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ICT Guide for the University of Tsukuba

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　　　　(J) https://www.cc.tsukuba.ac.jp/wp/support/
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Contents

Dear Students:

Importance of protecting personal information

In recent years, many incidents of loss or leakage of personal information have occurred and have become a social problem. Students also have frequent contact with personal information on and off campus on a daily basis. However, inappropriate handling of personal information not only causes a great deal of trouble to many parties involved, but may also lead to a loss of public trust in the University as well as in you. As a matter for each of us, please be careful how you handle personal information.

What is personal information?
☐ Information that can identify a specific individual by itself, such as the individual's name, but also information that can be matched with the individual's name to identify the individual, such as gender, date of birth, address, student ID number, grades, email address, ideology, educational background, family relationships, and health status.

Appropriate control
☐ Personal information collected or obtained through classes, research, TA/RA work, extracurricular activities, etc. must be used only within the scope of its intended purpose. Please handle such personal information with care and under the direction of the faculty member or employee in charge.

For internal use only
☐ As a rule, personal information must not be taken off campus. The University has experienced cases of loss or theft of laptops and USB memory devices containing personal information taken off campus.

Attention on email and social networking sites
☐ When sending email, please do not attach files containing personal information, use a file sharing service such as OneDrive or Teams, and be sure to set access restrictions. In addition, please be careful to handle information on social networking services, etc., such as personal information, images, and privacy, as there is a high risk that such information may be spread through reprinting.

Enhanced Security

☐ Please set strong and secure passwords, install the latest security updates and anti-virus software on PCs and other devices where personal information is stored. In addition, personal information files should be assigned a password and encrypted.

If you have any questions, please consult your instructor, your nearest academic service office, or the following:

Regulations Section, Division of General Affairs, Department of General Affairs 029-853-2033

筑波大学

University of Tsukuba

SAFE AND SECURE USE OF THE INFORMATION SYSTEMS

When using the information systems in the University of Tsukuba (networks, computers etc.), there are some guidelines you must follow. Before using these systems, you need to read the checklist below. If there are items that do not apply, please read the brochure carefully and follow the guidelines for using the information systems. For more details regarding this brochure, please go to: **https://oii.tsukuba.ac.jp/en/oii-security-2/details/** .

☑ Check !

☐ **I never duplicate any copyrighted materials or make them available to a third party on the network.** (You may be punished for downloading any kind of copyrighted material (not only audio or visual) which infringes copyright.)

☐ **I do not have any file exchange software program installed.**
- Examples of file exchange programs: Xunlei, BitTorrent, μTorrent, LimeWire, Cabos, WinMX, Share, Winny, PerfectDark, etc.

☐ **I never download software programs of unknown origin.**

☐ **I regularly update Windows and use all software programs in their most recent version.**

☐ **I have installed an antivirus software program. In addition, I frequently update the virus definition files to protect the computer from viruses.**

☐ **I never give my password to anyone.**

☐ **I never use other people's passwords and user names.**

☐ **I have set up a password which is hard to break.**

☐ **I always manage personal information carefully and I always take measures to prevent information leakage.**

☐ **As a member of the University of Tsukuba, I act responsibly and ethically when posting information on social networking sites and the Internet in general.**

☐ **When I use the Internet, I pay close attention to fraud.**

☐ **I have completed the "INFOSS Information Ethics" Course.**

I never duplicate any copyrighted materials or make them available to a third party on the network.

The purpose of the copyright law is "to provide for, and to secure protection of, the rights of authors, etc. and the rights neighboring thereto with respect" to "[copyrightable] works as well as performances, phonograms, broadcasts and wire-broadcasts, while giving due regard to the fair exploitation of these cultural products, and by doing so, to contribute to the development of culture." If you duplicate copyrighted works illegally and make them available to a third party without the author's permission, you are subject to punishment. You may also be punished for downloading any kind of copyrighted material (not only digital audio or visual recordings) when you are aware that it was uploaded infringing copyright.

I do not have any file exchange software program installed.

Using file exchange software is very dangerous because some people distribute files with bad intentions. Moreover, the file you have downloaded is automatically uploaded for a third party. The University of Tsukuba forbids the use of any file exchange software program inside the campus network, including on the users' personally owned computers. There is a system in place that blocks the use of file exchange software 24 hours a day and if you violate these rules, you may be punished by the authorities of the university. However, if you have a legitimate reason to use a file exchange software program on campus, please contact us. (Our contact address is shown on the last page of this brochure.)

I never download software programs of unknown origin.

If you find a web page of unknown origin distributing expensive software programs free of charge or at low cost, do not download these programs. In many cases, these are distributed without permission. Besides infringing copyright, you risk infecting your computer with a virus, since the software may have been modified. There is a system in place that monitors downloading of software programs of unknown origin. If you download such programs, you may be punished by the authorities of the university.

I regularly update Windows and use all software programs in their most recent version.

Computer viruses can spread maliciously through the operating system (Microsoft Windows, macOS , etc) and can take advantage of defects in popular software programs (Microsoft Office, Adobe Reader, web browsers, etc). For Microsoft Windows, you need to perform Windows Update or Microsoft Update; for macOS, you need to regularly do software updates to maintain the software in its latest version. If the support for an old version of an operating system has ended, stop using that version. You need to update to the latest version. For all other software programs, you should always update to their latest version. For important details regarding updating, please go to **https://oii.tsukuba.ac.jp/en/oii-security-2/details/**.

I have installed an antivirus software program. In addition, I frequently update the virus definition files to protect the computer from viruses.

When a computer is infected with a virus, not only data on the computer are destroyed but also the computer itself is taken over by the virus, and it might be used to send spam e-mails and attack other computers. Infection routes have diversified and using e-mails is not the only way a computer virus can spread. Actions such as browsing the Web or simply inserting a USB memory into the computer may cause infection. To avoid being infected with a virus, it is important to install an antivirus software program and update the virus definition files on a regular basis. The University of Tsukuba has purchased a site license of an antivirus software program. The antivirus can be installed on up to three personal devices (Windows machines, Macintosh machines or mobile devices). The total number of installations must be less than 4. If you have no other antivirus program installed or if you are not sure whether you are paying a license fee for an already installed antivirus program, please install this one.
For more details, please go to **https://oii.tsukuba.ac.jp/en/oii-security-2/details/**.

I never give my password to anyone.

Usernames and passwords used for the information systems in the University of Tsukuba are important information to identify the users. If you give your username and password to a third party and he/she causes trouble while using the information systems of the university, you are also responsible for the problem because you gave away your password. Furthermore, you must not use a username and password given to you by somebody else.

I never use other people's passwords and user names.

It is against Act on the Prohibition of Unauthorized Computer Access to acquire somebody else's username and password and log in as that person, or to take advantage of a security hole (flaw in a software program) for avoiding the username and password confirmation, and log into a computer.

I have set up a password which is hard to break.

If a password is easy to break (your name, user name, birthday, phone number, repeating the same characters, using an English word more than once, using the alphabet in sequence on a keyboard, like "qwerty", or using the above in reverse), a third party may gain illicit access to your account.

It is important to set a password which is difficult to break (more than 8 characters, combination of capital letters, small letters, symbols and numbers) and change it regularly. Even if a password is difficult to break, it is not advisable to write it down and make it available to a third party.

Furthermore, it is not advisable to use the same password on different Internet services. Incidents have occurred where passwords were leaked from an Internet service; the same passwords were used to gain illegal access to a university computer and send spam emails. If you need passwords for many different online services, you can use a password management software.

I always manage personal information carefully and I always take measures to prevent information leakage.

Faculty members as well as students may handle personal and medical information collected through surveys and so on during lectures and practice classes, but that information must not be released on the network. It is also forbidden to take the information outside the university. If you need to take part of the information out of the campus, you need to obtain permission from an administrator of the respective information, or a person designated by the administrator (an instructor of a class, or a supervisor of a laboratory, in case of a lecture or practice class) and take measures to secure the information (e.g. encrypt it), before carrying it away from the campus. You are not allowed to keep personal information on a computer that is managed personally. If this is unavoidable, you must encrypt the information first.

As a member of the University of Tsukuba, I act responsibly and ethically when posting information on social networking sites and the Internet in general.

Everything you post on the internet can be seen by anyone. If posting carelessly, you may get into trouble and your actions may affect the reputation of our university. You should be very careful not to post confidential, inappropriate or offensive information on the Internet.

What if the computer is infected with a virus?
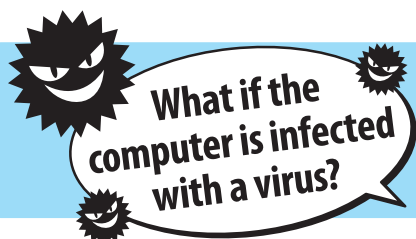
To avoid further infection, remove the infected computer from the network (remove the network cable, use the airplane mode, or turn Wi-Fi and cellular data network off) and contact us at the address on the last page of this brochure.

When I use the Internet, I pay close attention to fraud.

While it is convenient to use the Internet, it is also possible to face unexpected troubles. The following will show you some tips to carefully observe fraud when using the Internet. This information is obtained from "Safe Living: How to Live a Pleasant Student Life", published by the Student Office.
If you are in trouble and cannot handle the situation, do not attempt an easy solution. Please contact your friends or faculty members or contact a consumer center first.

Phishing

In a phishing fraud, an attacker masquerades as an administrator etc. of a reputable company such as a bank, Rakuten, Amazon, Apple, Microsoft etc., and directs users to a website which is very similar to their real website, in order to steal the users' personal identification and password. The bank and other companies will never ask you to input and confirm personal information via e-mail. If you receive a suspicious mail, do not provide your information immediately. In such a case, do not contact the address you find in your e-mail, but contact the company directly.
(Reference) Examples of Phishing Emails : https://www.u.tsukuba.ac.jp/en-phishing-collection/

One-click fraud

One-click fraud means that if you click once on a link in an e-mail or on a website, you appear to have entered into an agreement and you are requested to pay a certain amount of money. If you encounter such a situation, ignore the request; do not make any payment for any purchase you are not aware of and do not give out your name or address. However, in some cases the fraudsters exploit the judicial process. If you receive notice that seems to come from court, do not ignore it, but check the address of the courthouse on its web page (https://www.courts.go.jp/) and contact that address. Do not contact the address in the letter sent to you.

I have completed the "INFOSS Information Ethics" Course.

Organization for Information Infrastructure has prepared e-learning materials to support you in acquiring knowledge about ICT (Information and Communication Technology), network security, laws, manners etc., which are needed for carrying out various activities at the university, and for avoiding harm and trouble in our network society.
Every student enrolled in our university must complete the course at least once (each time your student ID changes, you must do the course again, at least once).
If you have not completed the course yet, please do so as soon as possible.
For more details, please go to **https://oii.tsukuba.ac.jp/en/infoss-2/**.

Contact us if you find any problems

Please contact us immediately if you find security vulnerabilities and defects in the information systems of the University of Tsukuba, infringement of copyright, leaking of classified or personal information, release of classified information or personal information about faculty members of the University of Tsukuba through the information systems outside the university, and unauthorized use of contents owned by the University of Tsukuba.

Contact information

Organization for Information Infrastructure
 (Division of Information Infrastructure Management, Department of Academic Information)
e-mail: incident@cc.tsukuba.ac.jp

For the brochure's PDF file and more details regarding this brochure, please go to
https://oii.tsukuba.ac.jp/en/oii-security-2/.

This brochure has been created by Organization for Information Infrastructure at the University of Tsukuba.

Issued in March, 2023

About the "INFOSS Information Ethics" course
### - Knowledge necessary for the information network society -

INFOSS Information Ethics is an e-learning material for self-study introduced as part of information security education at the University of Tsukuba. Through this course, you will acquire the knowledge necessary to use the campus network and information systems, and to live in the modern information society.

<How to take the course>

1. Access the University of Tsukuba's e-learning system manaba (https://manaba.tsukuba.ac.jp) and log in using your UTID-13 (the 13-digit number on the back of your student ID card) or UTID-NAME ("lowercase s" + "last 7 digits of your student ID number") and your Unified Authentication System password. You can take the course from anywhere where you have internet access.

2. Click "INFOSS Information Ethics Students Course" displayed in the "My Courses " on your "My Page".
   *The year [2017] is displayed as this course was created in 2017, however it is the latest version of the course.
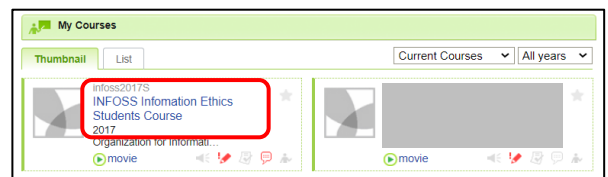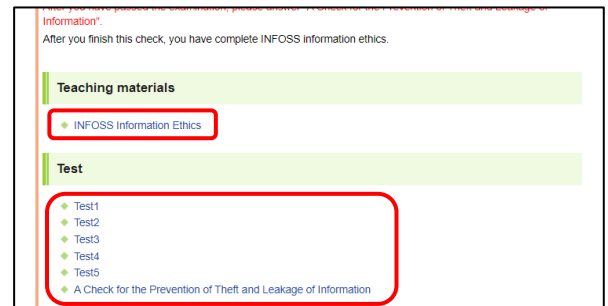
3. Click [English version] under "Resources (latest first)" at the bottom of the screen.
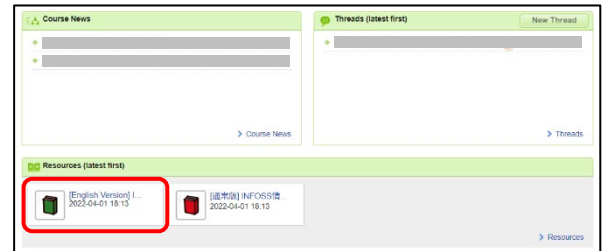
4. First, open the "Teaching materials" and learn about information ethics.
   After that, please answer "Test 1-5".
   ◆ Answer each " Test" in order from test 1.
   ◆ A score of 60 or higher is required to pass the "Tests"
   ◆ You can take the tests as many times as you need until you pass.

5. Once you have passed "Test 1-5", complete the "A Check for the Prevention of Theft and Leakage of Information". You need to pass "Test 1-5" before answering the Checklist.

6. The course is completed once your status for "A Check for the Prevention of Theft and Leakage of Information" has been updated to "passed".
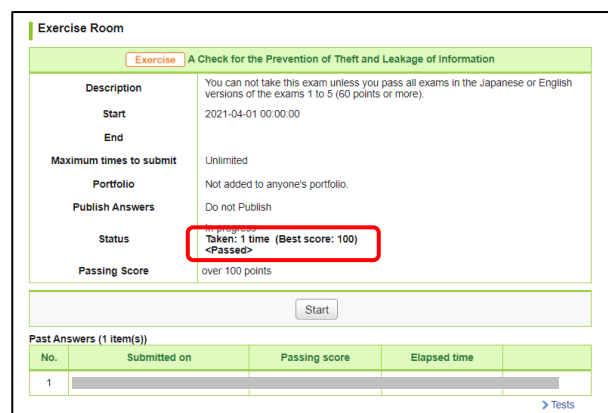
7. Please submit a printout of the "Checklist to prevent information theft, etc." response history screen if you need to verify your completion of the "INFOSS Information Ethics" course.
   Your name will not be printed on the print out, so please either sign the paper in your own handwriting or submit a screen shot. *There is no need to submit a print out to the Organization for Information Infrastructure.

