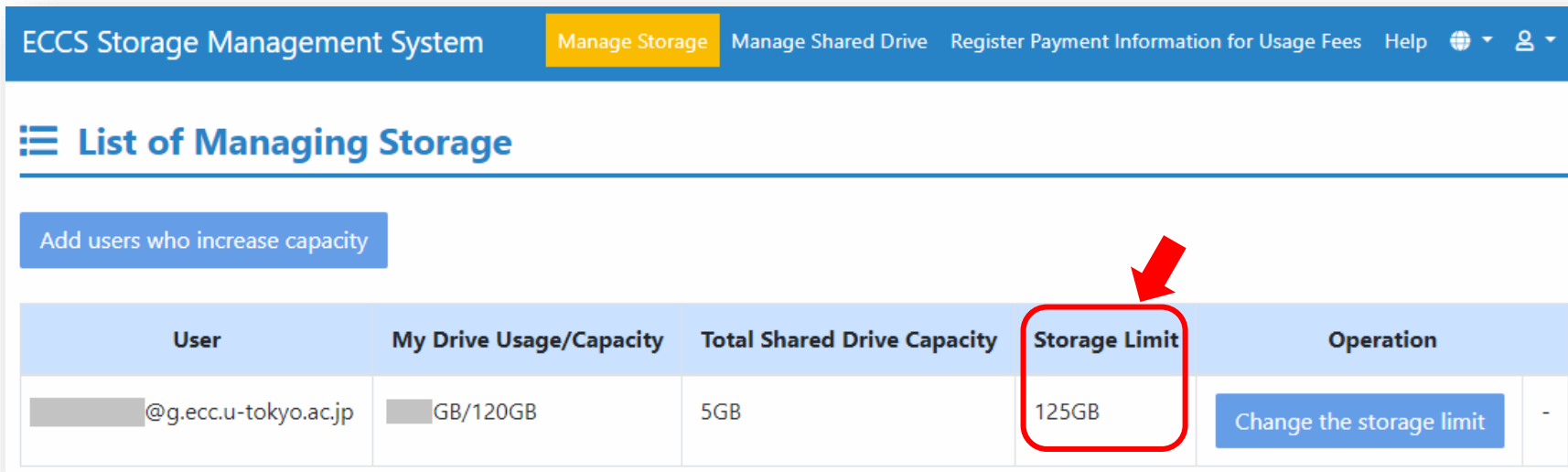
Various Google Services

- **Gmail** – send and receive emails
- **Calendar** – manage and share schedule
- **Drive** – store and share documents on cloud storage
- **Docs/Sheets/Slides** – create and share documents
- **Forms** – create forms and collect answers
- **Sites** – create and publish website
- **Classroom** – Learning Management System
  * In principle, it is recommended to use UTOL (c.f. Part III)
- **Gemini** – Generative AI

etc.

