THE ORIENTAL CERAMIC SOCIETY OF HONG KONG

香 港 東 方 陶 瓷 學 會

In this guide you will learn how to:

1. Watch the lecture using a browser
2. Troubleshoot if there are difficulties joining the lecture
3. Submit questions to the Q&A

If you have any further questions please email ocs@orientalceramics.org.hk

Online Lecture Guide: Watching the lecture using a browser

First, we strongly suggest using one of the following browsers to watch the lecture online: Google Chrome, Microsoft Edge, or Mozilla Firefox. (Apple Safari has been known to have complications.)

Links to our lectures will typically be sent by email the day before the event.

Once you have received the link, you can test it at any time. We strongly encourage you to do so as early as possible to ensure you can access the event without issue. To view the lectures, simply click the link before it is due to begin.

Your default browser will open to a page like this:

Our online lectures are conducted using Microsoft Teams. If you already have an account set up with Teams you can click on the prompt "Open Microsoft Teams". **However, we strongly encourage you to click on "Watch on the web instead"**, as this is the most straightforward option:
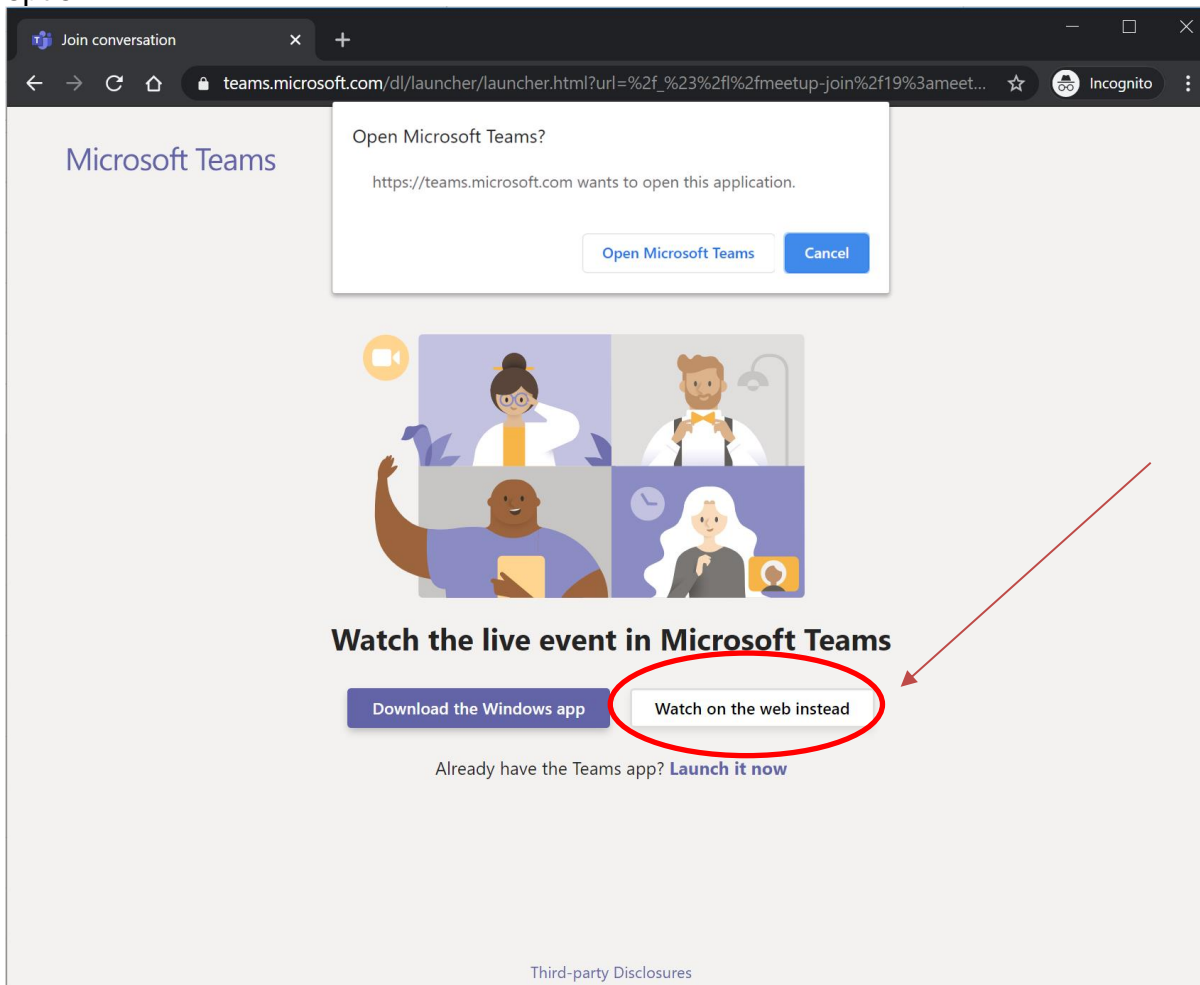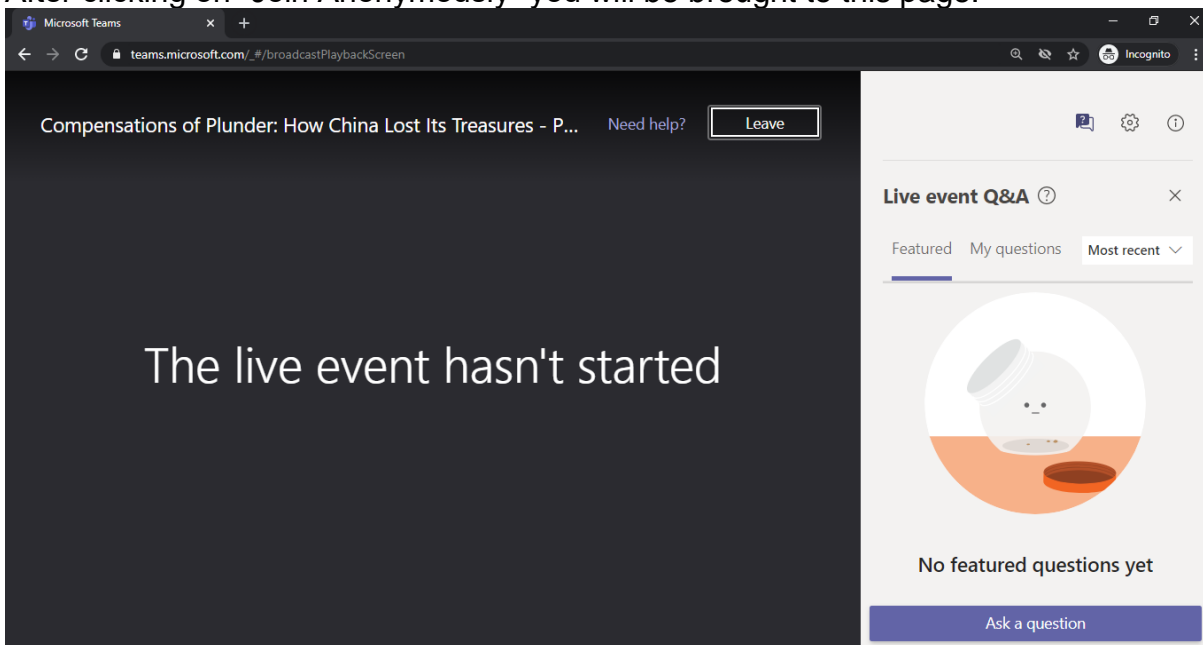