Inquiries: Organization for Information Infrastructure (Department of Academic Information, Division of Information Infrastructure Management)
Email: oii-security@oii.tsukuba.ac.jp
■ Organization for Information Infrastructure website
  – About the e-learning "INFOSS Information Ethics" course :
    < https://oii.tsukuba.ac.jp/en/infoss-2/>

3　Online Class Guidance

Preliminary information for Online class

Participating in classes through the network is called online attendance. The classes established in this way are called Online classes.

"Online" refers to work done through a network using your device (PC, smartphone, tablet, etc.).

Only the points are listed below to prepare you for taking classes offered online. For specific instructions, please read the following and refer to the respective pages as appropriate.

Overview of online attendance at University of Tsukuba (hereafter referred to as University)

Online classes use Microsoft 365 service products (hereinafter referred to as Microsoft products).

In this section, the basic knowledge about preparing to take an Online class is described.

1　ID and password

To use the University network system, you need the ID and password distributed at the time of admission. When you received the password, change it to your own immediately. Refer to Section 4.1 for details.

2　Email

Refer to the website of the Zengaku Computer System to send and receive an email as a University of Tsukuba student @s email.

　　　https://www.u.tsukuba.ac.jp/en-email-after201704/

Note: Please refer to the web page of the Zengaku Computer System for the latest information and settings of the mail system and various software.
　　　https://www.u.tsukuba.ac.jp/

3　Usage of Microsoft products

University of Tsukuba has a comprehensive agreement with Microsoft. Members of the University may use Microsoft products privately without compensation.

If you have the Zengaku Computer System account (@u.tsukuba.ac.jp email address), you are automatically registered. Other staff members (@un.tsukuba.ac.jp email address), need to register (sign up) individually. Please refer to the following URL for details.

　　　https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/ees/tokuten/

Sign in with your Microsoft account (@u or @un email address) and password to start using the Microsoft products.

After signing in, the application list window will be displayed.　By clicking on the application icon, the corresponding application can be used in the browser as a web application.　You can install Office (Word, Excel, PowerPoint, etc.) as a desktop application on your PC by clicking "Install Office". Microsoft account authentication (@u email address and password for EES benefit) is required to use the desktop application.

4　Precautions for using Microsoft products

Contents on "manaba" may include links to Microsoft Stream videos. You have to sign in to Microsoft services to participate in the Microsoft Stream video content. If you have not signed in, an error message will be displayed.

5 Online classes without Microsoft products

Some faculty members are preparing online class without using Microsoft products. In this case, follow the instructions of the faculty members.

6 About software available at University of Tsukuba

Members (Faculty, staff, and students) of the University can use the software licenses contracted by the University. You may or may not be eligible depending on the software. Refer to Section 4.6 for more information.

Some of the licenses of software may be owned only by your department. In such a case, please contact your department.

4　Overview of ICT Systems at University of Tsukuba

There are systems such as On-Campus Network System, Zengaku Computer System, Educational Information System (TWINS), Library System (Tulips), Learning Management System (manaba), and Unified Authentication System that manages passwords of these systems at University of Tsukuba.

You can connect your PC, tablets etc. to the On-Campus Network by Wi-Fi or by wire. The Zengaku Computer System serves more than 1500 PCs in total at satellite computer rooms in 18 locations in the university, and all students can use them. In this system, each PC works on both Windows and Linux, and users can use emails, publish Web pages, and use Office products. **Important notices from the university are supposed to be sent to your email address managed by the Zengaku Computer System.** Members of the university can use Trend Micro Anti-Virus software, Microsoft products, SPSS, Mathematica, ArcGIS etc. on your PC (but there are usage restrictions on each product). Moreover, a discount service, Apple On Campus, is available.

TWINS is used for registration of classes and checking grades, manaba is used for e-learning, and KdB is used for viewing syllabus.

In every case, the ID and password of the Unified Authentication System are required.
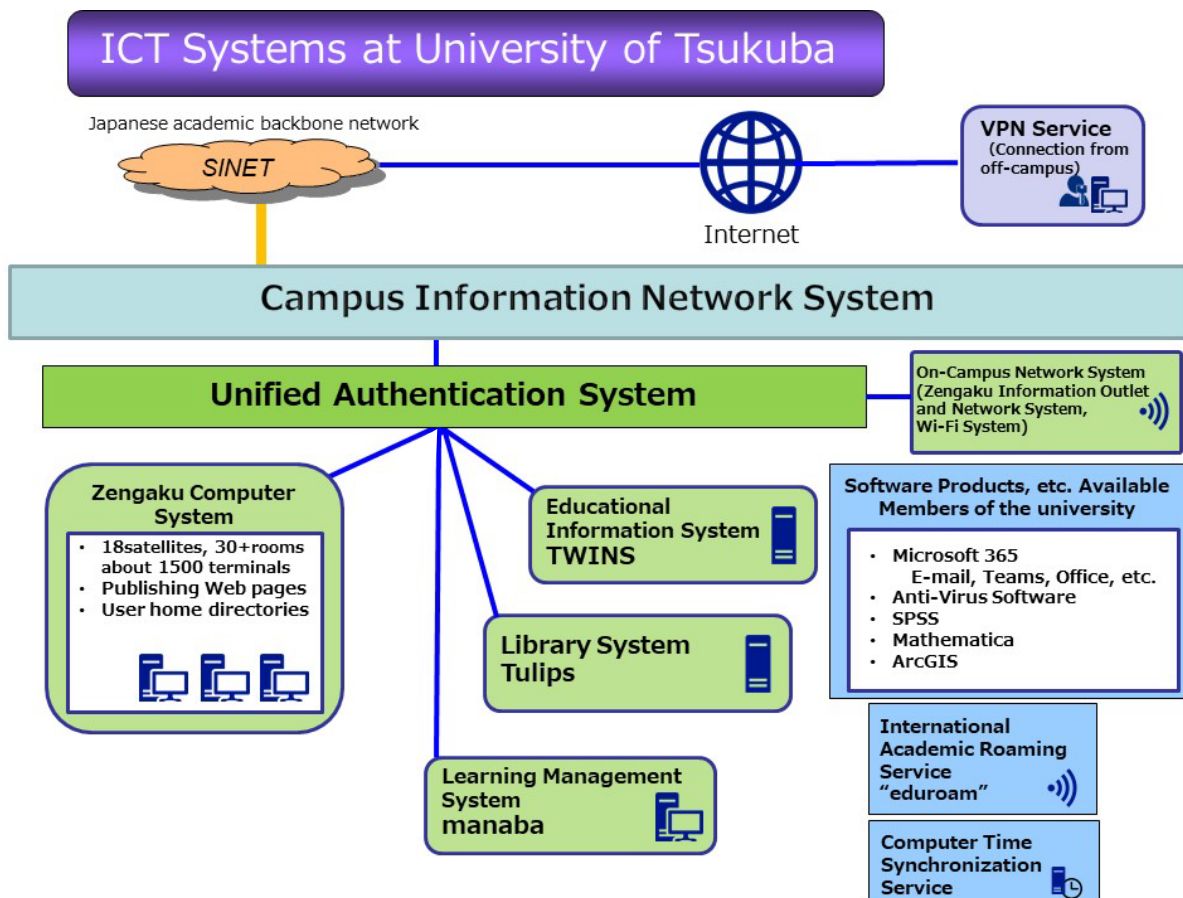
4.1　Unified Authenticaion System　https://www.cc.tsukuba.ac.jp/wp_e/service/unified-authentication-system/

　This system standardizes ID and the password of various computer systems in the University of Tsukuba so that students and staffs can log in by one password. Please be careful not to set the same password to other computer systems. The Unified Authentication System identify users by UTID-13 of 13-digit number. In addition, regarding the UTID-NAME, individual user names are set for some user.

●UTID-13

　　UTID-13 is the 13-digit number printed on the back of Student or Staff ID card.

●UTID-NAME

　　・　for students, it is "s" followed by the last 7 digits of Student ID,
　　・　for staffs, it is a character string like "familyname.firstname.zz".

　As for the login credentials, it depends on the system which is usable either UTID-13 or UTID-NAME to login. You can use both UTID-13 and UTID-NAME on some system.

●Registered users

　　Accounts of the system will be issued to Undergraduate and Graduate students, Credited Auditors, Non-degree Research students, Exchange students, Non-degree Research students affiliated with Int'l Student Center and trainees in the intensive Japanese program, Post-J.D. trainees, Visiting students, and staffs (but there are some exceptions). If you are unsure of UTID-13 and initial password, consult with the office of Academic Computing and Communications Center (ACCC).

●Password

　　UTID-13 and initial password will be issued along with Student or Staff ID card. Keep the (piece of paper of) initial password so as not to lose it. The initial password has an expiration date. **Be sure to change the initial password.** You can change the password on the Unified Authentication System Web Server (https://account.tsukuba.ac.jp/). Note that it might take some time before the change takes effect. You can also review the registered personal information on the Unified Authentication System Web Server. **Carefully manage your ID and password so as not to leak to others.**

　　Users can obtain a new Unified Authentication password in case they forget their password. Bring your Student or Staff ID card and come to one of the offices below:

　　　　・Academic Computing and Communications Center, Office (Phone: 029-853-2452) : weekdays 8:30-12:15,13:15-17:15
　　　　・Kasuga Satellite, Office: weekdays 8:30-12:15,13:15-16:00
　　　　・Central Library, Reference Desk: weekdays 9:00-17:00
　　　　・Art and Physical Education Library, Reference Desk : weekdays 9:00-17:00
　　　　・Medical Library, Main Counter: weekdays 9:00-17:00
　　　　・Library on Library and Information Science, Main Counter: weekdays 9:00-17:00
　　　　・Otsuka Library, Main Counter: Mon. 10:30-18:30, Tue.-Fri. 10:00-21:10, Sat. 11:30-19:50

☆　Inquiries about the Unified Authentication System:　https://www.cc.tsukuba.ac.jp/wp_e/contact/
　　　　　　　　　　　　　　　　　　　(Select "Unified authentication system" for the Category.)

Systems where the Unified Authentication is required

Name of the system	ID
Unified Authentication System	UTID-13
On-Campus Access Points （Zengaku Information Outlet and Network System, On-Campus Wi-Fi System, VPN Connection Service)	UTID-13
Zengaku Computer System	UTID-NAME
Library System (Tulips)	UTID-13 or UTID-NAME
Learning Management System (manaba)	
Educational Information System (TWINS)	UTID-13, UTID-Name, or Student ID
Software Distribution and Management System (Download Station)	UTID-13

Please note that eligibility varies on the system. Thus registration with the Unified Authentication System does not necessarily ensure that the user will be eligible to use any particular system. Check notices and the Web site etc. of each system when using.

4.2 Overview of Zengaku Computer System

Both Windows and Linux are available on more than 1500 PCs at more than 30 locations, including 18 satellite computer rooms on campus. Users can use emails, publish Web pages, and use Office products on the Zengaku Computer System. Users' files are managed centrally and can be accessed from any PC in any satellite computer room. Users can send print requests to printers from everywhere and output it. To print out, you must hold your student or staff ID card over the printer's card reader.

Opening hours depend on satellite computer rooms. Each room is basically available when not being used in class. Some rooms require a Student or Staff ID card to enter.

For more information on how to use the Zengaku Computer System, please refer to the Chapter 8 of this guide or the Zengaku Computer System website (https://www.u.tsukuba.ac.jp/) etc.

☆ Inquiries about the Zengaku Computer System: https://www.u.tsukuba.ac.jp/en-contact/

4.2.1 Satellite Computer Rooms https://www.u.tsukuba.ac.jp/en-satellites/

Area of Location	Satellite	Room	Number of terminals
Central Area	2D Satellite	2D201	20
		2D202	101
		2D203	
		2D204	
	2A Satellite	2A302	28
	Bunshu Satellite	8B201	28
	3K Satellite	3K203	40
	3D Satellite	3D207	46
	Shako Satellite	3C102	50
		3C104	50
		3C114	50
		3C306	43
	Central Library Satellite	2F Communication room	17
		2F Reading room	66 (1)
		3F Reading room	6
		4F Reading room	6
		5F Reading room	6
	1C Satellite	1C206	43
	1D Satellite	1D301	81

Area of Location	Satellite	Room	Number of terminals
South Area	Academic Computing and Communications Center Satellite	A203	53
		A207	10
		B205	66
		B206	54
	Art and Physical Education Library Satellite	Audio-visual room	41 (1)
	CEGLOC Satellite	CA403	42
		CA405	42
		CA501	43
		CA503	43
West Area	Medical Satellite	4A402	26
		4B212	62
	Medical Library Satellite	Outside the Library	42 (1)
		Inside the library	4
Kasuga Area	Kasuga Satellite	7C102 (Lab I)	76
		7C103 (Lab II)	28
		7C202 (Lab III)	71
	Library on Library and Information Science Satellite	1F Reading room	17 (1)
		2F Reading room	5
Tokyo Campus	Tokyo Satellite	4F 454	20
	Otsuka Library Satellite	B1	11 (1)

* Rooms 3C306 at Shako is operated by College of Policy and Planning Sciences, and rooms CA501 and CA503 at CEGLOC are operated by CEGLOC, so they cannot be used by other users.

Numbers in ( ) in the "Number of terminals" indicates the number of terminals for people with visual and hearing disabilities.

Please check the latest information on the Zengaku Computer System website.

Notes on satellite computer rooms:

- **Drinking and eating** in computer rooms **are prohibited**.
- Please do not bring wet umbrella into computer rooms.
- Except for permitted devices such as satellite terminals and projectors, **do not use power taps and outlets** in computer rooms. Do not remove connected plugs etc. without permission.
- Computer rooms may be unavailable during maintenance. Maintenance schedule will be informed on the Zengaku Computer System website.

4.2.2 Accounts of the Zengaku Computer System

Users of the Zengaku Computer System are required to have the UTID-NAME and Unified Authentication Password. Almost all students and faculty members can use the system without applying for it, while for other staffs accounts are issued only if a necessity is confirmed. Users cannot use the system after graduation, completion of studies, or retirement. When you advance to a graduate school from a college, your UTID-NAME will change and you will not be able to log in with the previous account, therefore you will need to backup your data and make email forwarding setup before the graduation (the email forwarding will be performed for up to 180 days after graduation).

Eligibility

Category	Remarks
Undergraduate students Graduate students swCredited Auditors Non-degree Research students Exchange students Non-degree Research students affiliated with Int'l Student Center Trainees in the intensive Japanese program Post-J.D. trainees Visiting students	Eligible from entrance until graduation without applying for it. 8 digits UTID-NAME, consisting of "s" and the last 7 digits of the Student ID Number, and Unified Authentication Password are required.
Short-term students (e.g. short-term study program participants etc.)	A person in charge from the accepting department/school needs to contact Academic Computing & Communications Center.
Faculty members (Full-time) Researchers (Full-time)	Eligible without applying for it. UTID-NAME and Unified Authentication Password are required.
Educational staffs (Non-Full-time) (e.g. Specially Appointed Professors, Cooperative Graduate School Program, Non-Full-time Lecturers, Non-Full-time Researchers, etc.) Professors Emeriti	It is necessary to apply. Please refer to the following. https://www.u.tsukuba.ac.jp/en-account/#form

4.2.3 Email   https://www.u.tsukuba.ac.jp/en-email/

The university sends official and important messages to the email address described below. Please check your email box regularly. You can set up forwarding emails from this email address to another email address.

Email address

Please use the address UTID-NAME@u.tsukuba.ac.jp after 2023 (student's UTID-NAME is "s" + last 7 digits of the Student ID Number).