Difference with Personal Google Account (@gmail.com)
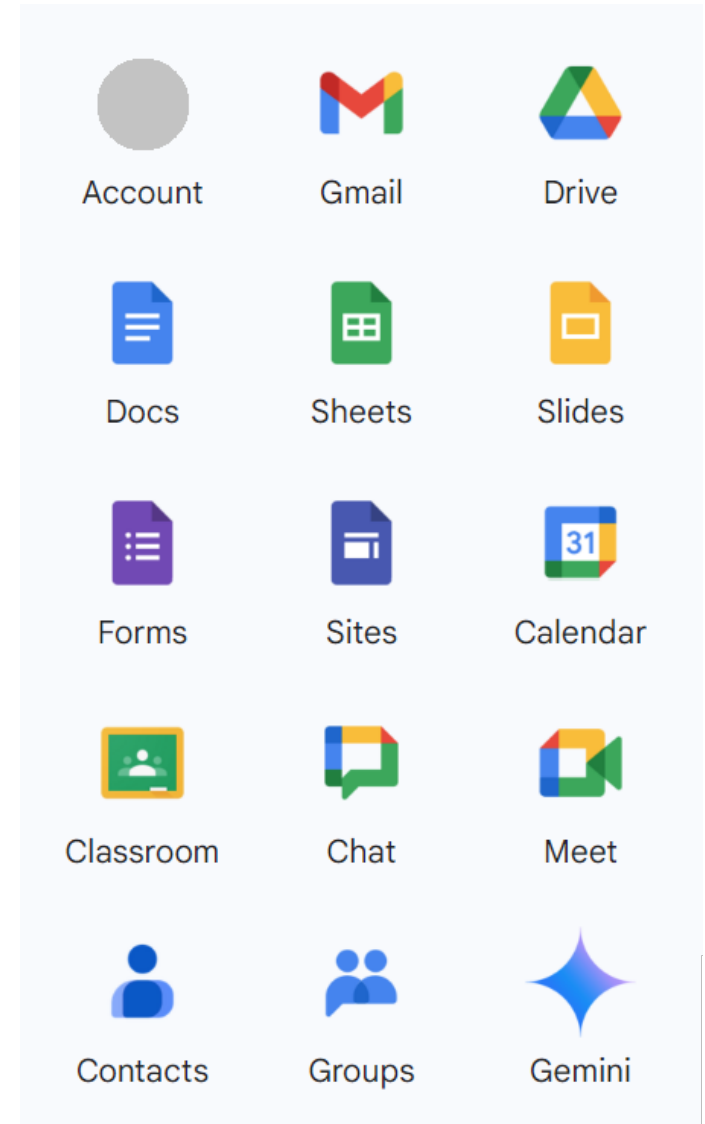
- Gmail
  - The domain of email address is **@g.ecc.u-tokyo.ac.jp**
  - You can change your email address (username)

- Google Drive
  - Document sharing settings can be limited to UTokyo members (ECCS Cloud Email users).

Difference with Personal Google Account (@gmail.com)

You can use up to **125 GB storage** as your "My Drive" by default.

- **You can expand your storage capacity for a fee, using your budget processed through the university's account** (not your private funds).

- **ECCS Storage Management System**
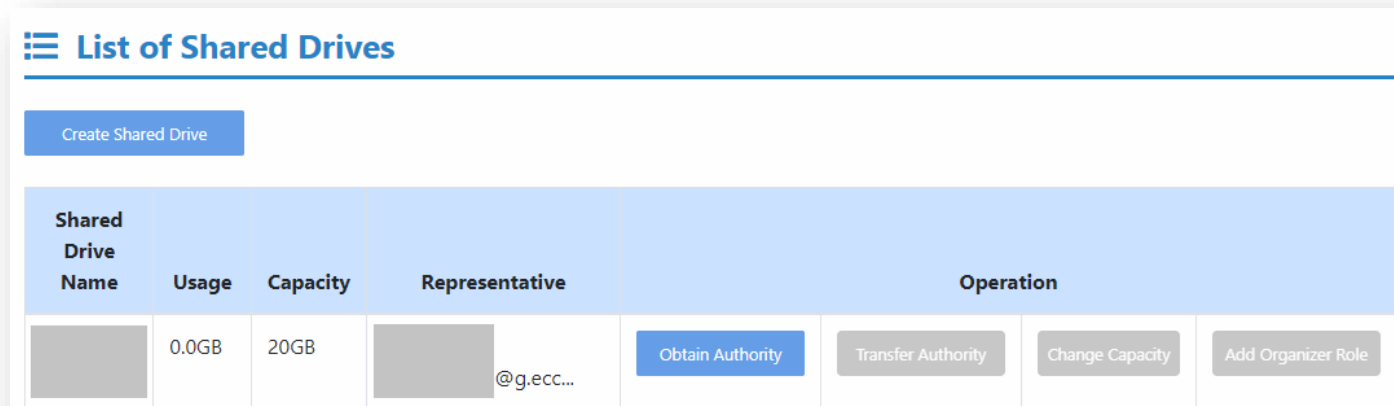
For more information, please check the following page: https://www-old.ecc.u-tokyo.ac.jp/storage_mgt/

* Currently only in Japanese. The URL will be changed shortly, and an English version will be provided.

Difference with Personal Google Account (@gmail.com)

- Google Drive – How to create and use **shared drives**
    - You cannot create a shared drive in the usual way due to the need to manage storage capacity.
    - Please refer to [the article on utelecon](#) for more about Google Shared Drives
    - If you are an owner of shared drives, **the storage allocated to your shared drives will be reduced from your personal drive**.