After choosing "Watch on the web instead" you will be brought to this page:
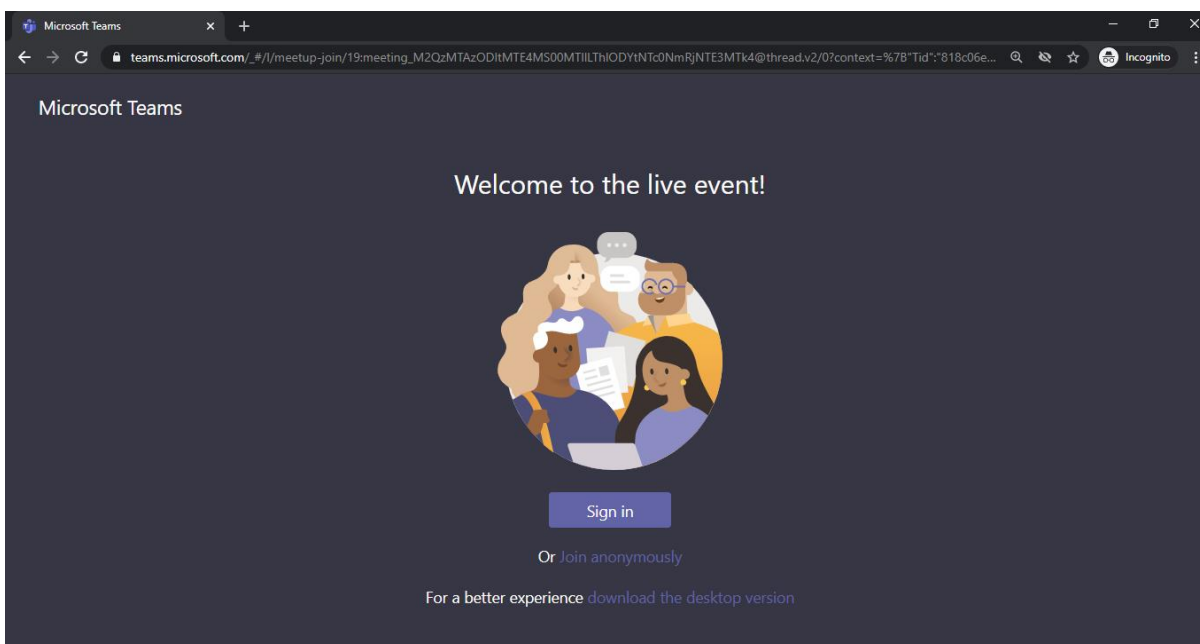
Here, you can choose to sign in if you have a Microsoft Teams account, but **we strongly recommend selecting "Join Anonymously"**:
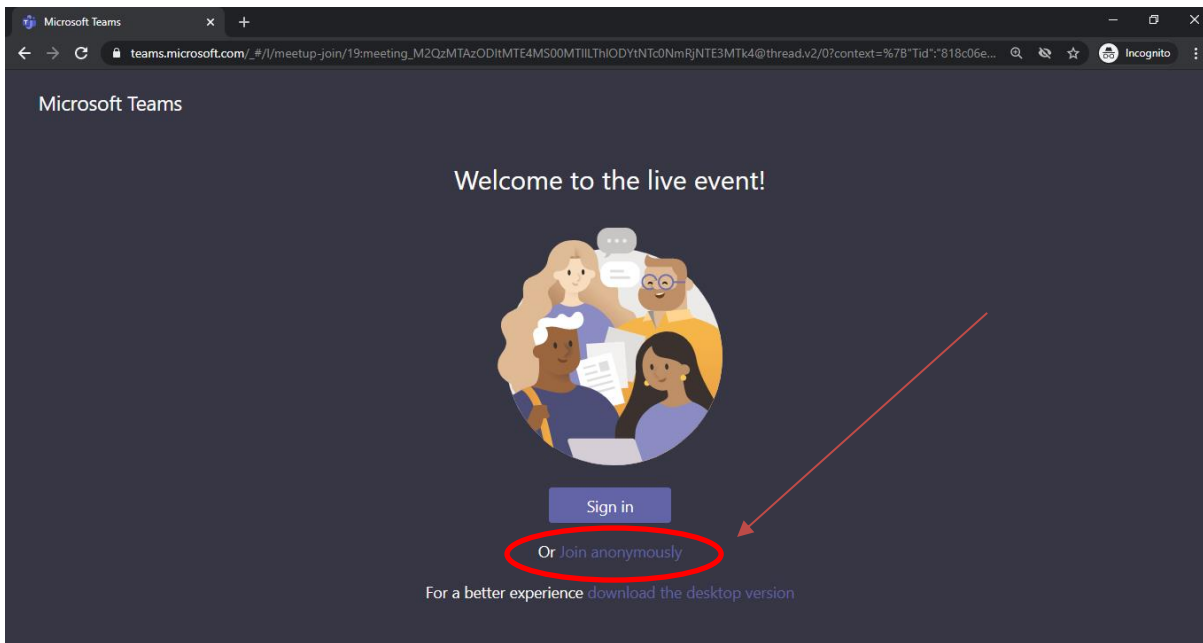
After clicking on "Join Anonymously" you will be brought to this page:

