



# Part II: Communication Tools and Cloud Services Available in UTokyo

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Please ask questions at any time  
before or during the explanation.

# 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

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# 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**

Email Address

Password





[Forgot password?](#) [Help](#)

**Sign In**

By signing in, I agree to the Zoom's [Privacy Statement](#) and [Terms of Service](#).

☐ Stay signed in

Or sign in with

 SSO  Apple  Google  Facebook

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

# 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



Email Address

Password

[Forgot password?](#)

[Help](#)

Sign In

By signing in, I agree to the Zoom's [Privacy Statement](#) and [Terms of Service](#).

☐ Stay signed in

Or sign in with



SSO



Apple



Google



Facebook

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

# 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.

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.

## Sign In With SSO

Enter your company domain.

Company Domain  
u-tokyo-ac-jp

.zoom.us

Help 

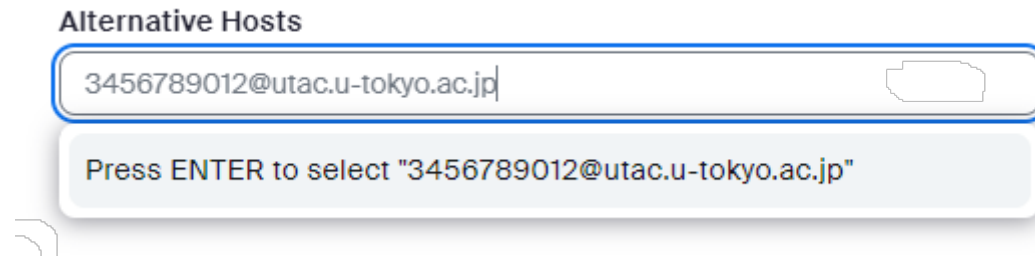
Continue

[I don't know the company domain](#)

# Zoom Use Cases and Tips

- Basic usage of Zoom is the same as common.
- When you **assign alternative hosts, use their UTokyo Account**.

10-digit number and “@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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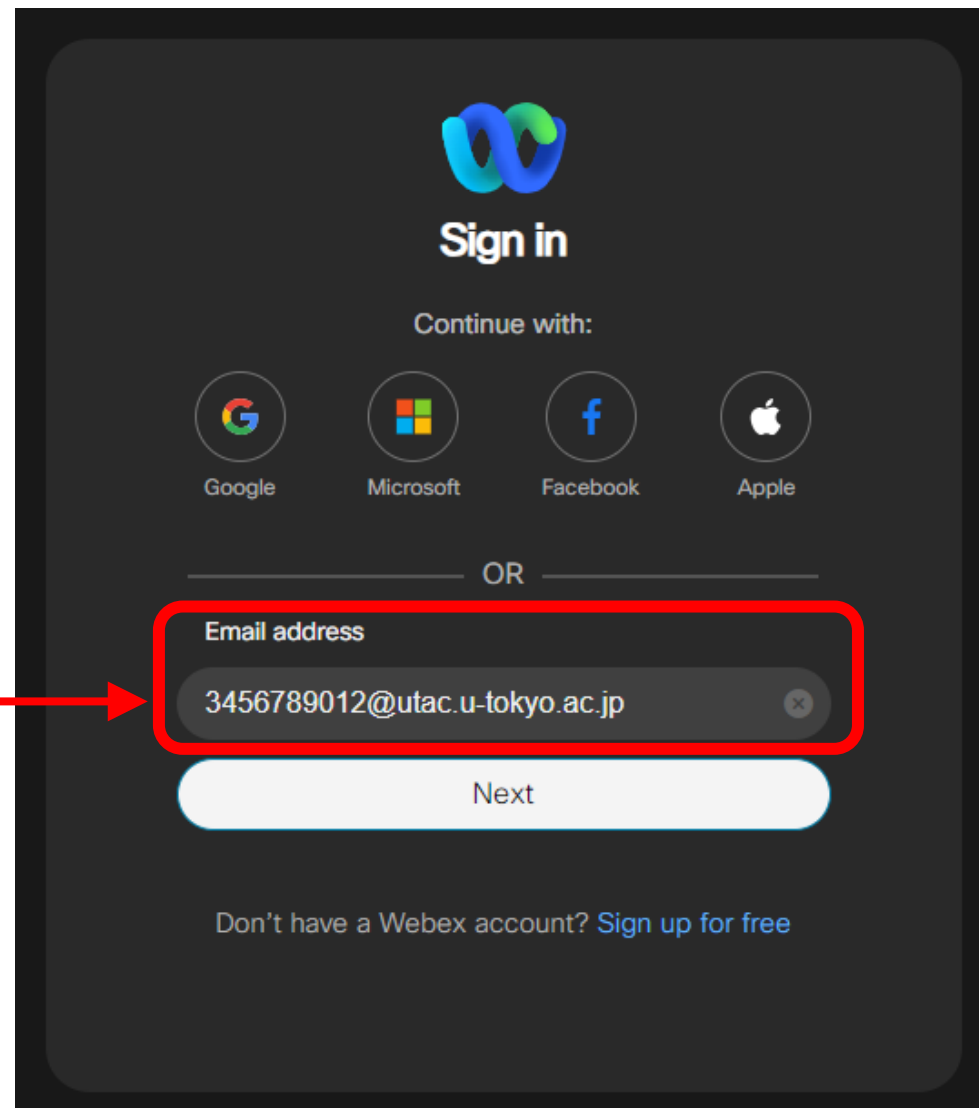
- Tools for **online meetings**
  - Particularly suitable for large-scale online conferences or webinars.
  - Many tools for organizing large-scale online conferences or webinars.  
(You can host webinars without application in advance.)  
  