For more information, please check the following page: https://www-old.ecc.u-tokyo.ac.jp/storage_mgt/

* Currently only in Japanese. The URL will be changed shortly, and an English version will be provided.

Possibly Another Google Workspace

- **Some departments may have their own Google Workspaces** apart from ECCS Cloud Email and provide accounts to their members.

  - If you use more than one Gmail or Google workspace account in addition to ECCS Cloud Email Google Workspace, **please switch accounts depending on the situation**.

- The description here refers to the ECCS Cloud Email Google Workspace, and your department's workspace may not be the same.

  - Please contact the person in charge of your department for more information.

UTokyo Microsoft License

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Sign in Your Microsoft 365 Account

- **UTokyo Members are provided Microsoft 365 accounts**

- Enter your <u>UTokyo Account</u> to
  10-digit number and "@utac.u-tokyo.ac.jp"
  the Email, phone or Skype field and go Next.

  Unless you have already signed in to your UTokyo Account, the sign-in page will be displayed. Please sign in.

Microsoft

Sign in

3456789012@utac.u-tokyo.ac.jp

No account? Create one!

Can't access your account?

Back   Next

https://www.office.com/login

Microsoft 365 Services

- **Teams** – text chat communication and collaboration
- **Outlook**
  - Email – **UTokyo Staff Email** and notices from Microsoft 365 services
  - Calendar – manage and share schedule

For Faculty and Staff (not for Students)

- **Word/Excel/PowerPoint** – create and share documents
- **OneDrive/ SharePoint** – store and share documents on cloud storage
- **Power Platform** – build automate workflows or original applications
- **Copilot** – Generative AI

etc.

Teams and Outlook

(already described about Teams in pp. 25-27)

Outlook (only for faculty and staff)
- You can issue a **UTokyo Staff Email** address for Outlook.

[last name].[first name]**@mail.u-tokyo.ac.jp** (in principle)

- To issue,

  UTokyo Account application menu (faculty and staff)

  1. access <u>the button</u> below in <u>UTokyo Account User Menu</u>,

  2. log in again with your UTokyo Acccout,

  3. select "🔲申請書作成 and "🔲職員メール利用申請書."
     (Submit Applications)   (Staff Email Issuance Application)

- For more information, please check <u>the page about the service in UTokyo Portal</u>.
  (* Currently only in Japanese)

UTokyo Staff Email

- Once a **UTokyo Staff Email address is issued, other faculty and staff members will be able to search for and find your name and contact information** in Teams and Outlook.
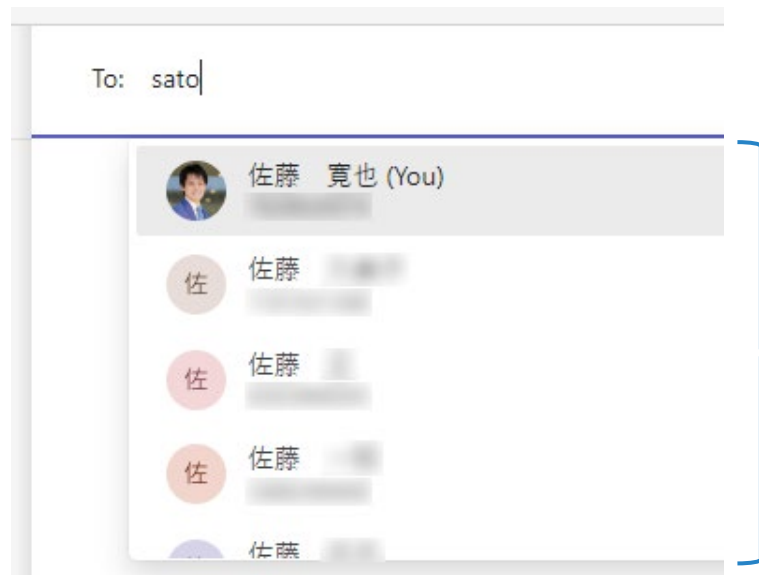
**Faculty and staff
who have been issued a UTokyo Staff Email**

UTokyo Staff Email

- Even if you do not issue this, **all email notifications from Microsoft 365 services will be delivered to your Outlook inbox**.