Email usage and mailbox quota (upper limit)

Users can use email anywhere through Microsoft 365 Web Mail with a web browser. If you want to use email from an email software such as Outlook or Thunderbird or other web mailer (Gmail etc.), please refer to https://www.u.tsukuba.ac.jp/en-email-u-client/.

Notes on using email:
- Since an email is sent through various networks, there is an inherent possibility of it being snooped or being lost in the process. **You should not exchange individual information such as your bank**

account number, credit card number, and password through emails.

· Your email should have a simple title or subject so that its content can be understood at a glance.

· It is not possible to delete an email you sent to the wrong address. Check the destination and make sure to spell the email address correctly before posting.

· Since various types of terminals are connected to the Internet, some symbols such as Roman numbers or non-alphabet characters are not correctly displayed, depending on environment. Thus, do not use such characters when writing an e-mail. For similar reasons, avoid using half-width character.

4.2.4 Publishing Web pages `https://www.u.tsukuba.ac.jp/en-publishing/`

To publish Web pages on the Web server (`www.u.tsukuba.ac.jp`), please apply from the "Publishing Web Content" page (`https://www.u.tsukuba.ac.jp/en-publishing/`) on the Zengaku Computer System website. You need to agree with the guidelines displayed during the application procedure. You can also see the guidelines on the "System Guideline" page (`https://www.u.tsukuba.ac.jp/en-guideline/`).

When you put Web contents in the `wwws` directory under your home directory, the contents will be published. For details on the specific location of `wwws` directory and URL, please refer to the "Publishing Web Content" page (`https://www.u.tsukuba.ac.jp/en-publishing/`). **Once files are placed in the wwws directory, those files will be released to the whole world and can be viewed by anyone** (except for access restricted parts). Please only put files that you certainly want to publish.

For access restriction make a directory named `local_only` somewhere in `wwws`. Content placed in `local_only` directory can be viewed only from terminals of the Zengaku Computer System (including remote desktop). Note that it is difficult to prohibit browsing of the contents placed in the `wwws` directory.

4.2.5 Structure of File System and quota (upper limit)

Mailbox and user home area have different capacity restrictions in the Zengaku Computer System.

User home area `https://www.u.tsukuba.ac.jp/en-disk/`

A user home area is divided into two areas: a user data area where files created by applications are stored, and an area where Web content is stored. The upper limit of the home area which consists of user data and Web content is 10 GB, and can be increased to 15 GB by applying for it. To check your disk usage and how to apply for increasing, please refer to the "Disk Usage/Extension" page (`https://www.u.tsukuba.ac.jp/en-disk/`).

Users can install an online storage client software such as OneDrive (Microsoft)、iCloud (Apple)、Google Drive (Google)、Dropbox (Dropbox), but when synchronizing on the Zengaku Computer System, you should be careful for the capacity difference. When data on online storage are synchronized with your home area of the Zengaku Computer System, the usage may reach the upper limit without noticing it, and causes trouble such as losing your files. We recommend that you do not use it synchronously on the Zengaku Computer System but only upload and download through a browser.

Object	Appearance on Windows	Appearance on Linux	Quota
User data	Z: drive	/home/UTID-NAME/	10 GB (can be increased to 15 GB)
Web content https://www.u.tsukuba.ac.jp/~UTID-NAME/	wwws folder under W: drive	/home/UTID-NAME/wwws → /www/UTID-NAME/wwws	

4.2.6 Printing

Satellite computer rooms have printers which can perform both color printing and monochrome printing. When you print, start the printing job from a PC and operate a printer to output. You need to have your Student or Staff ID card to print. Printers are available for monochrome printing only or color printing only. Be careful not to make a mistake during printing operations.

You can print from any satellite computer room printer regardless of where you requested printing. For example, it is possible to send a print request from a PC in Central Library Satellite and go to another satellite (eg. ACCC Satellite) and print it.

You can also send a PDF file to the Zengaku Computer System from your PC which is connected to the Internet, and print it by operating an authentication PC (on-demand terminal) in a satellite computer room. For details please refer to the "Web print service" page (https://www.u.tsukuba.ac.jp/en-pdfupload/).

Print Quota (upper limit) (one year from April to next March)

The number of prints a student can make per year varies depending on the school/department he or she belongs to. One color print is counted as five monochrome prints. If a monochrome printout is printed on a color-only printer, it will be counted as five printouts. Be careful not to print monochrome prints on a color-only printer by mistake. Remaining pages are displayed when logging in to a satellite terminal, and can also be confirmed from the "Print Management" page.

(https://www.u.tsukuba.ac.jp/en-print-limit/)

If you are out of print sheets, consult with the head of your affiliation. Keep in mind that you can save print sheets by using printout preview, print only the page you need, use layout printing and so on.

Even if you are out of print sheets, you can print with a pay printer located in campus shop at your own expense. Select pay printer in the drop button list at printing operation by a PC in a satellite computer room. To start printing, insert a transportation IC card into the IC card reader beside the pay printer. Please refer to the "LAUNCH OF CHARGED PRINTING SERVICE" page for details.

(https://www.u.tsukuba.ac.jp/en-printing/en-charging_printer/)

How to use a printer

When you send a print job from an application, it will show you the print menu (Figure 1).
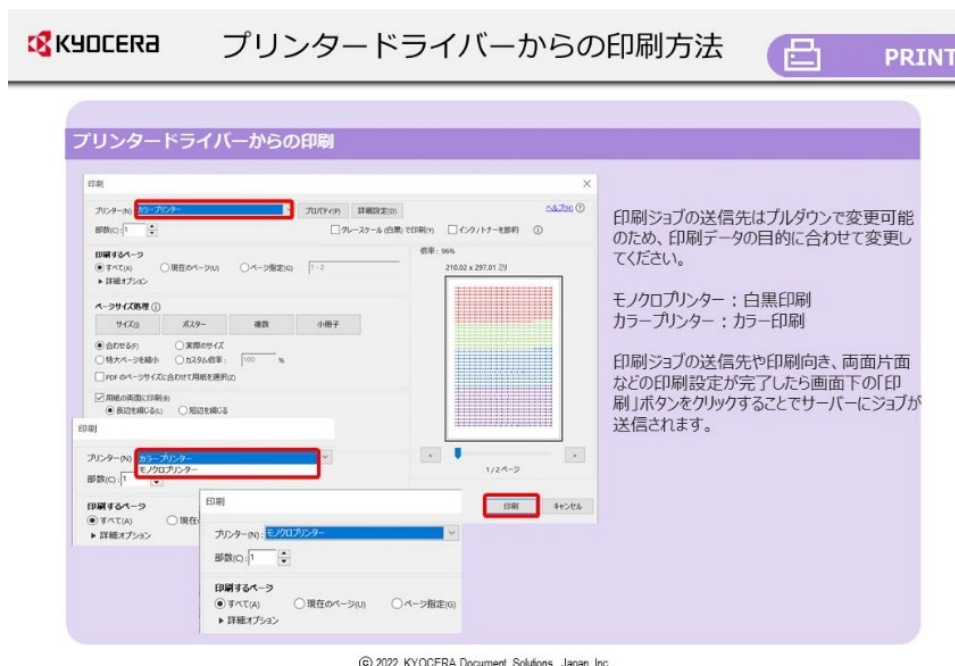
Figure 1　Print Menu

Click the pulldown-menu with printer name displayed, choose the printer and set printing range and number of copies. If necessary, change settings such as one side/ both sides, "2 in 1", etc., by clicking "properties." The print job is sent to the printer by clicking "print (P)." After you click, move to a printer. Figure 2 for color–only printers and Figure 3 for monochrome-only printers. In the case the printer is not available due to some trouble, you can use a different printer by using another authentication PC (on-demand terminal) in another satellite computer room.

Figure 2 Black-and-white only printer
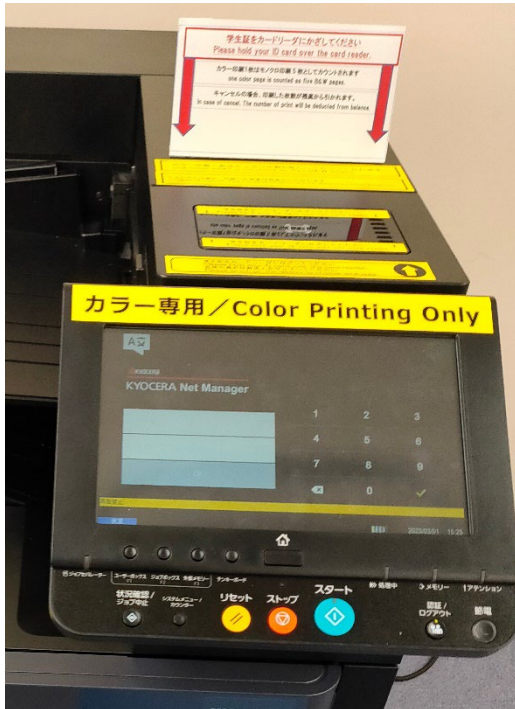
Figure 2 Color only printer

Hold your student or staff ID card over the card reader (Fig. 4) on the touch panel of the printer. You do not need to enter a username or password.
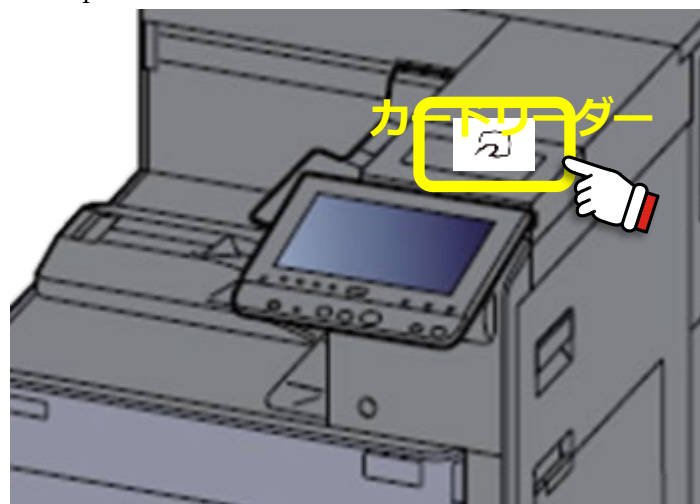
Figure 3 Card reader

After successful authentication, the home screen will be displayed (Fig. 5).
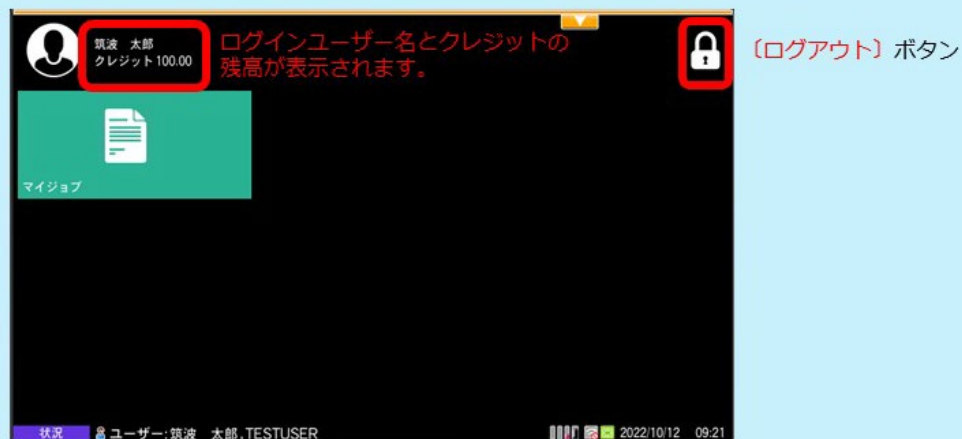
Figure 4 Home screen

From the home screen, touch the [My Jobs] button in order to display the job list (Fig. 6). Select the job you want to print, and push the [Print] button on the upper right.
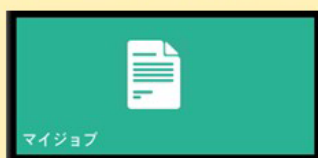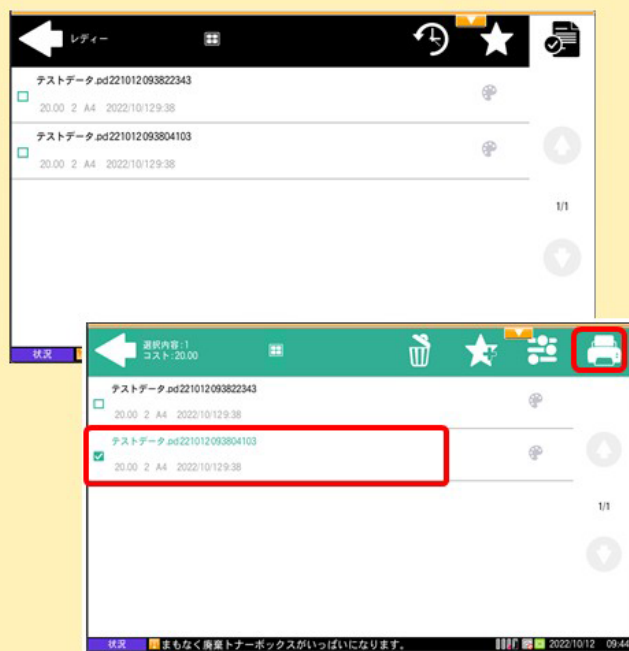
Figure 5 Printing method

From the job list, you can change the print settings or delete print jobs (Fig. 7).
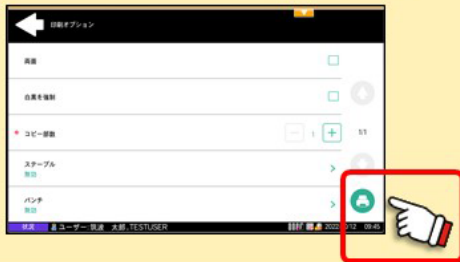
Figure 6 Change and delete settings

After completion of printing, be sure to press the [Log out] button at the bottom of the touch panel in order to log out. Please do not leave the printer until you have finished printing and logged out (Fig. 8).
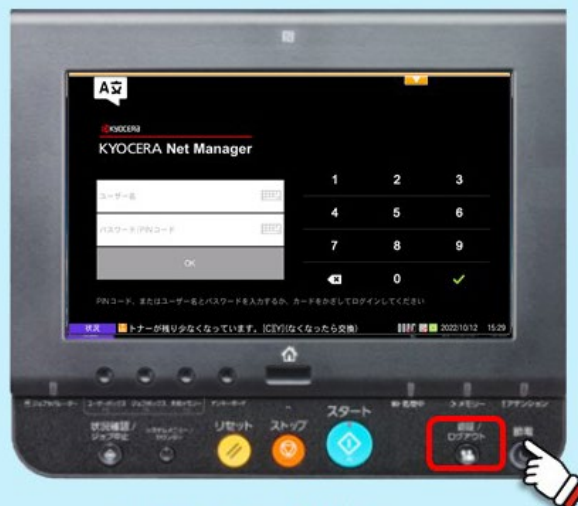
Figure 7 Completion of printing and logging out

4.3　Connecting to the On-Campus Network

You can connect your PC or tablet etc. to the On-Campus Network using information outlets in lecture rooms, or Wi-Fi access points. You must install anti-virus software in your PC etc. To connect, you need to have a UTID-13 and a password. You should observe the precautions when using a network system.

Please refer to the following URL fo.r the latest information and precautions (*) :

https://www.cc.tsukuba.ac.jp/wp_e/service/notice

* You can access the site by following the link "Notes on using the Access Point Connections" on the web page that automatically appears after you connect to the Wi-Fi "utwlan-pub" on campus.