e.g. customizable registration screens

# Sign in Your Licensed Webex Account

- Enter your UTokyo Account to 10-digit number and “@utac.u-tokyo.ac.jp” the Email Address 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://signin.webex.com/signin>

A screenshot of the Webex sign-in page. At the top is the Webex logo and the text "Sign in". Below this is the text "Continue with:" followed by four circular icons for Google, Microsoft, Facebook, and Apple. A horizontal line with the word "OR" in the center separates these from the email sign-in section. In the email section, there is a label "Email address" above a text input field. The input field contains the email address "3456789012@utac.u-tokyo.ac.jp" and has a red rectangular border around it. A red arrow points from the underlined text in the list item above to this input field. Below the input field is a white "Next" button. At the bottom of the page, there is a link that says "Don't have a Webex account? Sign up for free".

# Slido

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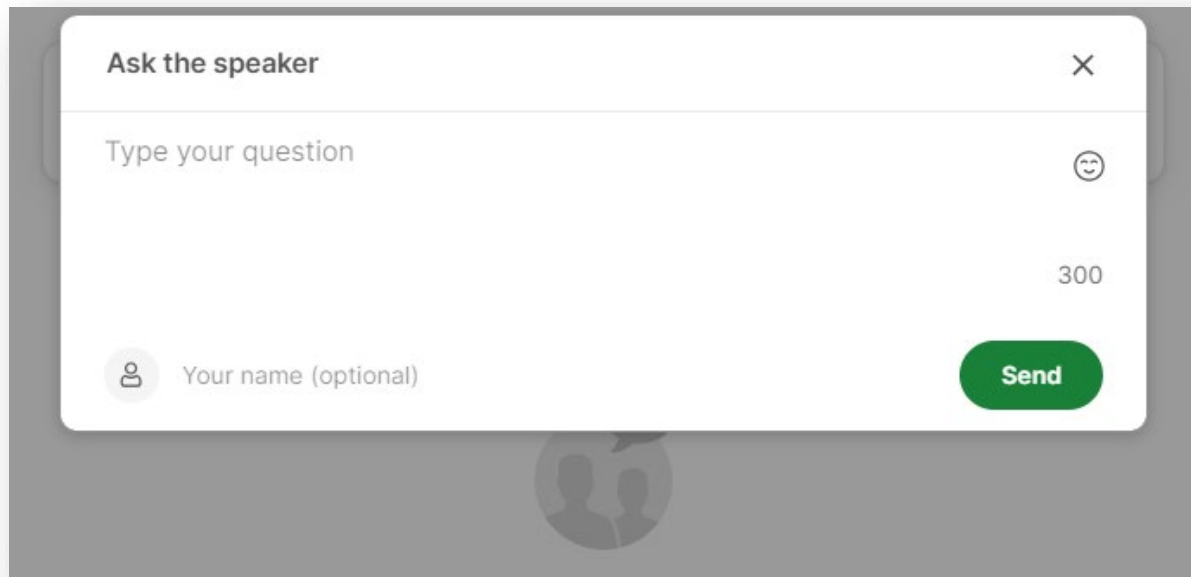
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## Q&A and polling platform for meetings and events

- Create a page like a bulletin board for each event
- Allows anonymous questions to be asked and answered by moderators

A screenshot of the Slido 'Ask the speaker' interface. It features a white input box with the placeholder text 'Type your question' and a character count of '300'. Below the input box is a field for 'Your name (optional)' with a person icon. A green 'Send' button is located at the bottom right of the input area. The background is a blurred image of a presentation slide.