Once you have reached this page you should have no problems viewing the lecture. We suggest refreshing the browser a few minutes before the lecture begins.

Problems joining the lecture

If you have trouble joining the lecture, we suggest trying the following:

1. Restart your computer.
2. Use a stable connection. If possible, plug a cable directly into your router, instead of using WiFi.
3. Close all unused applications (e.g. Microsoft Office, other browsers, etc.) so your computer can allocate all memory to the browser or Microsoft Teams application that you are using to watch the lecture.
4. Turn off your VPN.
5. If you have multiple Microsoft Teams accounts and are having trouble joining the lecture from your browser:
    a. Clear your browser's history/data, including cookies, cache, and passwords.
    b. Consider using a Private Browser, or going Incognito.
    c. Use a different browser application than the one you usually use (Chrome, Mozilla, Microsoft Edge, etc.)

Q&A: How to submit questions

On the right hand side, on the Q&A tab, click on "My questions"
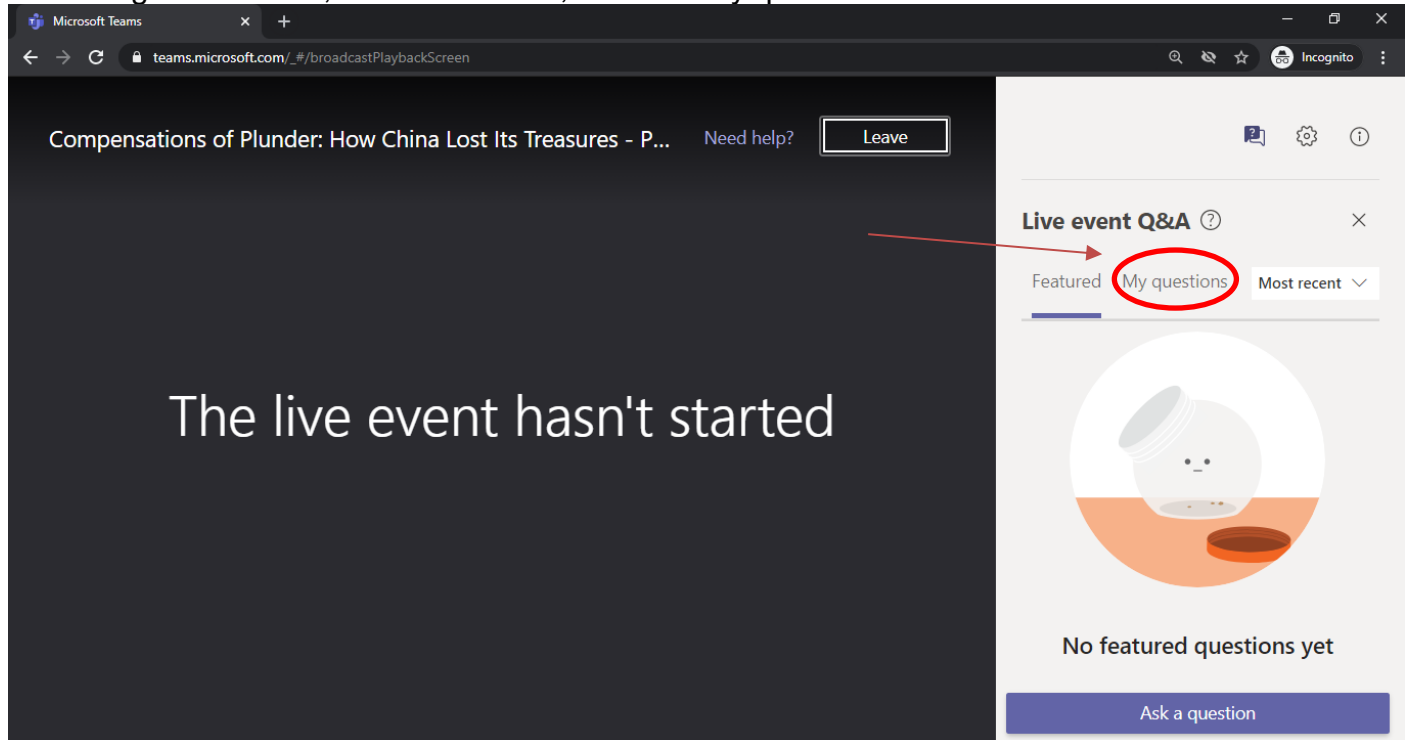
You should now see:
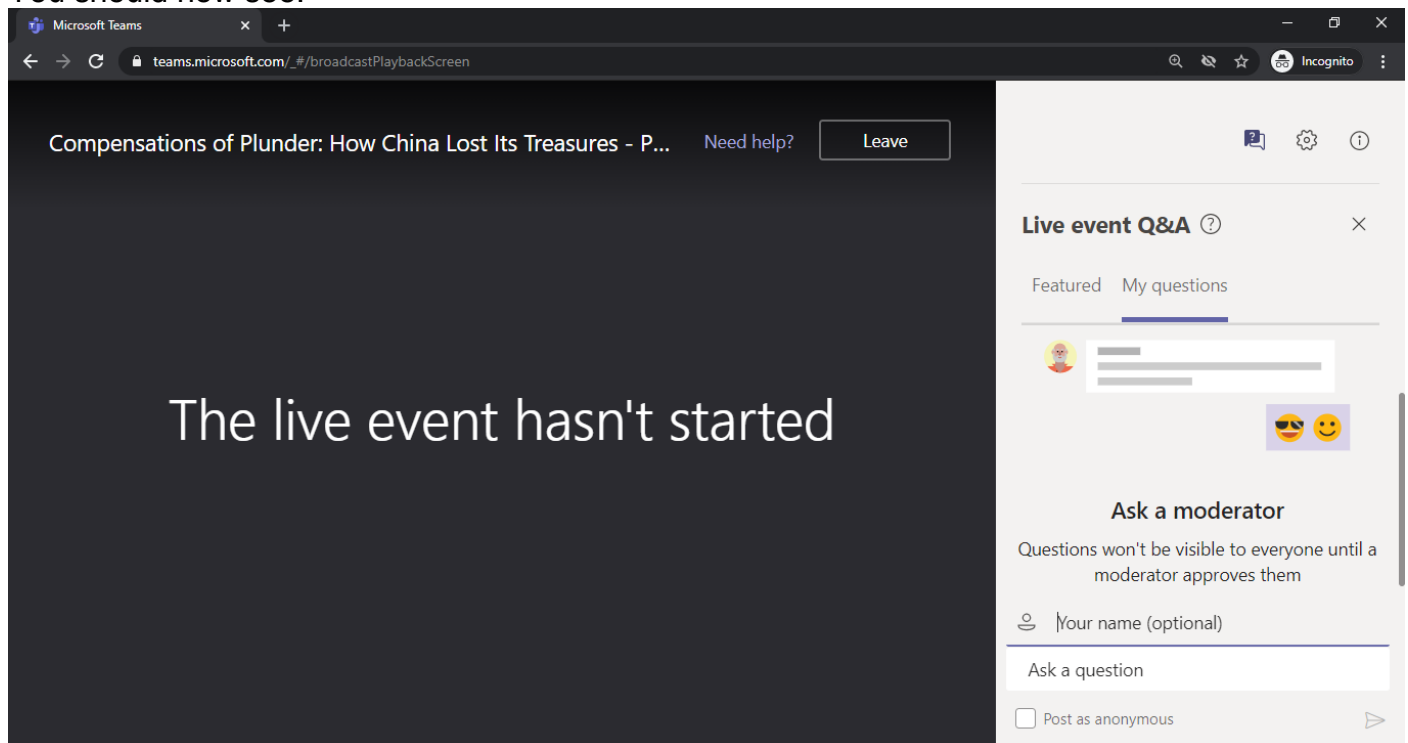
You can enter your name if you wish, or click on "Post as anonymous" if you prefer. Type your question into the "Ask a question" window. Then, press the "send" arrow icon.

Lecturers will be able to see the questions you have submitted and, depending on how much time is available, will try to answer as many as possible. You can close and open the Q&A at any time if you would like to see the lecture in a fuller view.