☆　Inquiries about Access Points:　https://www.cc.tsukuba.ac.jp/wp_e/contact/
(Select "Network systems (including Access Points)" for the Category.)

4.3.1 On-Campus Wi-Fi System　https://www.cc.tsukuba.ac.jp/wp_e/service/wireless/

Users who have personal computers can get connected with the On-campus Wi-Fi System at almost all lecture rooms and cafeterias. If the driver software of the network device is old, you may not be able to connect the access point.

For information on the settings and procedures for connection, please refer to the web page (*) at the URL above described.

* It will be displayed automatically when you connect to the Wi-Fi "utwlan-pub" on campus, even if you cannot connect to the internet.

In addition to the above, you can also connect to **utwlan-x** (via 802.1X authentication, this is on a test operation). Please refer to https://www.cc.tsukuba.ac.jp/wp_e/service/wireless-x/ for details.

Room 207 at the Academic Computing and Communications Center (ACCC) building is open for users of On-Campus Wi-Fi System, also accepting questions about how to get connected on the system.

4.3.2 Zengaku Information Outlet and Network System　https://www.cc.tsukuba.ac.jp/wp_e/service/wired/

Information outlets in the lecture rooms are operated as the Zengaku Information Outlet and Network System. Your PC needs to be equipped with 10Base-T/100Base-TX/1000Base-T wired LAN interface. Please refer to the URL above for the locations of information outlets and more information.　Note: Connecting routers such as so-called broadband routers (including FON) to the information outlet is prohibited.

Presetting
・　Set to obtain an IP address automatically.

How to get connected
1. Connect one end of the LAN cable to your PC's LAN interface and the other end to the information outlet.
2. Start a web browser and access to https://www.cc.tsukuba.ac.jp/wp/service/wired/.
3. Read the displayed notes carefully and connect to the network according to the displayed instructions.

4.3.3 Other Networks

There are numerous Wi-Fi access points on campus. For information on how to use Wi-Fi access points other than utwlan-pub, utwlan-w, and utwlan-x, please ask the respective administrators.

For information on how to use information outlets installed at laboratories etc, please ask the staffs of each laboratory, or Sub-network Administration Committee (SAC).

4.4　VPN Connection Service　https://www.cc.tsukuba.ac.jp/wp_e/service/vpn

When the user attempts to connect a personal computer to a "university-only" (or accessible only from on-campus network) websites from an off-campus location via an internet provider, generally the web pages cannot be viewed. There are other services operated by a server at the university that cannot be used from an off-campus location. By using the VPN connection service, you can use same services as in the university by making a connection from an off-campus location look like a connection within the university network virtually. It is recommended to ask the administrator of a target service about whether or not the target service is accessible via this VPN connection service.

Since the usage of the VPN connection service depends on the equipment and the operating system, please refer to the "Manual" on the following Web page:
<div align="center">https://www.cc.tsukuba.ac.jp/wp_e/service/vpn</div>

4.5　Other Network Services
International Academic Roaming Service "eduroam"　https://www.cc.tsukuba.ac.jp/wp_e/service/eduroam/

Eduroam is a world-wide roaming service which provides wireless LAN network access for the international research and education community. The University of Tsukuba has joined eduroam since August 2014., so members of the university can use local wireless networks with their own devices when visiting other participating institutions.

To be eligible to use eduroam, you need to obtain "eduroam ID" and "eduroam password" before visiting a participating institution.

For more information, please refer to the web page at the URL above described.

NTP Server and DNS Server

Academic Computing and Communications Center (ACCC) operates an NTP server to provide accurate timing reference, and offers a DNS cache service for network devices connected at the University of Tsukuba to enable name retrieval on the internet.

The NTP server for users to synchronize clocks is as follows:
<div align="center">Host name: timeserver.cc.tsukuba.ac.jp</div>
The IP addresses for the DNS cache service are as follows:
<div align="center">IP address: 130.158.68.25,　130.158.68.26</div>
Please note that if the user's setting is "Automatically acquire DNS server address" in the Access Point Connections of 4.2.1 or 4.2.2, the above is set automatically as the DNS server.

4.6　Available Software on Individual PC　https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/

Members of the University of Tsukuba can use Trend Micro anti-virus software and software such as Microsoft products at no additional cost on individual PCs (but there are some restrictions depending on each). The following are representative examples:
- Trend Micro anti-virus software (PC / smartphone)
- Microsoft products
- SPSS
- Mathematica
- ArcGIS

Please check the terms of use from the Web page below:
<div align="center">https://www.cc.tsukuba.ac.jp/wp_e/service/software-license/</div>

5 TWINS Operation Guide for Students

  TWINS is a nickname of the University of Tsukuba's educational information system, and its official name is called "Tsukuba Web-based Information Network System." This system is used for course registration and grade confirmation.

  TWINS also has a web bulletin board feature. Once a notice has been posted, the University of Tsukuba considers that students received the information. For this reason, students do not have the right to object later with the reason that they did not see the notice. Therefore, please do not forget to check the Web Bulletin Board at least twice a day. (in the morning and evening etc.)

5.1 Login / Logout

■ Please scan the QR code on the left or access the following URL in your web browser.

https://twins.tsukuba.ac.jp/

■ You can also access from the University of Tsukuba website.
Top page > CAMPUS LIFE > Campus Web Tools > TWINS

https://www.tsukuba.ac.jp/campuslife/

■ Login Screen
Click the "English" button to switch languages.

Enter your ID number for the username, and for the password enter your password for the Unified Authentication System password, then click on the "Login" button.

When you do not know your password, visit an Academic Computing and Communications Center or the Library, and ask them to reissue it. (Please bring your student ID card.)

■ Logout

When exiting, be sure to click the "Logout" button to log out.

■ Timeout

TWINS will time out after 30 minutes of inactivity after login. When you wish to extend the timeout period while you are working, click on the clock symbol to extend the timeout period.

Also, on the TWINS, you can check any information, such as
① Information for Current Students
② Information regarding the class cancellation(8 days including on the day)
③ Maintenance schedule of TWINS, etc.
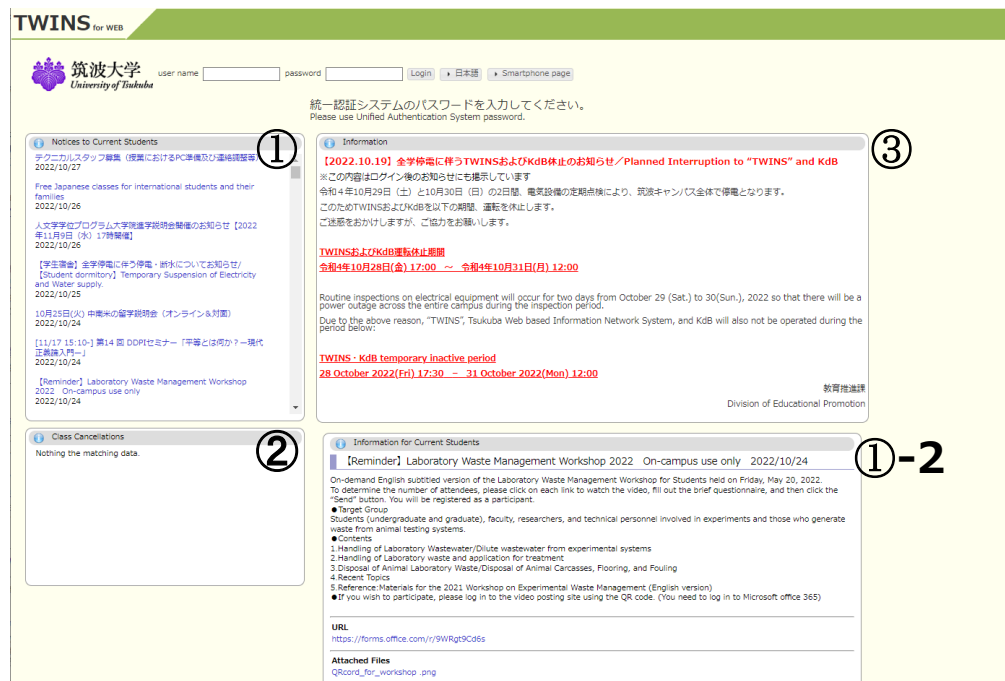
■ How to access to the user's manual for TWINS

Please check the TWINS User's Guide on the university home page.

Top page > CAMPUS LIFE > Campus Web Tools > TWINS User's Guide for students

The user's manual for TWINS is also available from the "Manual for Students" button on the menu bar after logging in to TWINS.
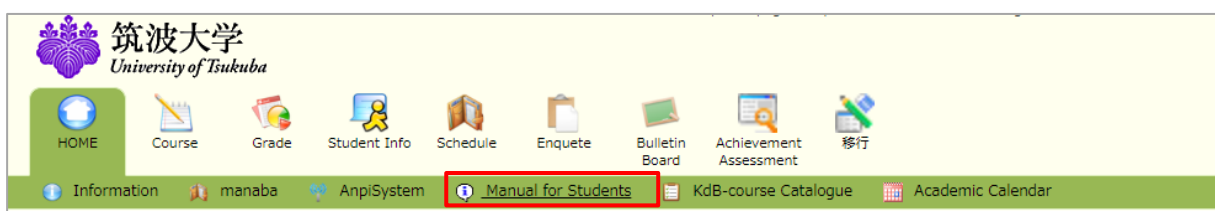
5.2 Confirmation of Contact Details

- A pop up screen to confirm your contact details will appear around May and October. When this screen displayed, please confirm your Contact Details. Unless you click on the "Confirm" button, this screen will continue to appear every time you login. In addition, you cannot use the automatic certificate-issuing machine while this screen is displayed. You will be able to update your contact details any time on the personal contact information screen. The university will contact you using the information. Therefore, please keep your personal information current at all times.

- For changes in emergency contacts or permanent address in your home country, please go to the Student Support counter in the Academic Service Office. As for Undergraduate Students, the grade notification will be sent out after the C module`s semester ends to your home country`s address (ONLY in Japan). Therefore, when you change your address, please inform it to the office immediately. When you wish to send your grade notification to another address for any special reasons and so on, please contact the related Academic affairs counter in the Academic Service office.

5.3 How to View Your Own Student Information

To view your various records on TWINS, follow the procedures as shown on the screen below. Select the menu "Student Info" → "Student Information".

Records such as your transfer information (e.g. leave of absence), or scholarship / tuition waiver will also be displayed there.

When you switch between tabs you can browse different information.

5.4 "Course Registration" and "Cancellation"

- Select "Menu" → "Course" →"Course registration・Registration status" to go to the Course registration page. (Note: Please keep in mind that you have to meet the deadlines for the registration.)

  Functions of self-evaluation for graduation / qualifications are not available in the current programs.

These tabs show modules.

- When course registration screen appears, enter the course code, and click on the "Register" button. When you do not know the course code, click on the "Course Search" link.

- "Course Search" is as follows: You can search for classes by entering the first 2~4 alphanumeric characters of a course code, or by entering the middle 2~4 consecutive alphanumeric characters of a course title or Instructor's name. When you click on the "Search" button, the search results will be displayed near the bottom, click on the course title you want to register.

- Cancel registered courses: When the registration is completed, the course title, the course code, and the main instructor's name will be displayed on the time schedule. To cancel the registration, click on the course code you want to cancel. The confirmation screen will appear. Click on "Delete" button to complete the cancellation. (Note: Please conduct the course cancellation within the given period of each course registration.)
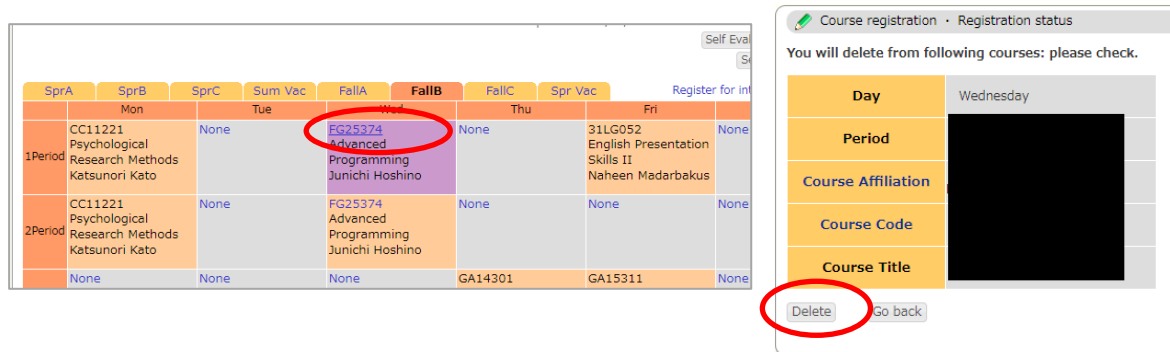
- Intensive course registration: To register a course which has been set outside of the regular course application period, such as intensive course, select the Start Course module tab and click the "Register for intensive courses" link. To register for intensive courses, held in the summer / spring recess, select the appropriate tabs. The registered intensive courses will display beneath the time schedule.

*For information on how to apply for or cancel courses outside of the application period, or how to apply for course continuation or special course registration, please refer to the TWINS User's Guide posted on the university website.

For pre-registration, please refer to the "Registration/Pre-Registration" guide for information in the separate printout.

5.5 Confirm Grades

You can check the academic results by clicking "Grade" → "grade inquiry". For students who entered after 2013, GPA will also be displayed.

5.6 Inquiry/ Survey

You can use the TWINS survey function to answer questions and to evaluate the class content. When it is time to answer, the course will appear in the list as shown in the following screen, please answer each question. The questions differ depending on the course, but in general, it is a mixed form of the selection formula and the description formula as shown on the right.

5.7 Schedule and Cancellation

■ When you click on "Schedule Management" (A button), registered class schedule (including cancelled classes) can be viewed. Also by clicking "+" button on the calendar, personal schedule can be registered or deleted.

■ When you click on "Reference of Class Cancellation and Make-up Class" (B button), class schedule including cancelled classes are shown and detailed information can be confirmed by selecting an item.

5.8 Bulletin Board

University of Tsukuba considers that all notice posted on Bulletin Board are received by students. For this reason, students do not have a right to object later with the reason that they did not see the notice. Therefore please do not forget to check Bulletin Board at least twice a day (in the morning and the evening etc.) during semesters.