Also being used in today's session!

Send us questions via **slido** !

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# 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.

(You can also log in  
from here)

## Log in to your account

Haven't signed up yet? [Create account](#)



Log in with Webex



Log in with Google

or

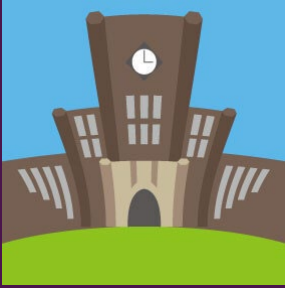
Your email

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

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- 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/>

Click “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.

Only when you first activate UTokyo Slack

**Caution 1:** You must have completed **Information Security education**

**Caution 2:** You must have activated **Multi-Mactor Authentication (MFA)**

You will be asked to review the terms of service

Open “Workspaces at Utokyo Slack”

# Join UTokyo Slack Workspace

Access UTokyo Slack

<https://utokyo.enterprise.slack.com/>



Click “Sign in with UTokyo Account”

(You will be asked to review the terms of service only when you first activate UTokyo Slack )



Open “Workspaces at Utokyo Slack”



Choose a workspace you will join

- **Join and Launch Slack** → open the workspace immediately
- **Request to join** → open the workspace after the owner accept your request
- **Requires an invite to join** : You need a direct invitation from the owner

# 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”

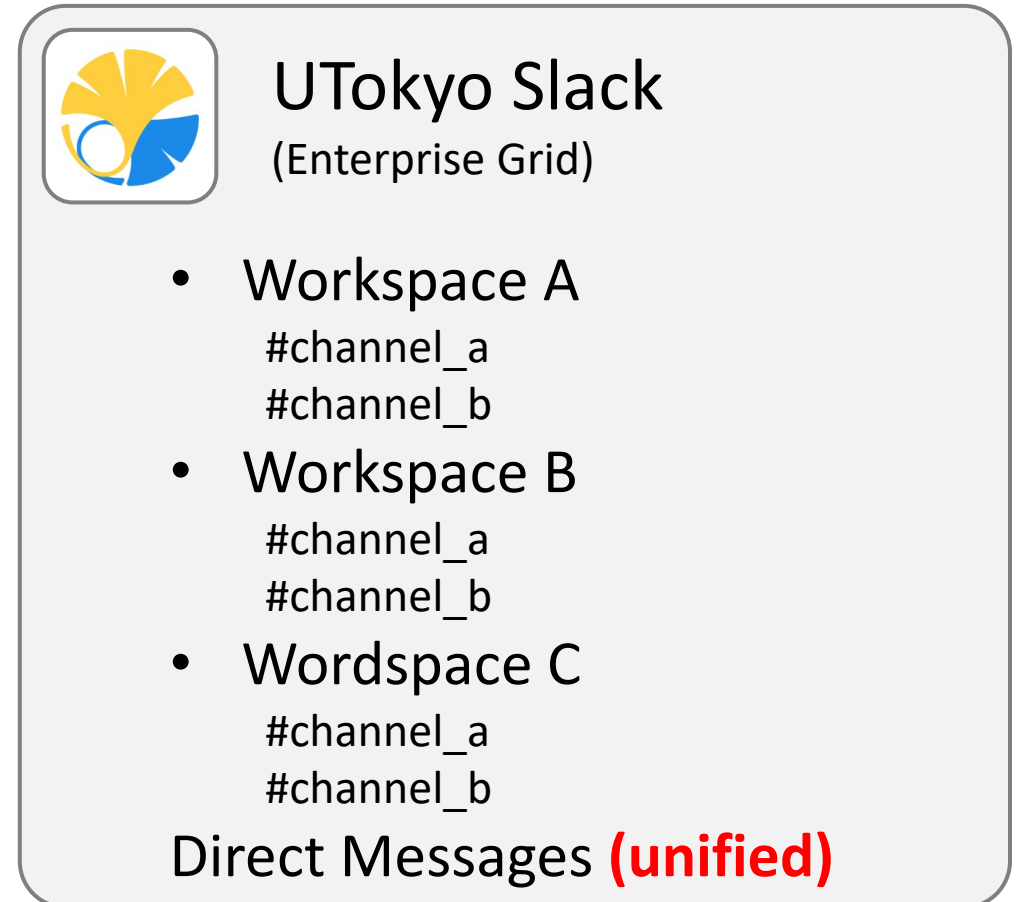
- Profiles are universal across all UTokyo Slack workspaces and **cannot be customized differently for each workspace.**

# Features of UTokyo Slack Workspaces

## Standard Slack Workspaces



## Enterprise Grid Workspaces



# 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.

<https://utelecon.adm.u-tokyo.ac.jp/slack/workspace/connect>

(\* Currently only in Japanese)

- Multi-workspace Channel

- Create a channel to be shared across multiple UTokyo Slack workspaces.