  - e.g., documents sharing notifications in OneDrive or mention notifications in Teams

  > If you have not issued a staff email address,
  > your temporary email address is one of the following.
  >
  > 10-digit number + **@utac.u-tokyo.ac.jp**
  >
  > 10-digit number + **@univtokyo.onmicrosoft.com**
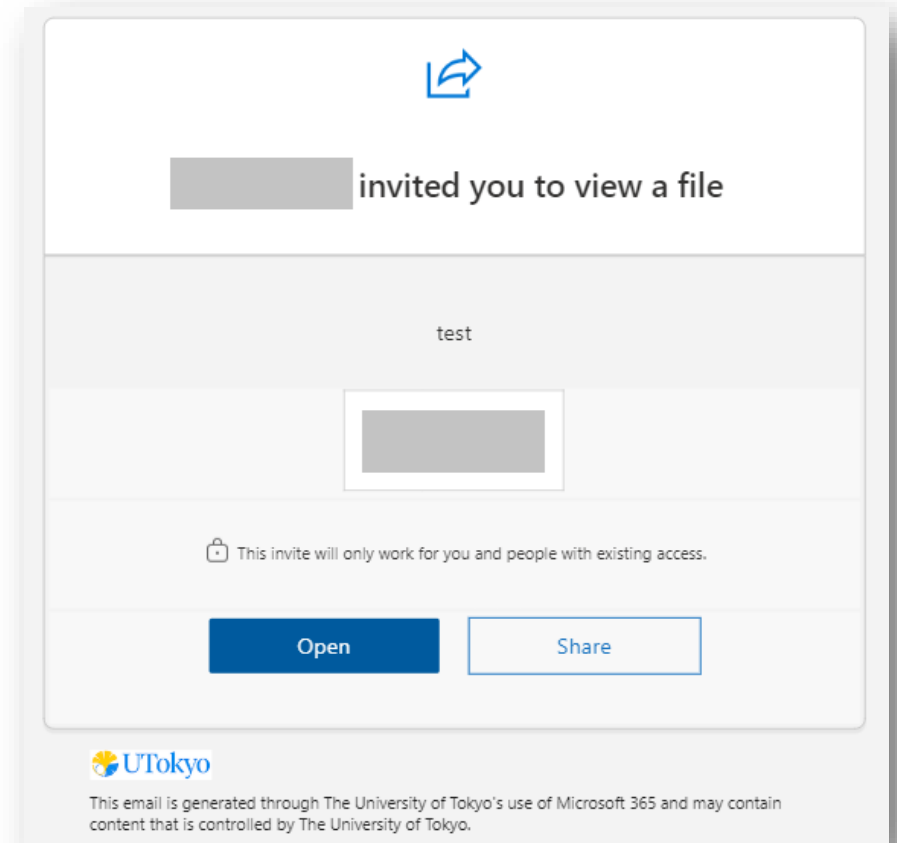
Microsoft Word/Excel/PowerPoint

- **Word**: word processing application (.docx)
- **Excel**: spreadsheet application (.xlsx)
- **PowerPoint**: presentation application (.pptx)

- In UTokyo, **these applications are often used to edit documents**.
  - Even if you do not use these on a daily use, please have them available in case you are asked to submit documents in these formats.
- If you are employed by or a student at UTokyo, you can install the applications on your devices.
  - Otherwise, use the web app versions of them.

OneDrive/SharePoint

- Cloud Storage for personal use (Precisely "OneDrive for business").

- **50 GB storage** of personal OneDrive storage at no cost

  - **You can expand your storage capacity for a fee, using your budget processed through the university's account** (not your private funds).