- When you click on "Newly Arrived" (C button) to display up to 5 new announcements for each genre. The period for displayed as the latest news is 7 days including the posting date. Also, when you want to see past information, please click "Reads more" to the right of each genre. You can also search for postings quickly.
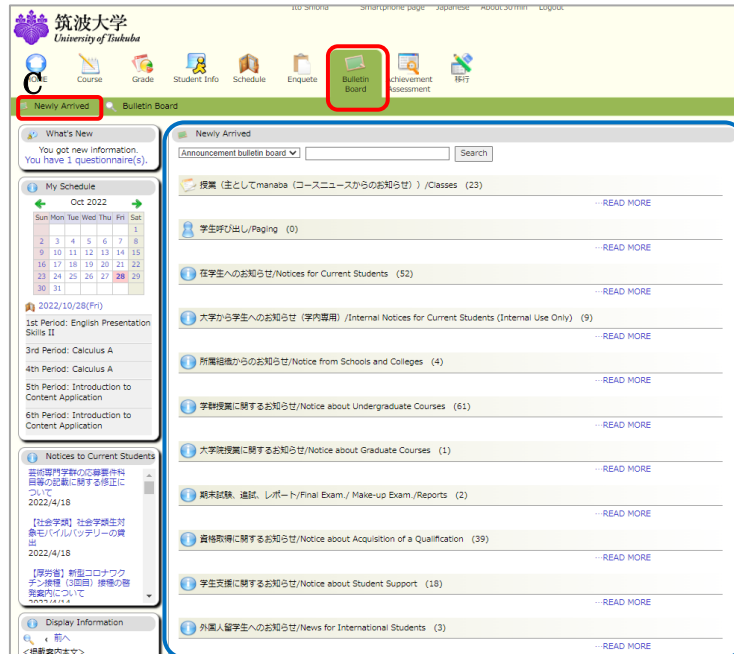
- When you click on "Bulletin Board" (D button),
① "Search notice" is displayed and search by setting a condition is possible.
② "List of genres" field is displayed and by clicking a genre name, notice registered in the genre are shown on a list.
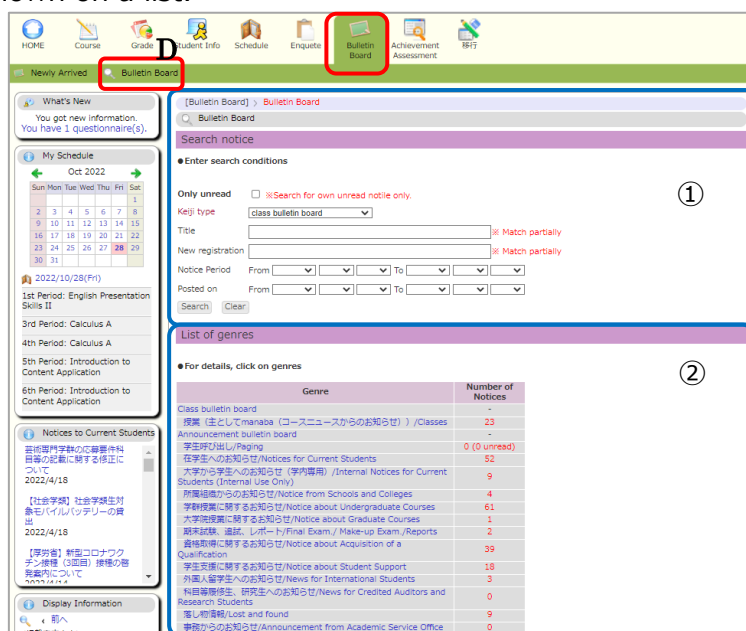
6 About the viewing of the syllabus by using the Curriculum Scheduling Support System (KdB)

Please scan the QR code on the right or access the following URL in your web browser.
https://kdb.tsukuba.ac.jp

6.1 Search for the course
By using the KdB (the Curriculum Scheduling Support System), you can search for the course offered by the University of Tsukuba in a variety of conditions.

Refine in Term/Module, Day, Period
Refine in the classroom
Refine in Course Catalogue
Input the keyword

Academic year*	2022
Term :	Select Term/Module ∨ Weekday: Select Day ∨ Period: Select Period ∨
Classroom :	<Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨
Course catalogue :	<Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨
Search words :	

☐ OR ☐ AND

☐ Include overview, remarks and syllabi ☐ Conducted in English ☐ Courses open to auditor ☐ Courses open to Exchange student ☐ Except for not hold courses   **Click [Search] button to search for the course**

[Search]   [Scrub]

Supplementation of Term/Module, Day, Period
In regard to the basic information, please refer to [1 General Guidelines] in [Course Catalogue].
   https://www.tsukuba.ac.jp/education/ug-courses-openclass/1.pdf
About the special notation for day and period.
· intensive : This is a type of course that does not depend on a specific time period, but is conducted with irregular dates.
· by appointment : This is a type of course that the instructor in charge and the student perform irregularly while adjusting the schedule.
· by request : This is a type of course that students can receive guidance (at any time) according to their needs when they perform long-term experiments and others.
· NT : NT is an abbreviation of "Non-timetabled attendance is possible." The day/period of the class has not been set; however, please refer to the recommended day/period for attendance mentioned in the syllabus and take the class as planned while focusing on the report submission deadlines.

Search for the course by using the "Course Catalogue"
You can search for the course offered by subject area of the undergraduate studies or graduate studies.
   (The case of refined in the Course Catalogue)
   If you would like to refine the subject within [Foundation/Major Subjects] in [School of Humanities and Culture College of Humanities], Select "Course Catalogue" as shown below.

Academic year*	2022
Term :	Select Term/Module ∨ Weekday: Select Day ∨ Period: Select Period ∨
Classroom :	その他 ∨ > <Undecided> ∨ > <Undecided> ∨
Course catalogue	Course Catalog for Undergraduate Students ∨ > Foundation/Major Subjects ∨ > School of Humanities and Culture ∨ > <Undecided> ∨ > <Undecided> ∨

The example of Search Result [Search for the course by using the keyword "Robot"]

Academic year*	2022
Term :	Select Term/Module ∨ Weekday: Select Day ∨ Period: Select Period ∨
Classroom :	<Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨
Course catalogue :	<Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨ > <Undecided> ∨
Search words :	robot

☐ OR ☐ AND
☑ Include overview, remarks and syllabi ☐ Conducted in English ☐ Courses open to auditor ☐ Courses open to Exchange student ☑ Except for not hold courses

Check the box if you would like to include the description of Remarks, course overview, syllabus in your search.

[Search]   [Scrub]

Shows search results from **1** to **34** (total of **34** results)   Search results page :   << previous page 1   next page >>

Course Number	Course Name	Instructional Type	Credits	standard registration year	Term	Meeting Days,Period etc.	Classroom	Instructor	Remarks	Auditor	Exchange student	Links
01CK203	Cybernics	1	2.0	1, 2	SprAB	Mon3,4	3L207	Sankai Yoshiyuki,Ka wamoto Hiroaki,Suzu	Students who have a credit for 02RB202 cannot register this course. Open in even number years. Identical to 02RB202 and			Syllabus / course overview

The courses that start with number "0" are for graduate students, and the courses that start with other numbers and alphabets are for undergraduate

6.2 Browsing the Syllabus of the Search results

You can browse the syllabus of the course displayed as search results.

Click on the link of [Syllabus], you can browse the syllabus for that course.

EG02011 Physics

1.0 Credits, 1 Year, FallAB Thu4
Marcos Antonio das Neves, Mito Kok...

Course Overview

Introduction to physics for life and e...
thermodyanamics, and waves will be...

Remarks

Lectures are conducted in English.
Online(Asynchronous)

Course Type

lectures

Relation to Degree Program Competences

To help students become critical thinkers by understanding scientific concepts that will
form a basis for making important decisions about issues concerning life and the
environment.

Course Objectives(Learning Outcomes)

1) To help students to learn and enjoy physics;
2) Develop problem-solving skills that lead to success in future courses;
3) Promote learning and success in chosen careers.

Course Keywords

mechanics, thermodynamics, sound, optics, electricity, and, magnetism, Quantum, physics

[Information included in the syllabus]
 ・Learning objectives and attainable goals of each course
 ・Lesson plan for each session
 ・Assessment of Academic Achievement
 ・References, Study methods not discussed in the class
 ・Working hours of offices, Contacts
 ・Message for students
                                    …etc.

Click on [Download Syllabus], you can download the syllabus of all courses that you selected in the search results together in PDF file.

6.3 About [The official version] and [The latest version] of syllabus

In regard to the courses that published the syllabus in the booklet of the beginning of the year, their contents may change due to circumstances during the year. In such case, you can refer to both the same version as the Syllabus official version published in the booklet and [the latest version] that reflects the changes in the content in KdB.

When you click on the link on [syllabus] after search the course in KdB, the latest version of the syllabus is displayed first. Then, click on the link [Display the official version] at the top left of the screen, you can see the official version of the syllabus. Also, if you click on the link [Display the latest version] at the top left of the screen of the official version of the syllabus, return to the syllabus latest version.
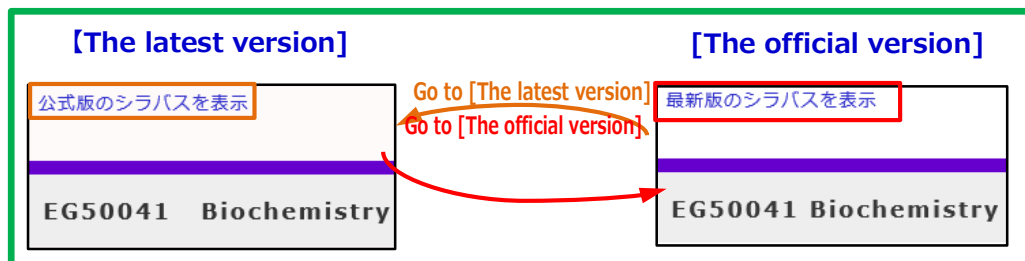
For more detailed information about the way of using KdB, please refer to the manual available on the university website.

https://www.tsukuba.ac.jp/campuslife/tool-manual-kdb/

7 Learning Management System (manaba)

7.1 Login, Logout

7.1.1 Login

Enter your unified authentication ID and password to log in as follows.

1. visit manaba's login page by clicking on the banner on the top page of the support site or entering the following URL directly into the browser.
   https://manaba.tsukuba.ac.jp

2. On the login screen of the unified authentication system, enter the UTID-13 or UTID-NAME and password.

3. If you log in successful, "My Page" of manaba is displayed.
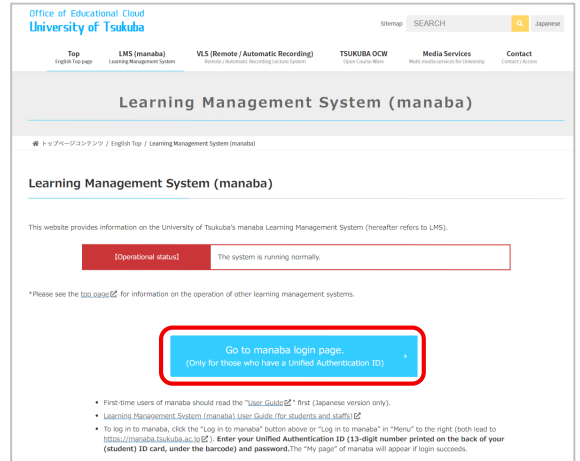
Support Site for manaba

7.1.2 Logout

The system does not provide the function to log out. Close all the windows and tabs of the browser completely and exit the application.

⚠ If you do not log out properly on a shared PC, your account may be used by other users without authentication.

7.2 User Support

7.2.1 Manual

- You can find a manual on the following webpage.

  https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba

7.2.2 Support Website

- If you still have questions after reading the manual, you are welcome to contact us via the following webpage. Feel free to consult with us.

  https://www.ecloud.tsukuba.ac.jp/manaba/accessmanaba

7.3 Initial Settings

When using manaba for the first time, be sure to make the following settings.

7.3.1 Reminder Settings

"Reminder" is a function to send update information to the mail address registered by the user when new notifications or writes are made in manaba.

Reminders

1. Click **Settings** in the upper right corner and select **Change reminder settings**.

2. Select **Receive** or **Do not receive**.

3. Enter in the Email address 1 your PC Email address that you want reminders to be sent to.

4. Enter in the Email address 2 your cellphone Email address that you want reminders to be sent to.

5. If you select "Receive all new messages at a time" in "Receiving method", you can receive reminder emails all at once.

Individual Settings

1. Select **Receive** or **Do not receive** a message whenever course news is posted.

2. Select **Receive** or **Do not receive** a message when a new assignment is published. A reminder for a new project will be sent only to members who are assigned to teams.

3. You may choose from one of three options when a new comment is posted on a thread:

   • Receive a message when a comment is made.
   • Receive all new comments at a certain time of a day.
     (→ Select a preferred time from the dropdown menu.)
   • Do not receive a message.

   ⚠ Your own comments will not be sent as reminders.

4. Select **Receive** or **Do not receive** a message when a project is published. This reminder is only sent to the course members who belong to the team.

5. Select **Receive** or **Do not receive** a message when a new comment is made in a thread of your project.

6. Click **Save and send test email** and confirm reminders are sent to the email address you registered.

   ⚠ You will not receive messages if you choose Do not receive in the Reminders menu, even if you choose Receive in Individual Settings.

7.3.2 Profile Settings

1. Click **Settings** on the upper right corner and select **Change Profile**.

2. Upload an image of your choice.
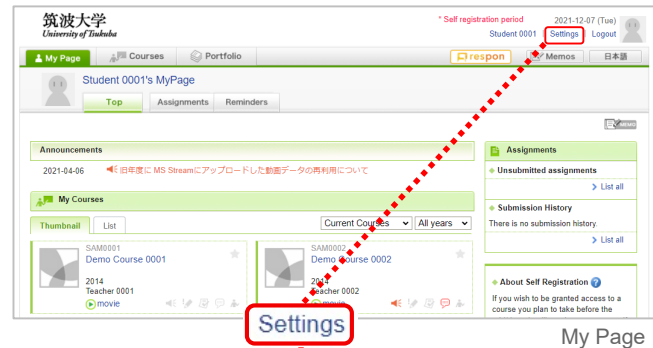
My Page
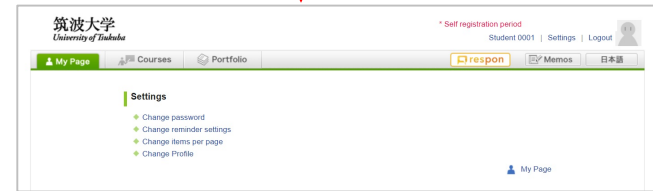
Setting Page

Change reminder settings

Change Profile

Change Profile

7.4 Course Page

7.4.1 My Page

When you log in to manaba, "My Page" as shown on the right appears.
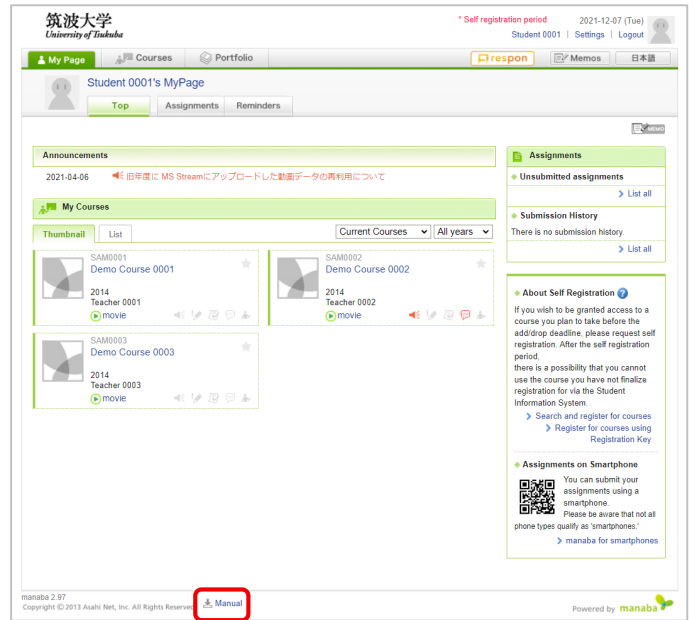
Course Page

In manaba, a space called "course page" is prepared for each course. Through the course page, you can download course materials, submit reports, and so on. On "My Page", the course page list of the courses you are currently taking is displayed.

Online Manual

Online manual is available from the "Manual" link at the bottom of My Page (surrounded by the red square in the upper right figure).