<https://utelecon.adm.u-tokyo.ac.jp/en/slack/details#mwsc>

# Microsoft Teams

Teams

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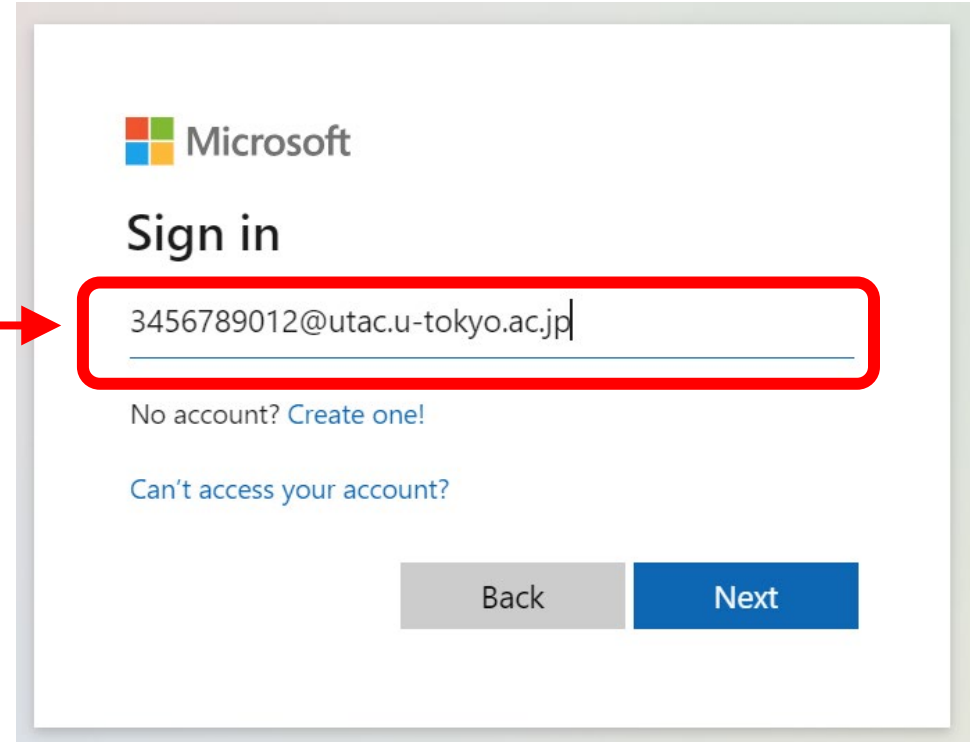
# Microsoft Teams

- 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 UTokyo Account 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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- **ECCS: Educational Campuswide Computing System**
  - 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.