  - For more information, please check the article on "Change OneDrive Storage Limit" in UTokyo Portal.
   (* Currently only in Japanese)
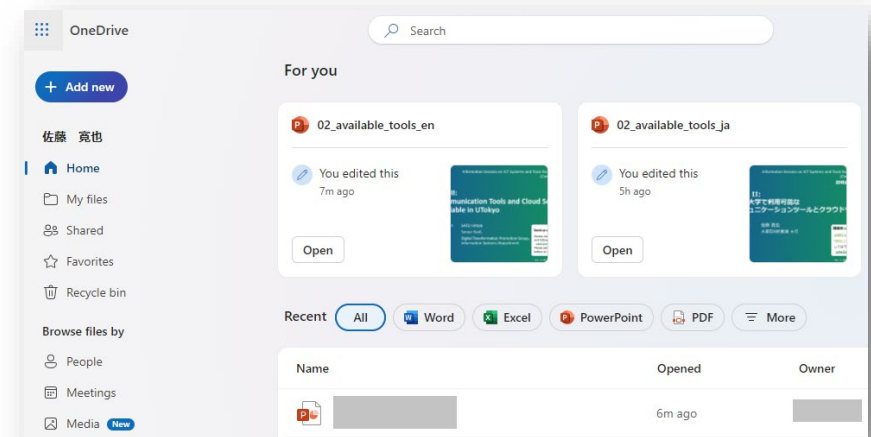
OneDrive/SharePoint

- Each Microsoft Teams Team has shared cloud storage called "SharePoint" for collaboration.

  - **You can expand your storage capacity for a fee, using your budget processed through the university's account** (not your private funds).

  - For more information, please check the article on "Change Teams Storage Limit" in UTokyo Portal.

    (* Currently only in Japanese)
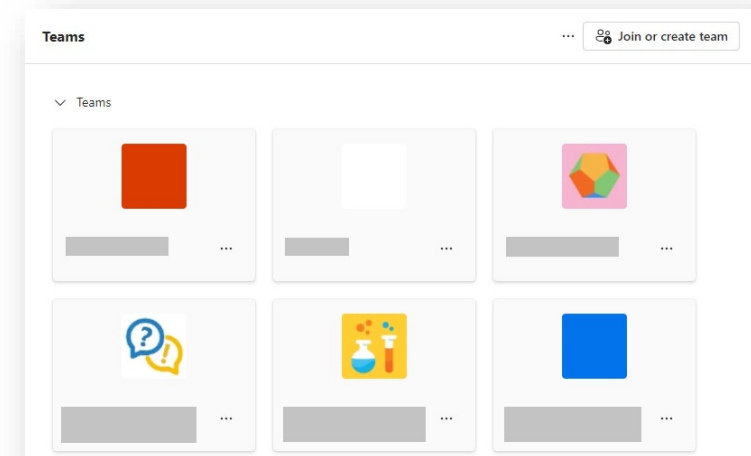
Take Advantage of Cloud Storage

- Share documents and edit together at the same time.

- Send and receive documents by issuing shared links.

- Don't "PPAP."
  - PPAP means sending (ZIP) files with a password and sending the password later in a separate email.
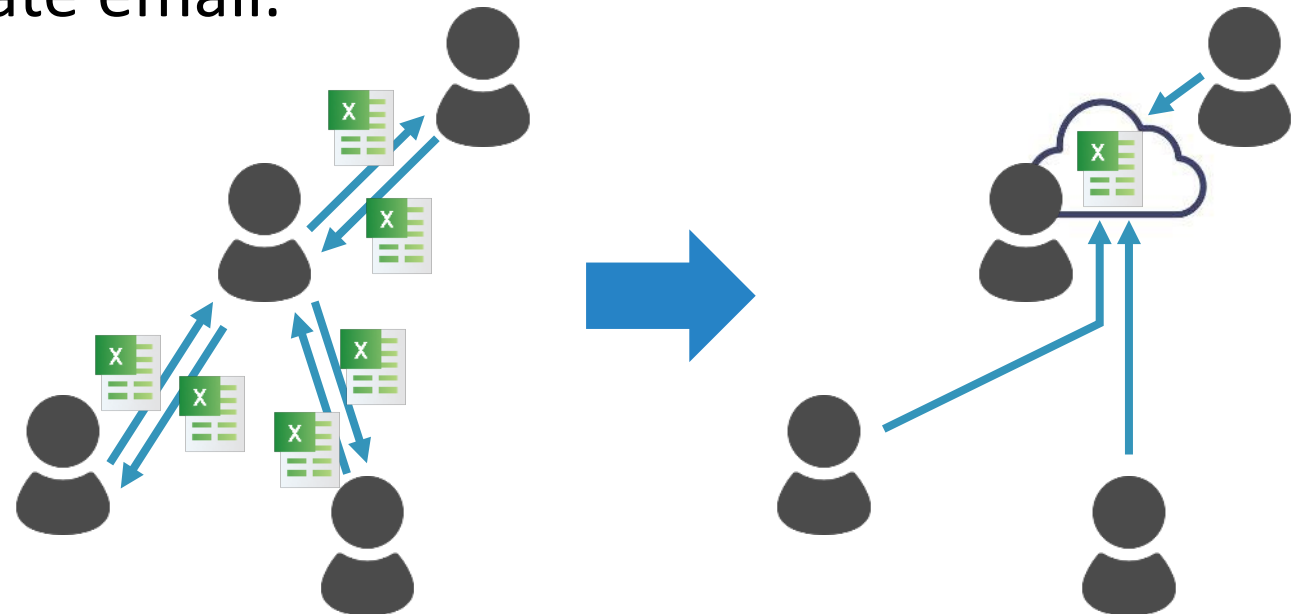
Power Platform