Explanations of the functions provided only at the University of Tsukuba will be published on the following page as a "supplementary manual."

https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba

My Page

7.4.2 Access to Course Pages

In order to view a list of courses you have been registered for, click **Courses** at the top of the screen. Click the course title so that the main page of the course will be displayed.
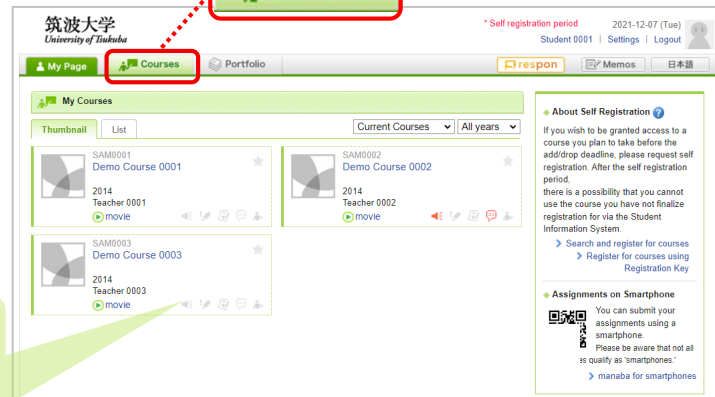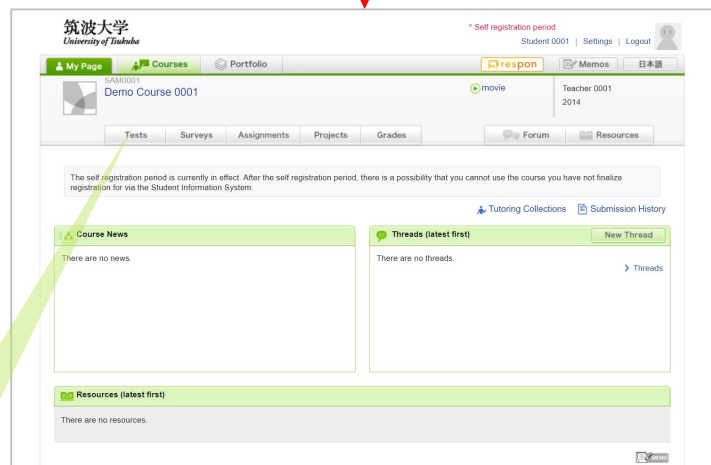
> Five icons in each course indicate the latest status of the course (icons will turn red if there is a new action).

My Page

Select a course

📢 There is unread course news.

✏️ There are unsubmitted assignments or tests.

📋 Grades have been distributed.

💬 There are unread comments.

🧍 Tutoring collections have been updated.

> Number of unsubmitted tests or assignments will be displayed.

Tests ③ Surveys ② Assignments ②
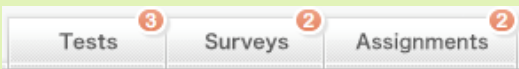
Course page

⚠️ Click on the course name to go back to the course top page.

7.5 Course Registration

7.5.1 Course Registration on manaba

In order to access the course pages of the courses that you take, you need to be registered in manaba. Usually, registration and cancellation will be automatically done in manaba by just doing the following operations.

- When you register a course in TWINS, the course page that you registered is displayed on My Page the next day, and you will be able to access it.

- If you cancel your course registration in TWINS, the registration in manaba will be also canceled the next day, and you will not be able to access the course page.

⚠️ If the course page is not displayed on My Page even if you register for the course in TWINS, please contact the Office of Educational Cloud.

7.5.2 Self Registration

Normally, students do not have to register on their own course page in manaba by themselves. However, depending on the instruction of the teacher in charge, you may register by yourself. This is called "self-registration". There are two ways to self-register as follows.

Registration by searching for courses

1. Click **Search and register for courses** from My Page.
2. Search the course and select the course you want to register. (Here, if registration key is necessary, it will shift to registration key input screen.)
3. Check the course and click **Register**.
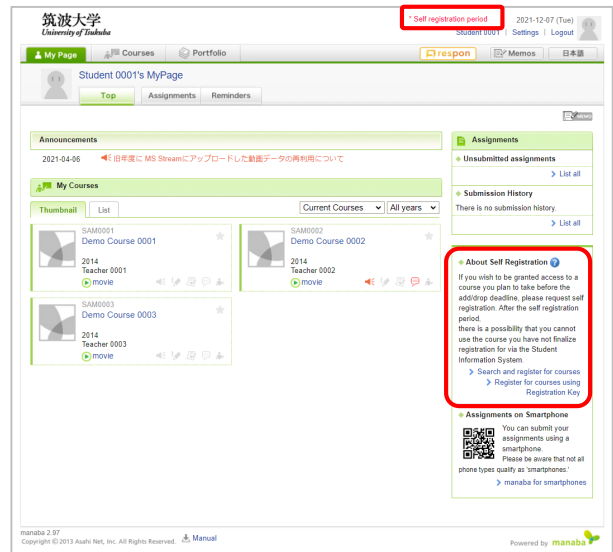
Registration Using "Registration Key"

1. Click **Register for courses using Registration Key** from My Page.
2. Enter the registration key.
3. Check the course and click **Register**.

If you accidentally register for the course registration, you can cancel the course registration at the course top by clicking **Drop this course**.
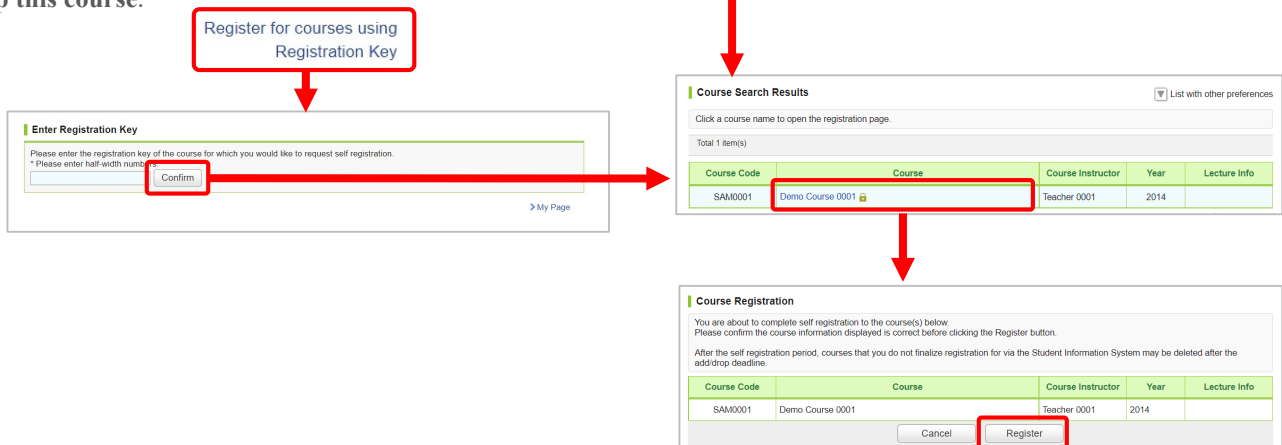
7.6 Various Functions (Tests, Assignments, Grades, Resources, Attendance)

7.6.1 Tests

In manaba, you can answer online tests and drills from the teacher of the course. Answer can be done by the following steps.

1. In **Tests** page, select a test you would like to take.

2. Confirm that the test is open for submission. Click **Start** to enter the test room.

3. Enter your answers to the questions.

4. Click **Next** to display the next page. It is also possible to display the preferred page by clicking the navigation buttons above the question.

5. In the final page, you will be able to click **Confirm**.

6. Click **Confirm** to display the submission confirmation page. Once the confirm button is clicked, you will always be able to click **Confirm** in any previous pages.

⚠ If there are required, yet unanswered questions, the question page will be displayed instead.

7. Click **Submit** to finish taking the test. If you need to check or fix your answers, click **Back**.

7.6.2 Assignments

In manaba, you can submit the report assignment from the teacher via the course page. There are two types of submission methods, "Browser-Based" and "File-Based".

Browser-Based Assignments

1. In **Assignments** page, select an assignment you would like to answer.

2. View the details of the assignment and enter your answers.

3. Check your answers and click **Preview (Next)** after you have answered all the questions.

⚠ The assignment has not been submitted to the instructor yet.

4. Check your answers. If there are no revisions to make, click **Submit** to submit your answers. If you need to revise your answers, click **Back**.

File-Based Assignments

1. In **Assignments** page, select an assignment you would like to answer.

2. View the details of the assignment and put together your response.

3. Click **Add a file** to locate the file and upload the file into manaba.

⚠ The assignment has not been submitted to the instructor yet.

4. To add more files, repeat 3.

5. If there are no mistakes, click **Submit** to submit your files.

Tests page

Answer questions

Browser-Based Assignments

File-Based Assignments

7.6.3 Grades

On the "Grades" page, you can check the score results of each assignment (tests, assignments, etc). You can browse grades only for the tasks that teachers have allowed.

List of Grades

7.6.4 Resources

You can access the information such as course materials and syllabus uploaded by the teacher in the "Resource" page by the following steps.

1. Click **Resources** and a list of resources will be displayed.
2. Click the title of a resource so that its content will be displayed.
3. Titles of pages in the resource you selected are shown on the right. Click the title of a page and check the other pages in the resource.


List of Resources

7.6.5 Attendance (respon)

You can reply to your attendance by submitting an attendance card from the smartphone application (Android / iPhone) of respon or PC.

If you use the smartphone app, please make the initial settings in advance according to the *Learning Management System (manaba) Manual for Students*.

Submission of an attendance card

1. For smartphones, launch the app. For PC, log in to manaba and click the icon ⎇ respon at the top right of the screen.
2. Please enter the call number specified in the class.
3. Tap / click the [GO] button.
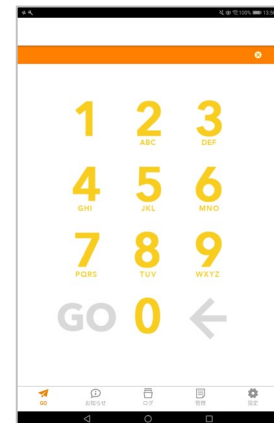
Call number input screen
(for smartphone app)

For Clicker or Survey

After entering the call number, the screen automatically transitions to the "Clicker" or "Survey" screen. Please respond according to the teacher's instructions.

LIVE/REPLAY Player (only for smartphone app)

Survey results can be viewed in real time or later. (Available only when the instructor has set the distribution settings.)

Clicker screen
(for smartphone app)

Survey screen
(for smartphone app)

8 Zengaku Computer System

8.1 Powering Up a Personal Computer (PC)

Press the power button to turn on the computer. After waiting for about 10 seconds, Figure 8.1 will show up.
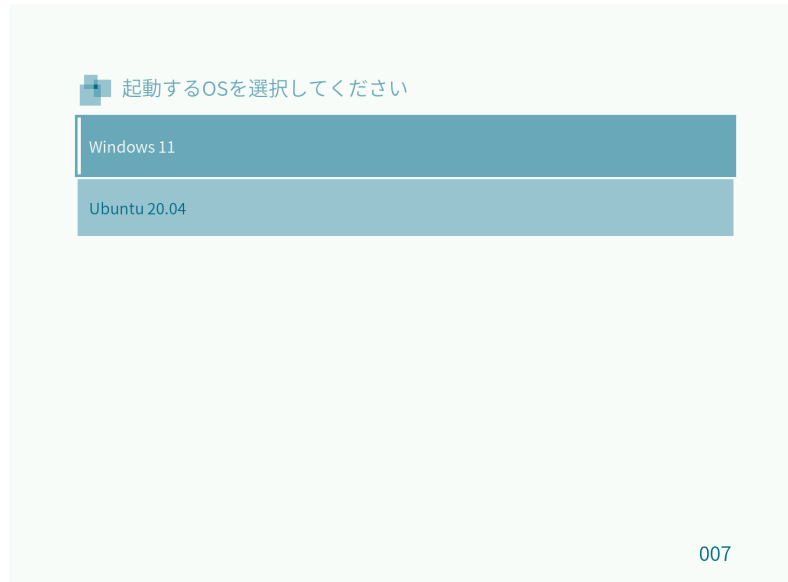

Figure 8.1 Operating System Selection Screen

Zengaku Computer System supports Windows 11 and Linux OS. To run Windows 11, select "windows" by using the cursor keys on the keyboard and press the [Enter] key; to run Linux, select "ubuntu" and press the [Enter] key.

8.2 Starting Up and Closing Windows 11

● Starting Up and Sign-in to Windows 11

After selecting Windows 11 in Figure 8.1, click anywhere with the mouse or press any key on the keyboard, the screen below appears.
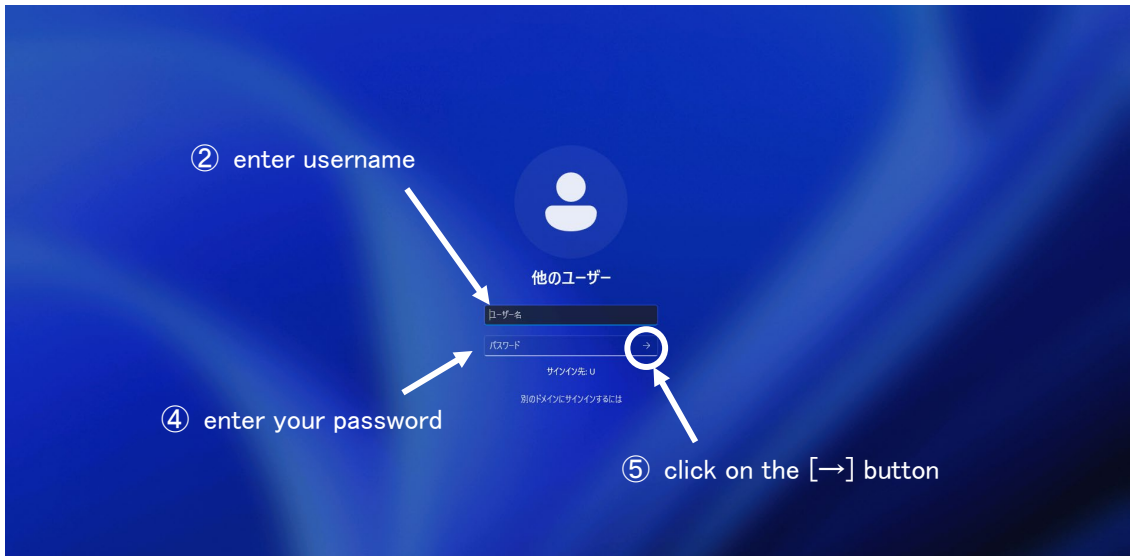
Figure 8.2 Sign-in Screen

To sign-in follow the directions below:

① Make sure that there is a vertical line in the [ユーザー名] box. If not, bring the mouse pointer and click on the box.

② Enter your Zengaku Computer System ID: **"s" + the last seven digits of your ID number** (Example: If your student ID is 201916789, it would be s1916789)

③ Bring the mouse pointer and click on the [パスワード] box.

④ Enter your Zengaku Computer System password using the keyboard. When entering your password, each character is masked by "●" to keep your password protected. This is to prevent others from seeing your password.

⑤ Bring the mouse pointer and click on the [→] button next to the [パスワード] box.

⑥ You can sign-in Windows 11 on the computer after this authentication process. If you can not sign in the PC, you need to start over from ①.

※ If the "Caps Lock" is on, the letters will be typed in capital letters. To remove "Caps lock," press the [Shift] key and [Caps Lock] key together.

● **Closing Windows 11 (Shutting Down)**

When closing Windows 11, wait for 10 seconds after pressing the power button and quickly release or follow the directions below. Do not touch the power button for more than 4 seconds because this could corrupt the data saved on the PC.

① Click the start button 🪟 and open the start menu.

② Click the power button ⌁シャットダウン on the lower left to open the shutdown menu.

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③　Click the [シャットダウン].