# 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.

# Change ECCS Cloud Email Addresss

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

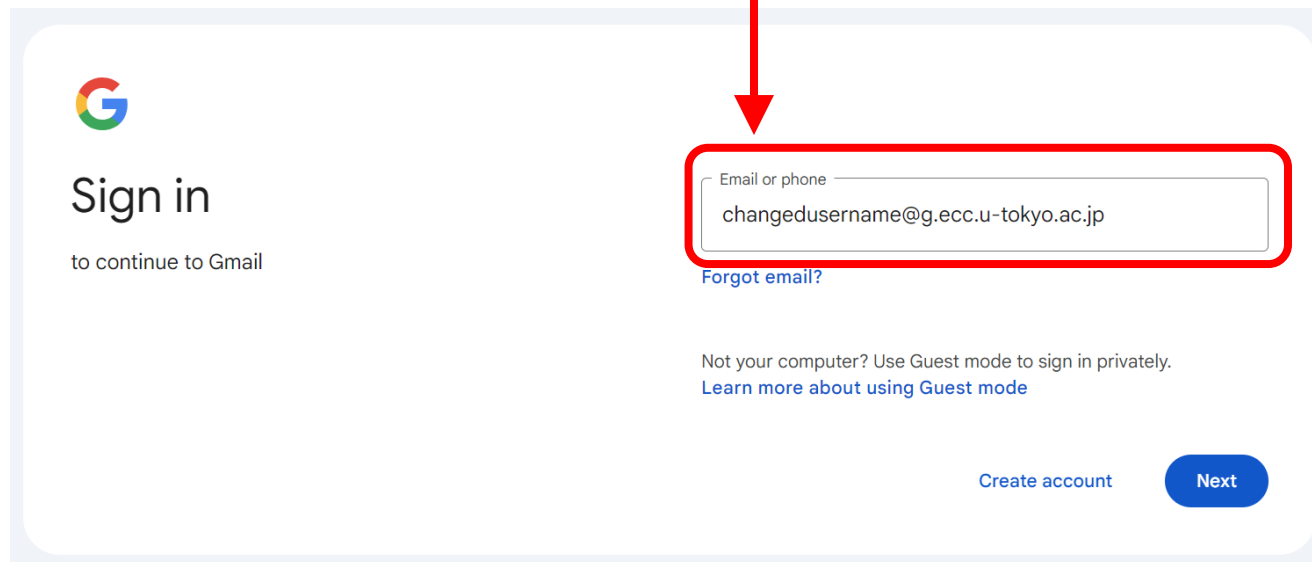
- The characters that can be used lowercase letters, numbers and hyphen:  
**a b c d e f g h i j k l m n o p q r s t u v w x y z 0 1 2 3 4 5 6 7 8 9 -**
- It cannot be the same as one that is already being used (or has been used in the past) by another user.
- There are certain strings that cannot be 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/>



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](#)

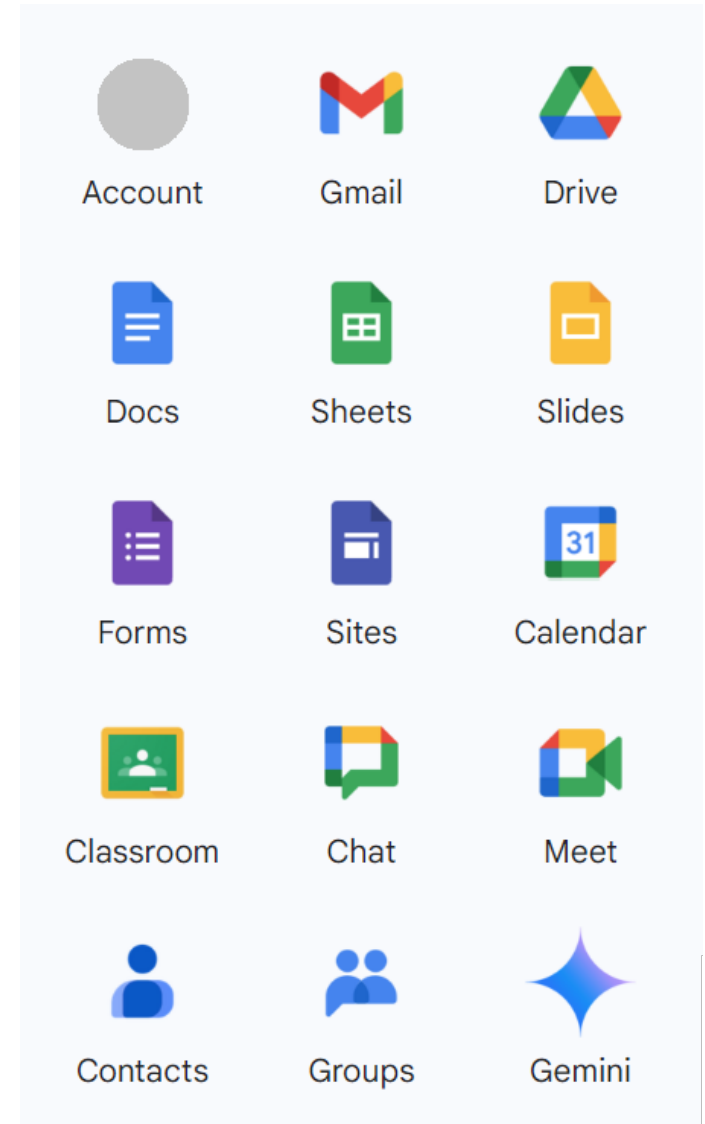
[Create account](#) [Next](#)

- 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
  - **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).
  - You can use up to **125GB storage** as your personal drive at no cost.
    - If you are an owner of shared drives (described below), the storage allocated to the drives will be reduced from your personal drive.]
    - If you can pay for it with your budget (not your private money), you can expand storage capacity at a cost. For more information, please check the following page.  
[https://www-old.ecc.u-tokyo.ac.jp/storage\\_mgt/](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 together.