Power Platform

- No-code/low-code development tools

- Power Automate and Power Apps are available for faculty and staff.

- Power Automate can be combined with Microsoft Forms and other application to automate business processes easily.
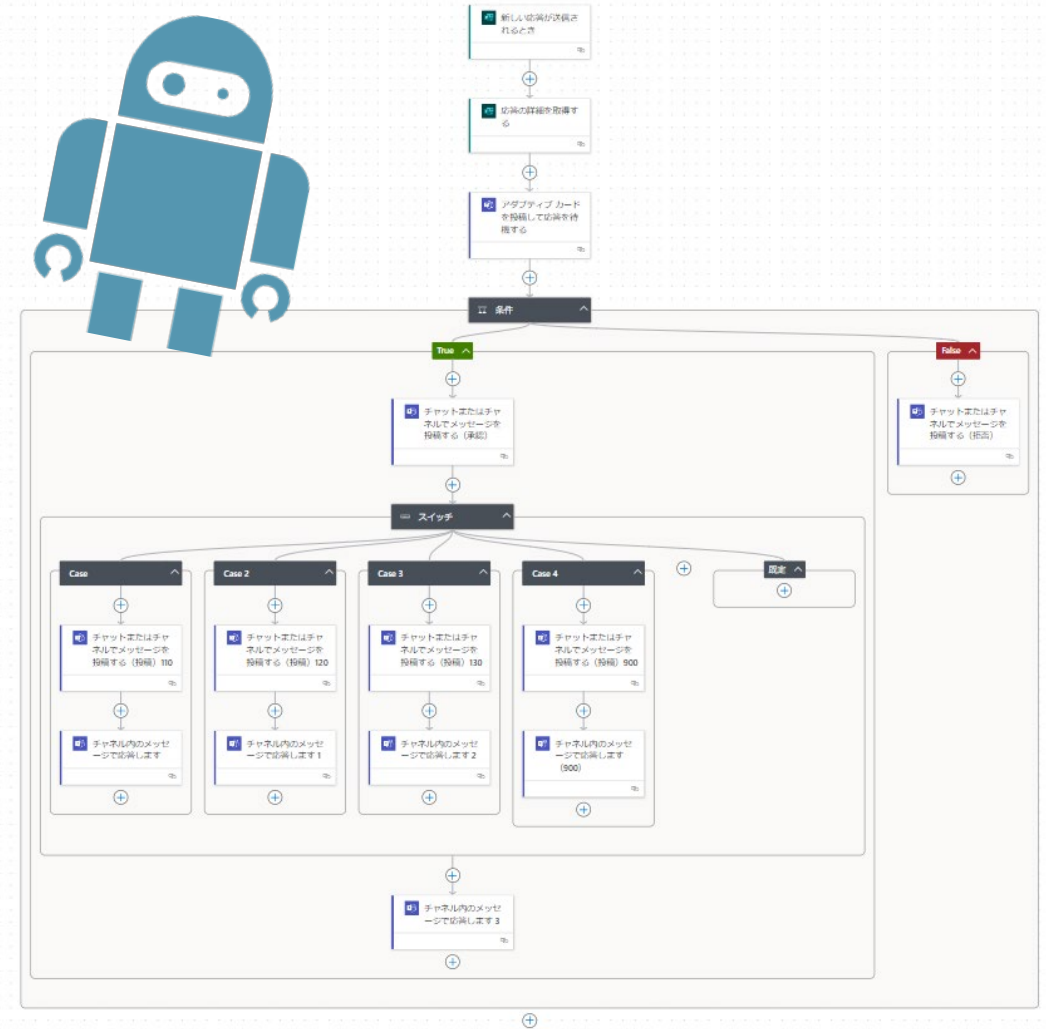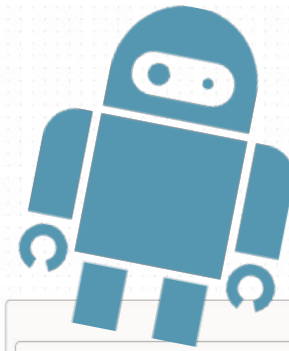
Generative AI