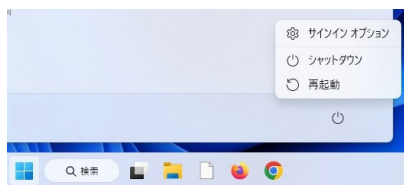④　After few seconds, it will shut down automatically.

Figure 8.3 Shutdown Menu

8.3 Starting Up and Closing Linux OS
● **Starting Up and Logging into Linux OS**

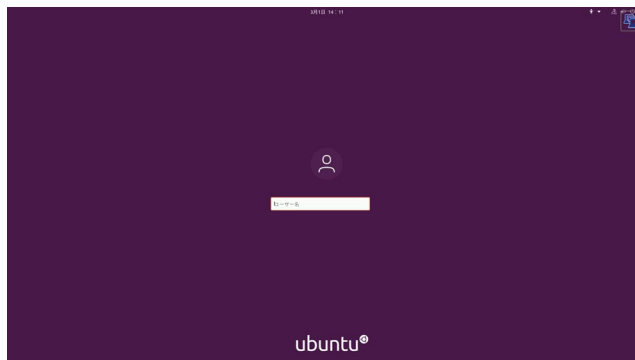After selecting Linux at Figure 8.1, Figure 8.4 would appear on the screen.

Figure 8.4 Linux OS Log-in Screen

Enter your Zengaku Computer System ID in the [ユーザー名] box, and then press the [Enter] key. It would turn to a new screen asking for your password. After entering your password there, you can log in to Linux OS.

When you log in to Linux for the first time, the online account setting window will appear. However, you do not need to set up these accounts. Instead, click [スキップ] to ignore.
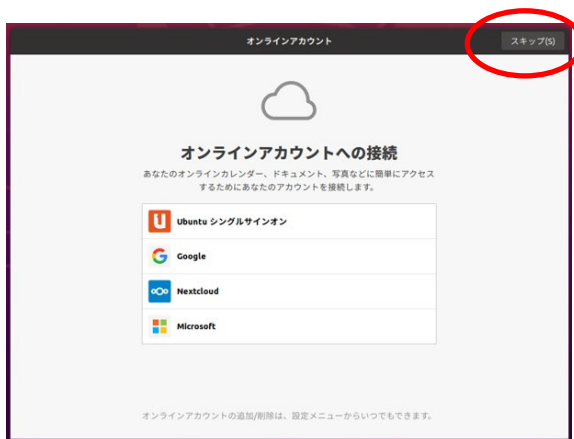

Figure 8.5 Online Account Setting Window

Similarly, after pressing the [スキップ] button, the setting for Livepatch will appear. You do not need to set up this feature; just press [次へ].
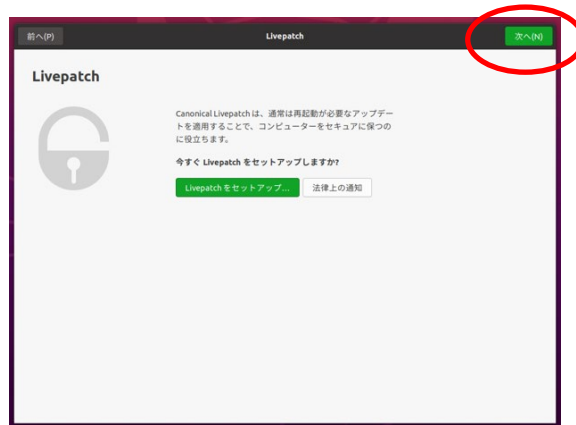
Figure 8.6 Livepatch Setting Window

Next, the feedback setting window will appear. Just ignore and press [次へ].

Figure 8.7 Ubuntu Feedback Setting Window

Next, the privacy setting window will appear. Ignore and press [次へ].

Figure 8.8 Privacy Setting Window

Finally, the setting completion window appears. Click [完了] to finish the first-time setting.
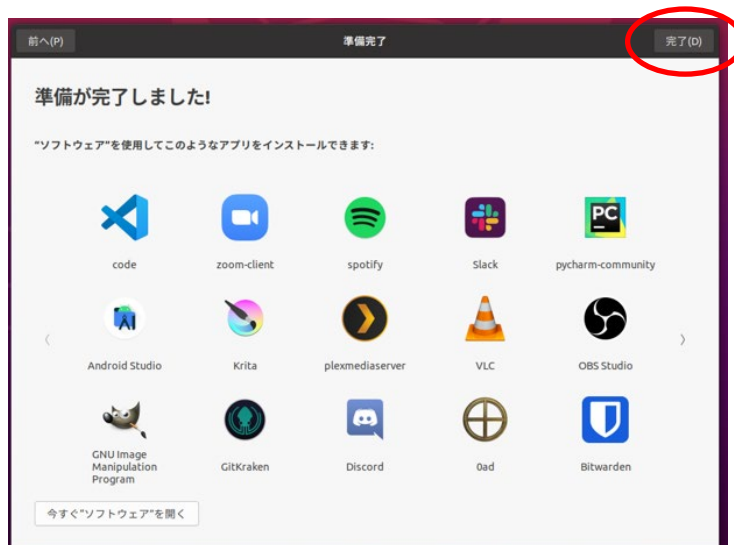
Figure 8.9 Setting Completion Window

● **Logging Out of Linux OS（Shutting Down）**

By clicking on the icon at the higher right corner of the desktop, a pull-down menu shown in Figure 8.10 will appear. Click on [電源オフ/ログアウト] and then [電源オフ] to shut down.
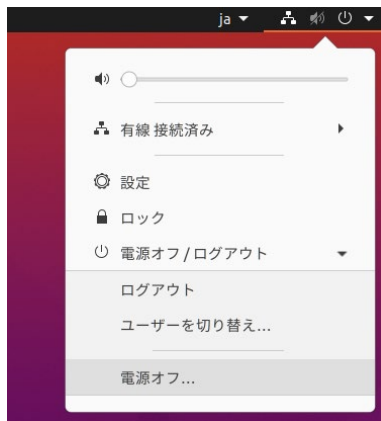

Figure 8.10 [システム] Pull Down Menu

A dialogue "60 秒後に自動的にシステムの電源を切ります。" would appear. Click on [電源オフ] to turn off the computer.

Figure 8.11 Linux Shut Down Confirmation Dialogue Box

8.4 Automatic screen lock and shutdown of terminals

　　Screen Lock, sign-out (log-out in Linux OS), and shutdown are executed automatically on the terminal PCs in Zengaku Computing System.

　　① Automatic screen lock

The screen saver starts if inactivity continues for a certain duration, and then the screen is locked automatically to prevent your account from unauthorized use. You need to input your password to go back to the original screen.

　　② Automatic sign out/log out (after screen lock)

If the screen lock continues for 60 minutes, <u>your account is signed out automatically. Any unsaved data may be lost in this case.</u>

　　③ Automatic shutdown (after sign out/log out)

The terminal PCs which nobody has signed in for a certain duration are shut down automatically.

You can also lock the screen manually. For the details, please refer to the following website: https://www.u.tsukuba.ac.jp/en-screenlock/.

ATTENTION

* アイドル時間が約60分を超えると自動的にサインアウトが実行されます。
　サインアウトにより、保存していないデータは消える可能性があります。
* When the idle time exceeds about 60 minutes, the sign-out is automatically executed. Unsaved data may be lost due to the sign-out.

* サテライト室での飲食・喫煙は禁止されています。
* Drinking, eating and smoking in satellite computer rooms are prohibited.

University of Tsukuba

Figure 8.12 Screen Saver in Windows OS

8.5 Japanese Language Input Method on Windows 11

Japanese language input requires the Japanese input system. By typing the "reading of Kanji," the system converts the characters into "Kanji." It is possible to convert to Hiragana, Katakana, and symbols as well. This instruction will explain how to input the Japanese languages by Microsoft Input Method Editor (MS-IME).

8.5.1 Typing Words

The key layout of a Japanese keyboard is displayed in Figure 8.13.

Figure 8.13 Key Layout of a Japanese Keyboard

There are two ways to enter words: "romaji input (alphabets)" and "kana input (readings)." For example, the key circled in Figure 8.13 can enter "s" in the romaji input and can also enter "と" in the kana input. This instruction will explain on the romaji input.

The first principle of typing is always to return your fingers to the home position composed of eight keys with "●"in Figure 8.13. The home position is the reference place for your fingers. The "F" and "J" keys have a small bump to help you find the home position quickly. To practice your blind typing, please refer the webpages such as

- P 検フリータイピング練習: https://www.pken.com/tool/typing.html
- e-typing: https://www.e-typing.ne.jp/
- Sushi-DA: http://typingx0.net/sushida/

8.5.2 Getting Ready to Type in Japanese

The MS-IME Japanese input must be turned on during Japanese language input. On the low right corner of the screen, the MS-IME language bar (Figure 8.104) can be found. Make sure "あ" is seen there.

Figure 8.14 MS-IME language bar

When there is no "あ" shown in the MS-IME bar, press the [半角/全角] key or right-click on the "A" character on the MS-IME bar and select [ひらがな] shown in the input mode list (Figure 8.15). Pressing the [半角/全角] key when the Japanese input mode is turned on will turn off the Japanese input mode.

Figure 8.15 MS-IME Input Mode List

8.5.3 Entering the Japanese Reading

Here we will try typing the reading "つくばだいがく" using romaji input.

① Type tsukuba. It would be entered as つくば.
② Type daigaku. It would show つくばだいがく on the screen.

The line under the reading shows that the text is not converted to any other characters such as Hiragana, Katakana, and Kanji. (Figure 8.16)
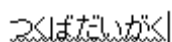

**Figure 8.16 unconverted reading with a wavy line**

In case of pressing the wrong key by mistake, move the vertical line to the position of the mistaken character using the [←] key and [→] key. Then, press the [Backspace] key to delete the wrong character and type in the correct character. Note that pressing the [Esc] key when the reading is still unconverted will remove the whole set of words that are unconverted.

You can type romaji as a sonant sound such as dull sound, syllabic nasal, and choked sounds. To type「ん」enter [NN]. To type "ぁぃぅぇぉゃゅょっ" press [X] before the romaji. For example, pressing [XTU] will enter "っ."

To enter long tone press ⬚ key, to enter comma press ⬚ key, to enter period press ⬚ key, to enter quotation marks use ⬚ and ⬚ keys.

8.5.4 Converting to Kanji

After typing the reading and the characters are unconverted pressing, the [変換] key or the [space] key will convert the characters to kanji. For example, つくばだいがく shown in Figure 8.16 would change to 筑波大学 shown in Figure 8.17.

筑波大学|

Figure 8.17 筑波大学

When the candidate by MS-IME is a homonym, press the [変換] key or [space] key a couple of times to seek the correct one. You can select the proper set of characters using [↑][↓] keys and number keys. A book helps you to confirm the meaning and examples of the candidates (Figure 8.18). When the correct set of characters is shown up, press the [Enter] key to convert.

Figure 8.18 words comment function

When MS-IME makes a mistake to segment the reading you entered, you can change the phrase as follows. You can change the phrase length by using the [←][→] keys and the [Shift] key together at the unconverted state (Figure 8.19). After the proper length of a phrase is selected, press the [変換] key or [space] key again to convert.

Here, we will try to type「息子には知ってほしかった」as an example.

Figure 8.19 息子には知ってほしかった（unconverted）

① After typing the reading「むすこにはしってほしかった」it will convert as the characters shown in Figure 8.20. This case is one example because this could differ when the dictionary remembers what was typed on the computer in the past.

Figure 8.20 息子には知ってほしかった（incorrect conversion）

② The phrase that says「息子に」is selected. Press [Shift] and [→] to select「むすこには」.

Figure 8.21 息子には知ってほしかった （after changing the breakpoint of the phrase）

③ Reconvert the reading by pressing the [変換] key or the [space] key.

Figure 8.22 息子には知ってほしかった（correct conversion）

To readjust the phrase segment of reading before confirming the conversion, select the section of the phrase and press the [Backspace] key. This will make the readings back to the unconverted state.

8.5.5 Converting to Katakana and Hiragana

By using [F6] ~ [F9] keys, the readings can be converted to Katakana or Hiragana. The phrase can be converted to Hiragana by [F6], Katakana by [F7], half-width character by [F8], and alphabets by [F9]. These keys can be used by pressing some of them together. For example, pressing the [F8] and [F9] keys together will convert the characters to alphabets in half-width.

表 2. 1　function key conversion list

キー	変換機能	例　変換前	変換後
F6	全角ひらがな	ツクバ	つくば
F7	全角カタカナ	つくば	ツクバ
F8	半角	ツクバ	ﾂｸﾊﾞ
		ｔｓｕｋｕｂａ	tsukuba
F9	全角英数	つくば	ｔｓｕｋｕｂａ
F10	半角英数	つくば	tsukuba

8.5.6 How to Type in Romaji Input (Alphabets)

When typing in English, get into half-width English mode or full-width English mode or direct input (turning off Japanese input). The typing mode can be changed by clicking the button on the left end and select mode from the mode list or press the [半角/全角] key.

8.5.7 Entering Symbols

Pressing the keys while holding the [Shift] key the symbols illustrated on the top left of each key can be entered. "(" or "~" can be typed by holding the [Shift] key and pressing or .

8.5.8 Typing Other Symbols

Symbols that are frequently used such as ◎（まる）, or ☆（ほし）can be converted from readings（Figure 8.23, Figure 8.24）.

Figure 8.23 converting to symbols（まる）

Figure 8.24 converting to symbols（ほし）

8.5.9 Punctuation Marks（「。」 and「、」or「．」and「，」）

When writing in Japanese, the combination of「(。) and (、)」or「(.) and (,)」 are used as a punctuation marks.
You could specify which marks to use by setting the IME.

① Click [設定] then [プロパティ] in the language bar.（Figure 8.25）
② Click [詳細設定] in the Microsoft IME settings.（Figure 8.26）
③ Click the [全般] tab then [入力設定] then [句読点] and pick one of the combinations.（Figure 8.27）

Figure 8.25　Select [設定]　　　　　　　Figure 8.26　Select [全般]

入力設定

ハードウェア キーボードでかな入力を使う

（●　）オフ

かな入力/ローマ字入力を Alt + カタカナひらがなローマ字キーで切り替える

（●　）オフ

句読点

| 、。 | ∨ |

スペース

| 現在の入力モード | ∨ |

テンキー

| 常に半角 | ∨ |

Figure 8.27　Advanced settings of Microsoft IME

④　Click [OK].

8.5.10 Recording words

When the conversion of the characters does not work well, it is better to record the words on the computer. For example, 「がくるい」 will usually convert to 「が狂い」.

This can be fixed and be converted to 「学類」. To do this follow the directions below:

①　Select [単語の追加] in the IME language bar. (Figure 8.28)

②　The [単語の登録] dialogue will appear. Type in the reading and the characters then click on [登録]. (Figure 8.29)

Figure 8.28　select [単語の追加] in the language bar

Figure 8.29　[単語の登録] dialogue box

8.6 USB memory stick

● How to Use the USB Memory Stick

The USB memory stick can be used by inserting it into the computer port (USB port).
Find the USB icon shown in Figure 8.30.

Figure 8.30 The USB icon

After inserting the memory stick, a balloon comes up and says「新しいハードウエア
が見つかりました」will appear from the taskbar. Then [リムーバブルディスク] will be
added to [コンピュータ]. Note that there are times when a message that says 「再起動
する必要があります」appears. Follow the message and restart the computer.