# 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.
    - About Shared Document  
[https://utelecon.adm.u-tokyo.ac.jp/en/google/drive/shared\\_drive](https://utelecon.adm.u-tokyo.ac.jp/en/google/drive/shared_drive)
    - How to Create Shared Document  
[https://www-old.ecc.u-tokyo.ac.jp/storage\\_mgt/](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 together.

# Possibly Another Google Workspace

- **Some departments may have its own Google Workspace** apart from ECCS Cloud Email and provide accounts to the members.
  - If you are also given a non-ECCS Google Workspace account, please switch accounts depending on the situation.
- The description here refers to the ECCS Cloud Email Google Workspace, and the Department's may not be the same.
  - Please contact the person in charge in 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 UTokyo Account 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

**For Faculty and Staff  
(not for Students)**

- **Outlook**

- Email – **UTokyo Staff Email** and notices from Microsoft 365 services
  - Calendar – manage and share schedule

- **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)

- Outlook

- You can issue a **UTokyo Staff Email** address for Outlook.

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

- For more information, please check [the page about the service in UTokyo Portal](#).  
(\* Currently only in Japanese)

- **Once UTokyo Staff Email address is issued, UTokyo members can search and find your name and contact in Teams and outlook.**
  - **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



# 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** of personal OneDrive storage at no cost
  - Currently, capacity cannot be expanded.
  - **You will soon be able to expand the storage capacity if you can pay for it with your budget** (not your private money).
- Each Microsoft Teams Team has shared cloud storage called "SharePoint" for collaboration.
  - You can expand the storage capacity if you can pay for it with your budget (not your private money).

# 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 is a suite of Microsoft tools that enables users to create apps, automate workflows (and analyze data) with minimal coding.
- Power Automate and Power Apps are available for faculty and staff
- Currently, Power BI is not provided.
- Power Automate can be combined with Microsoft Forms and other application to automate business processes relatively easily.

# Generative AI

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- [Message from Prof. OHTA Kunihiro, 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](#)

## Microsoft Copilot

<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).
- UTokyo members can use the service "Microsoft Copilot with Commercial Data Protection" under a university-wide contract. Input and output data are not used for model training. See [the utelecon article](#) for more information (currently only in Japanese).

## (Copilot for Microsoft 365)

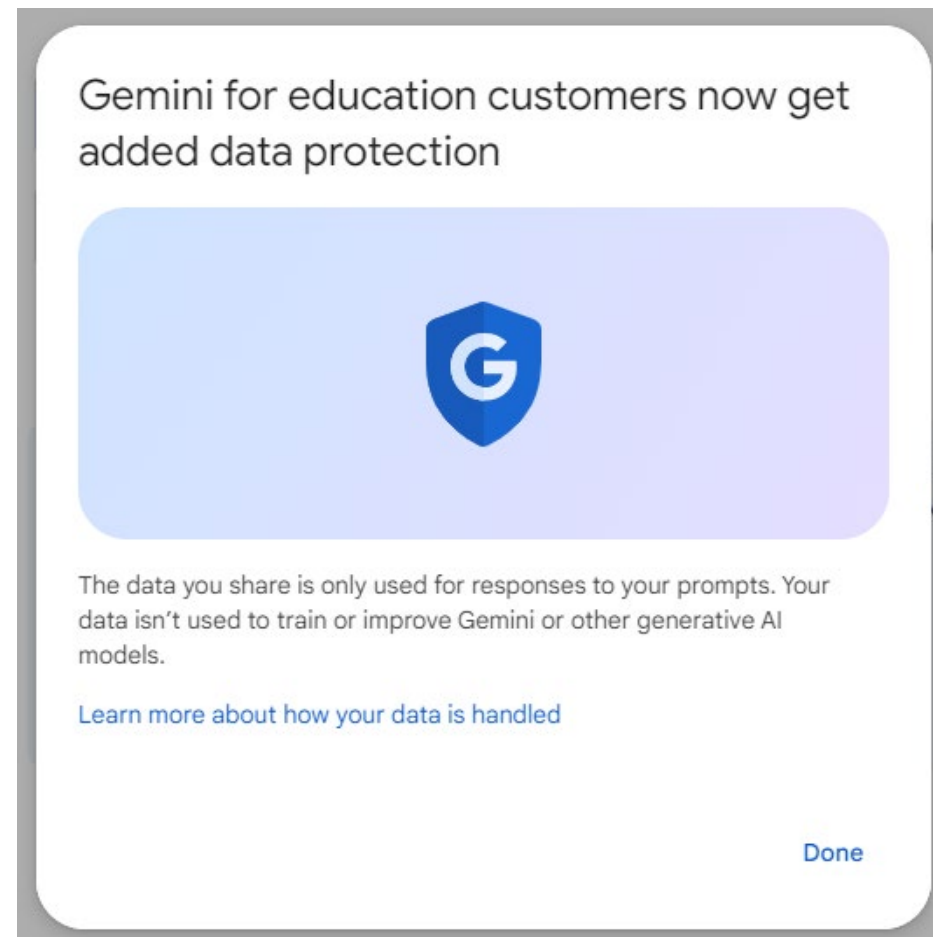
- An AI assistant integrated into Microsoft 365 apps like Word, Excel, and Outlook to help users with tasks such as drafting documents, analyzing data, and managing emails.
- Currently being used on a trial basis by a small number of staff due to individual license fees.