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Generative AI in UTokyo

Generative AI is a type of artificial intelligence that can create new content, such as text, images, or music, based on patterns it learns from large datasets.

Generated by Google Gemini

Generative AI Services Provided for UTokyo Members

- **Google Gemini**
  for Education

- **Microsoft Copilot**
  with Commercial Data Protection

- **Chatbot UI**
  with Azure OpenAI API

Trial service started earlier and will be terminated soon. Details are on this article. (Only in Japanese)

Generated by Microsoft Copilot

Generative AI in UTokyo

Messages and Guidelines about Generative AI

- Message from Prof. OHTA Kunihiro, Executive Vice President of UTokyo, at that time (Only in Japanese)

- For Faculty: Policy on the use of AI tools in Classes

- For Student: Notification to Students on the Use of AI Tools in Classes

- For All: UTokyo Security Guidelines for the Use of Generative AI

Google Gemini

Google Gemini for Education

with ECCS Cloud Email Google Workspace

https://gemini.google.com/app

- A generative AI provided by Google.

- The data you share isn't used to train or improve generative AI models.

Gemini for education customers now get added data protection

The data you share is only used for responses to your prompts. Your data isn't used to train or improve Gemini or other generative AI models.

Learn more about how your data is handled

Done

Microsoft Copilot

Microsoft Copilot with Commercial Data Protection

https://copilot.microsoft.com/

- A cloud service provided by Microsoft that combines generative AI equivalent of OpenAI's GPT-4 chat with Internet search (Bing search).

- Input and output data are not used for model training.

- See the utelecon article for more information (currently only in Japanese).

c.f. Copilot for Microsoft 365
An AI assistant integrated into Microsoft 365 applications to help users with tasks such as drafting documents.
Currently being used on a trial basis by a small number of staff due to individual license fees.

Summary

Part II: ICT Systems and Tools Available in UTokyo

1. Zoom and Tools for Online Meeting
2. UTokyo Slack
3. ECCS Cloud Email (Google)
4. UTokyo Microsoft License
5. Generative AI
6. How to Get Supported

Send us questions via slido !

Access via **this link** or https://sli.do/ and following event code:
utelecon20240913
Please ask questions at any time before or during the explanation.

Summary of This Part

| Zoom | UTokyo Slack | ECCS Cloud Email (Google) | Microsoft |

- UTokyo provides various service licenses to the members.

- Some of them may have different sign in procedures or usability compared to general consumer licenses.

  - You can find information on how to use these tools (same as those with general consumer licenses) in various resources available in public.

Use a variety of tools to your full advantage!

How to Get Supported
(Common throughout All Parts of the Session)

1. Zoom and Tools for Online Meeting
2. UTokyo Slack
3. ECCS Cloud Email (Google)
4. UTokyo Microsoft License
5. Generative AI
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Send us questions via **slido** !

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  utelecon20240913
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How to get supported

When you need support

Get Information	Inquiry for Support
utelecon Portal Site	**utelecon** Support Desk
UTokyo Portal	
Portal Site in your department	Office in charge of ICT in your department
Other resources available in public	ICT Tools Utilization Community Team

utelecon Portal Site and Support Desk

When you have questions, you can use utelecon **.**

https://utelecon.adm.u-tokyo.ac.jp/en/

utelecon zoom

- Search by Google
  - In most cases, you can get the information you need by searching with "utelecon."

- Support desk
  - via Chat
  - via Online Call
  - via Email Form

UTokyo Portal

Please also see UTokyo Portal

https://univtokyo.sharepoint.com/sites/utokyoportal/

* Available only for faculty and staff (not for students)

- Notices (to be posted daily)
  - Please check here regularly for daily updates.
  - Important notices are also prvided in English.

- Manuals and guide articles (" 🇯🇵便利帳") *Benri-Cho*
  - Details on ICT services only for faculty and staff.
  - University-wide information are also available.
  - (However, many articles are only in Japanese……)

Office in Charge of ICT in your Department

- For department-specific ICT services, please contact the office in charge of ICT in your department.

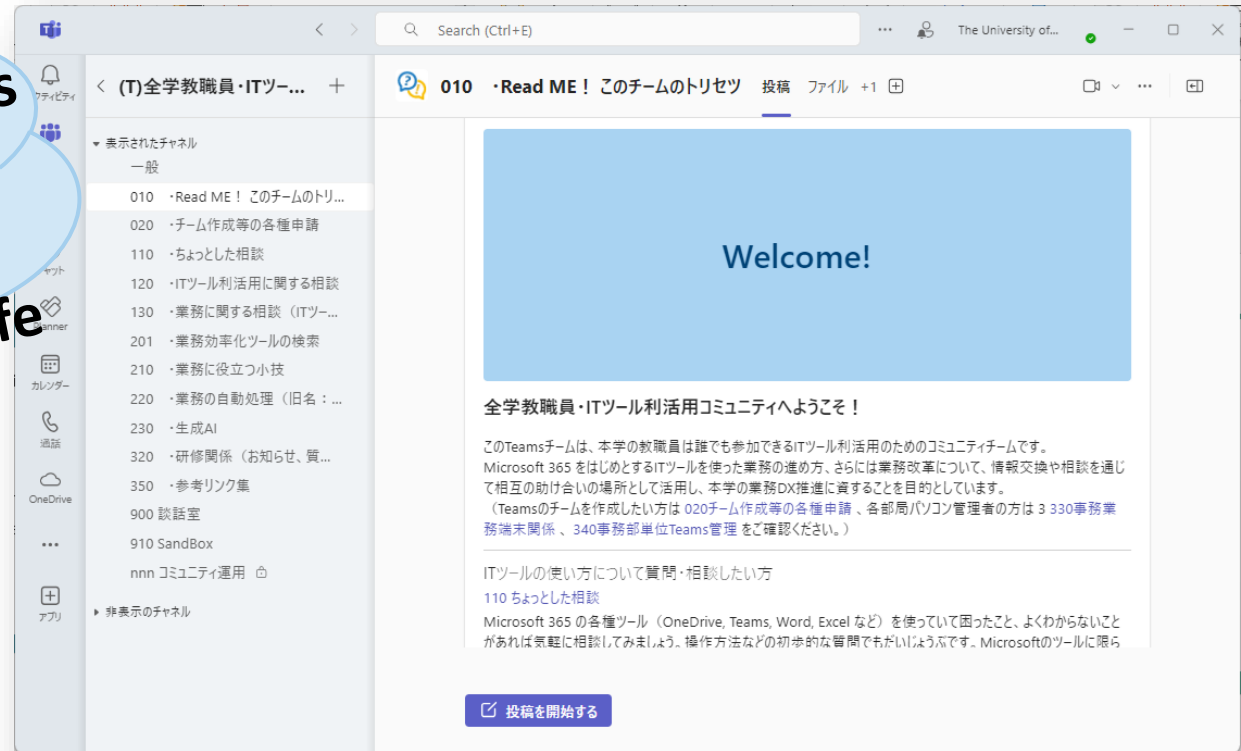- The departments may provide their own portal sites for information.

ICT Tools Utilization Community Team

All faculty and staff are welcome to join this Microsoft Teams community!

Consultations on how to use ICT tools
Exchange of ideas on RPAs and BPR
Discussions about daily work and life

More than 1,700 members have participated!

Please join us from the **UTokyo Portal "Utilization of IT Tools"** **page!**

The guidance pages and most internal communications are currently only available in Japanese, but posting topics in English is also WELCOME!

Future Information Updates

- What we have explained is **current as of today**.

- **Updates will be made daily**, and the environment will be subject to change.

- We will keep you up-to-date with **the latest information on the utelecon portal site** and others.