## Google Gemini

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.





# Summary

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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)

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## When you need support

### Get Information

**utelecon** Portal Site

UTokyo Portal

Portal Site in your department

Other resources available in public

### Inquiry for Support

**utelecon** Support Desk

Office in charge of ICT in your department

ICT Tools Utilization Community Team

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

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

- Search by Google

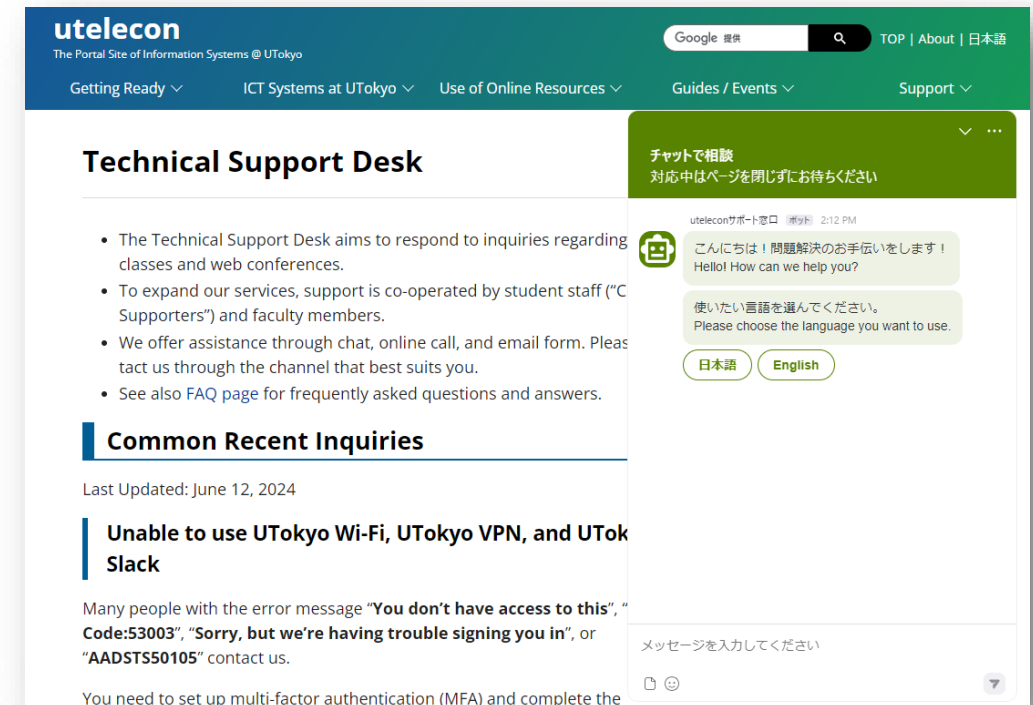
utelecon zoom



- In most cases, you can get the information you need by searching with “utelecon.”

- Support desk

- via Chat
  - via Online Call
  - via Email Form



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 provided in English.
- Manuals and guide articles (“ 便利帳”)
  - Details on ICT services only for faculty and staff.
  - University-wide information are also available.
  - (However, many articles are only in Japanese.....)

The screenshot displays the UTokyo Portal homepage. At the top, there's a navigation bar with links for 'UTokyo Portal', '利用案内' (Usage Guide), 'サイトマップ' (Site Map), 'FAQ', 'Portaお問い合わせフォーム' (Porta Inquiry Form), and '通知の登録はこちら' (Register for Notifications). Below this, a 'UTokyo FOCUS' section highlights key areas like '藤井総長メッセージ' (President's Message), 'UTokyo COMPASS', and '業務システムリンク集' (Business System Link Collection). The main content area is divided into several sections: 'すべての通知 (ALL)' (All Notices), '教員向け (For Faculty)', '職員向け (For Staff)', and '一般 行事/研修' (General Events/Training). A '重要通知 / Important Notices' section lists recent updates, including the relocation of the UTNET Hongo1 area hub site and the release of the UTokyo Compass 2.0.0. Below this, a 'Quick Reference' section provides links to '座席表・便利帳' (Seating Chart / Guide Book), '職員名簿' (Personnel Directory), '規則集' (Rulebook), '会議資料' (Conference Material), '緊急連絡先' (Emergency Contact), '通報窓口' (Compliance Hotline), and '訃報' (Obituaries). The 'Business Improvement' section includes links to '業務改革ツール集' (Business Reform Tool Collection) and '東京大学目安箱' (University of Tokyo Opinion Box). The 'UTokyo Official WebSite' section features the 'UTokyo' logo and a '便利帳' (Guide Book) section with links to various manuals and guides. The bottom of the page includes a footer with the date '2024/9/13' and the text '2024 A Semester utelecon Information Session Part II'.

# Office in Charge of ICT in your Department

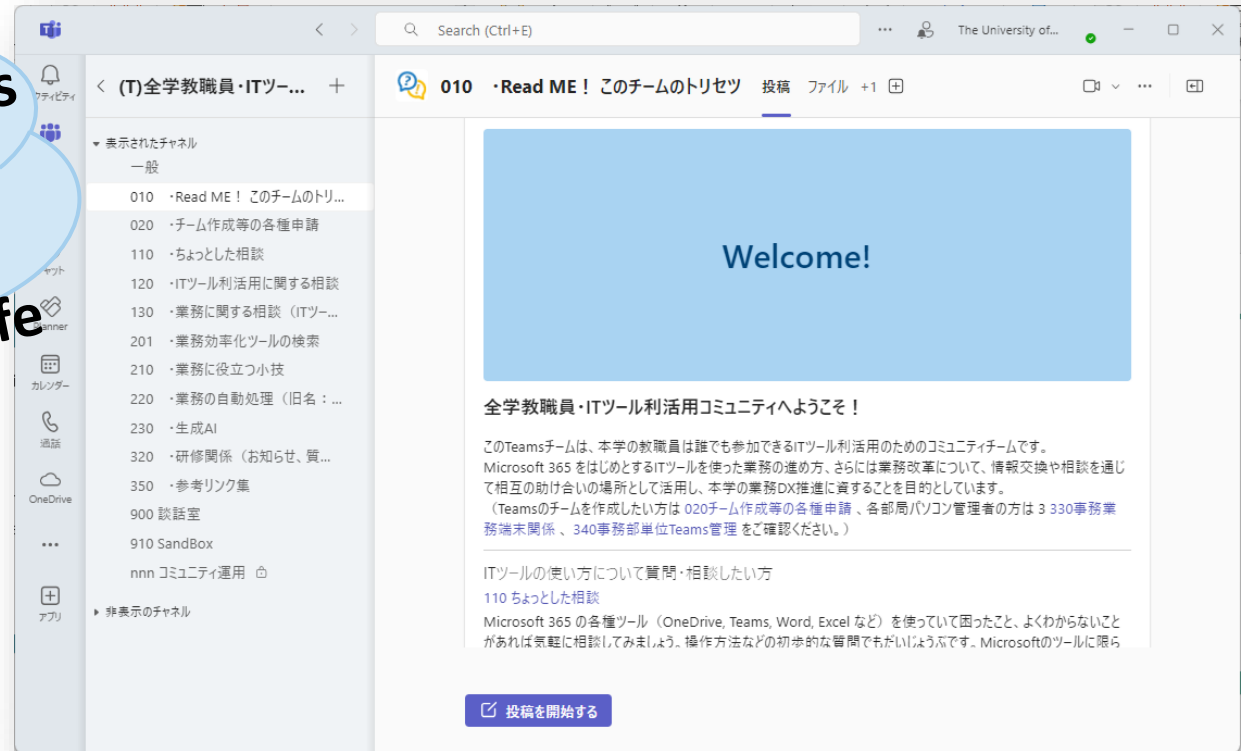
- For department-specific ICT services, please contact the office in charge of ICT in your department.
- The departments may provide their own portal sites for information.

# 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!



# U 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.