● How to Eject the USB Memory Stick

The data and the USB memory stick may be damaged if you remove it from PC
incorrectly. Before the remove your USB stick, first, click on the icon 🔲 in the
notification area as shown in Figure 8.31. The icon could be hidden in Windows 11, in
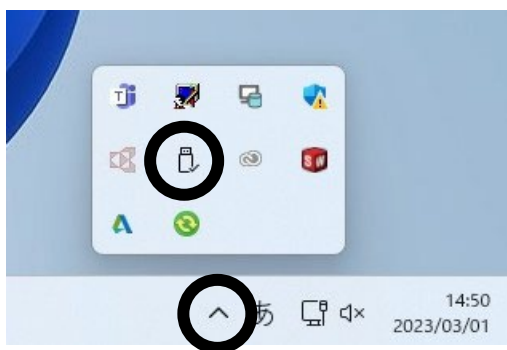this case, click on the triangle to find the icon.

Figure 8.31 "safely remove USB" icon (task tray)

Then click on [Flash Disk の取り出し]. After this a dialogue box that says「ハード
ウエアの取り外し'USB 大容量記憶装置デバイス'は安全に取り外すことができます」will
appear from the icon.
After following these directions, the USB memory stick can finally be ejected safely.

If you forget these directions or the icon does not show up, eject the USB memory stick after shutting down Windows 11. This is a safe way to remove the USB memory stick as well.

8.7 Remote Access

"Zengaku" computer system allows users to access remotely to their computers.

You can connect your computer by either using a web browser or a dedicated client. This tutorial explains how to connect via the browser.
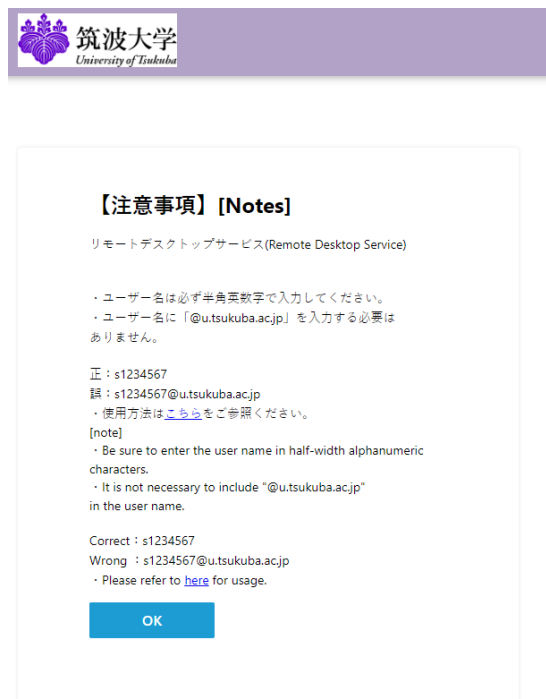
1. Access the URL below and hit the [OK] button.

    https://view-con00.u.tsukuba.ac.jp/

Figure 8.32 Remote Access Login Page

2. Put your login credential and press Login button. The username is s+(last 7 digits of your student ID) (e.g. s2398765). The password is same one as you would use on Manaba.

Figure 8.33 Login Credential Page
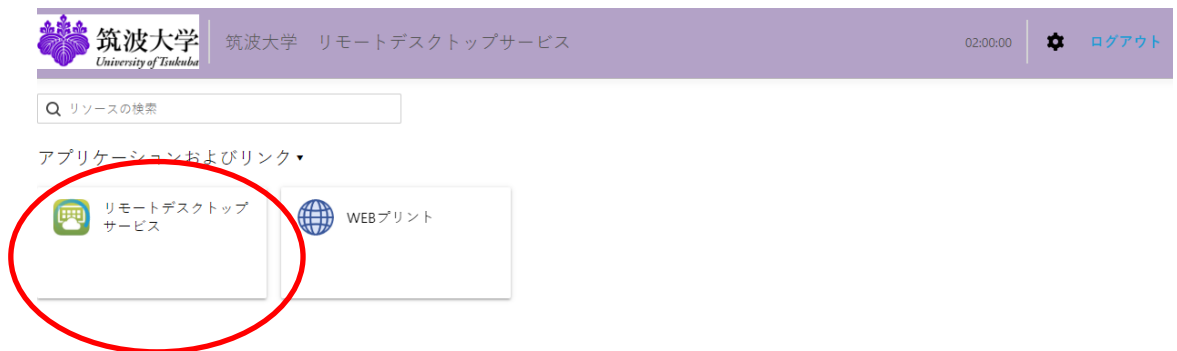
3. Click [リモートデスクトップサービス].

Figure 8.34 Remote Access Top Page

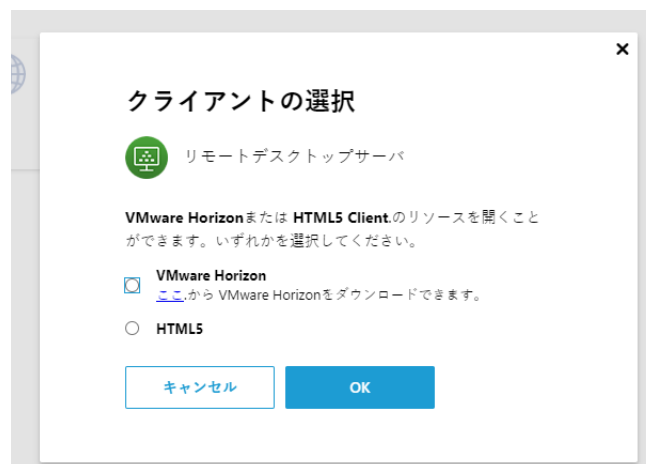4. Client select window would appear. Choose HTML5 and hit [OK]

Figure 8.35 Select Client Window

5. You will be redirected to your desktop.

[Reference] [Remote Access](#)

9　Internet and Email

9.1 Email address for the Zengaku Computer System

Electronic mail ("email") is a mechanism for exchanging messages on the Internet. A destination for sending and receiving emails is called an email address. Email addresses assigned by the university are as follows.

UTID-NAME@u.tsukuba.ac.jp (student UTID-NAME is s + last seven digits of student ID number)

If a student's ID number is 202101234, then their email address would be s2101234@u.tsukuba.ac.jp. The part before the @ (at mark) (s2101234 in the example) is called the local part, and the part after the @ (u.tsukuba.ac.jp) is called the domain. Students enrolled before the 2022 academic year can continue to use s.tsukuba.ac.jp while they are still enrolled. Please refer to the following URL for details.

https://www.u.tsukuba.ac.jp/email/

9.2 Sending and receiving emails using Microsoft 365 Exchange Online

Microsoft 365 Exchange Online ("Microsoft 365") is available as an email creation / sending tool for emails from the new domain. Microsoft 365 is an email client system that uses a web browser to send and receive emails, and it is possible to send and receive emails from anywhere using a browser.

9.2.1　Signing into Microsoft 365

In order to use Microsoft 365, launch a web browser and sign into Microsoft 365. Any web browser can be started so long as it has basic functions, but in the following explanation, Microsoft Edge ("Edge") is used. Other browsers such as Google Chrome and Mozilla Firefox may be used.

After starting Edge, access "https://portal.microsoftonline.com". Note that it is "https:", not "http:". Alternatively, you can access it by following the link from [E-mail] on the Zengaku Computer System page.

A login screen like the one in Fig. 121 will appear. In order to log in, do the following.

（1）Enter your M365 account (@s address or @u address) in [Email, Phone, Skype] and click [Next]. Be sure to type in half-width mode.
（2）Enter your M365 account password in [Password] on the screen in Fig. 232.
（3）Click [Sign in].
（4）Authentication is required according to multi-factor authentication settings, so implement multi-factor authentication.
　　Multi-factor authentication can be enabled at https://m365setting.u.tsukuba.ac.jp/.
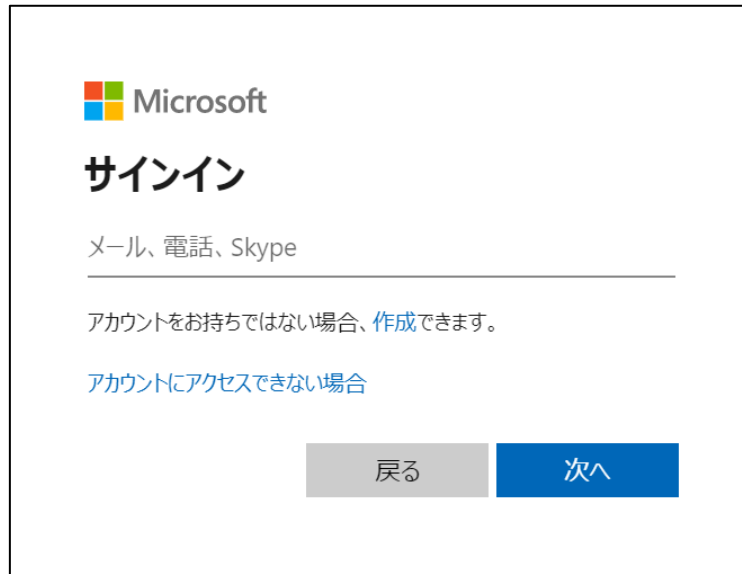
Figure 1 Login screen

Figure 2 Password entry screen

After logging in successfully, a screen like 3 will appear, so click [Microsoft Office 365]. Then, the Microsoft 365 portal will load (Fig. 343). If you click "Outlook" on this screen, you will be taken to the mail sending / receiving screen (Fig. 454) where you can send / receive mail and change various settings.

Figure 3 Microsoft 365 portal

*You can install Office from the button "Install Office". Refer to the following for details:
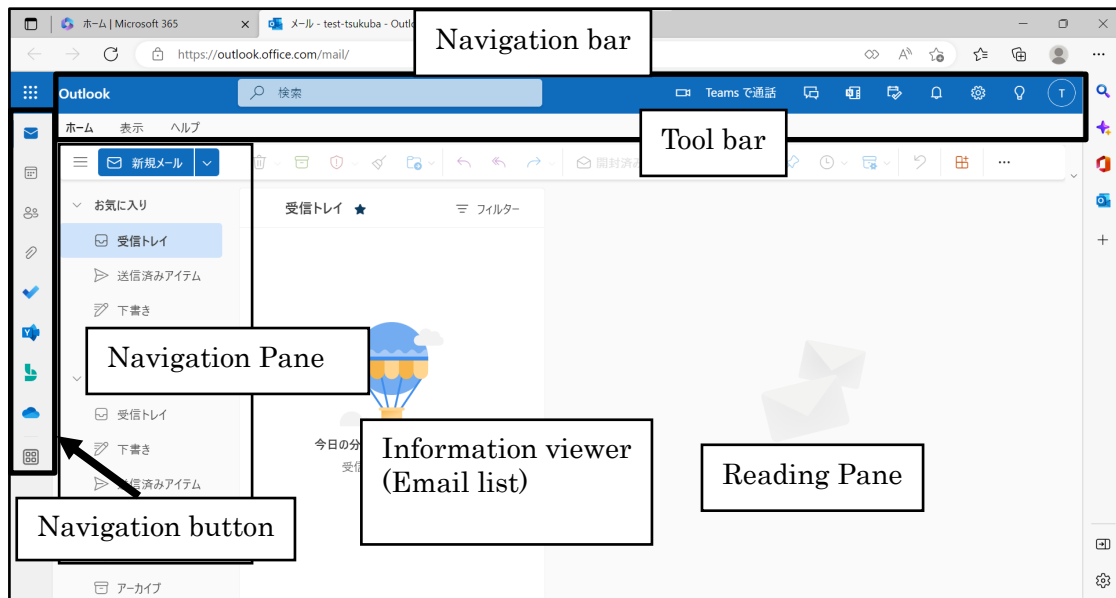https://www.cc.tsukuba.ac.jp/wp/service/sl/ees/tokuten/

Navigation bar

Tool bar

Navigation Pane

Information viewer
(Email list)

Reading Pane

Navigation button

Figure 4 Email sending / receiving screen

9.2.2 Receiving emails

(1) Read emails

Clicking on the Navigation Pane of the email sending / receiving screen displays a list of the subject, sender name, and date and time of the sent email in the information viewer in the center of the screen. Unread emails are in bold blue, and read emails are in black.

In order to read an email, click the email you want to read from the list to select it. The contents of the selected email will then be displayed to the right of the information viewer (Reading Pane).

When an email arrives while you're reading an email, it will be added to your email list.

(2) Save attachments

If a file is attached to an email, then $\vee$ is displayed above the attachment displayed in the body of the email, as shown in Figure 5, and when you click on it, then {⇂} and [Download] are displayed below (Figure 6). When you click these, then the file will be saved to the download folder specified in your browser. When the download is finished, then a message like Figure 7 is displayed in the upper right corner of the browser. Click "Open" to open the downloaded file.
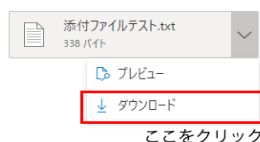

Figure 5 Email with attachment
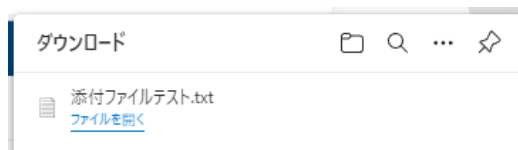

Figure 6 Save attachment

Figure 7 Message for completed download

Be careful with attachments
   You may receive sophisticated fraudulent emails from malicious senders. Examples of such confirmed emails include those pretending to be from delivery companies, software vendors, online shops, financial institutions, public institutions, and business partners, which then infect your computer with a computer virus when you open attachments from these emails. Do not open attachments to emails received from people you do not know. Be very careful with attachments.

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  (3) Look at attachments
   If you do not want to download the file and just want to see what's inside, just click on the attachment. Note that there are computer viruses that can infect your computers even just by "looking at the attachment". For example,
   In Fig. 565, if you click the attachment attach.txt, another screen as shown in Fig. 898 will start, and the file contents will be displayed. In order to close this screen and return to the email list, click the blue × in the upper right corner.
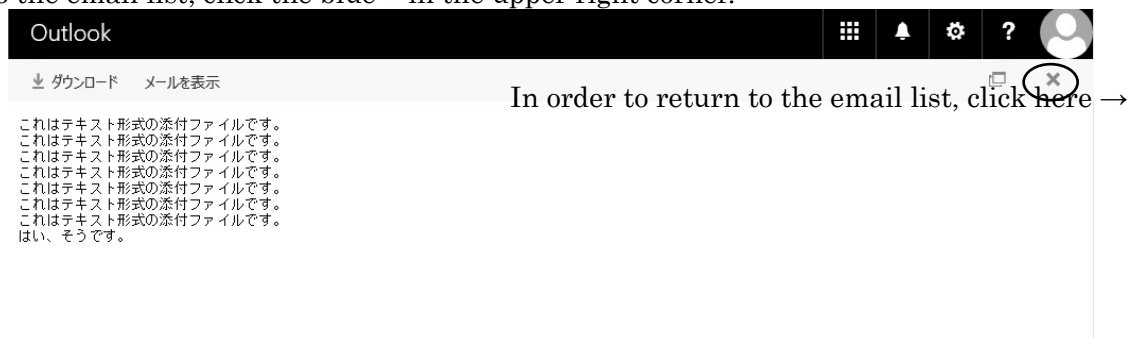

In order to return to the email list, click here →

Figure 8 Attachment content display

9.2.3 Sending emails
  (1) Create an email
   First, when you click [New message] on the toolbar on the email sending / receiving screen (Fig. 4), as shown in Fig. 9, the received mail Reading Pane on the right switches to the mail composition screen (Fig. 10).
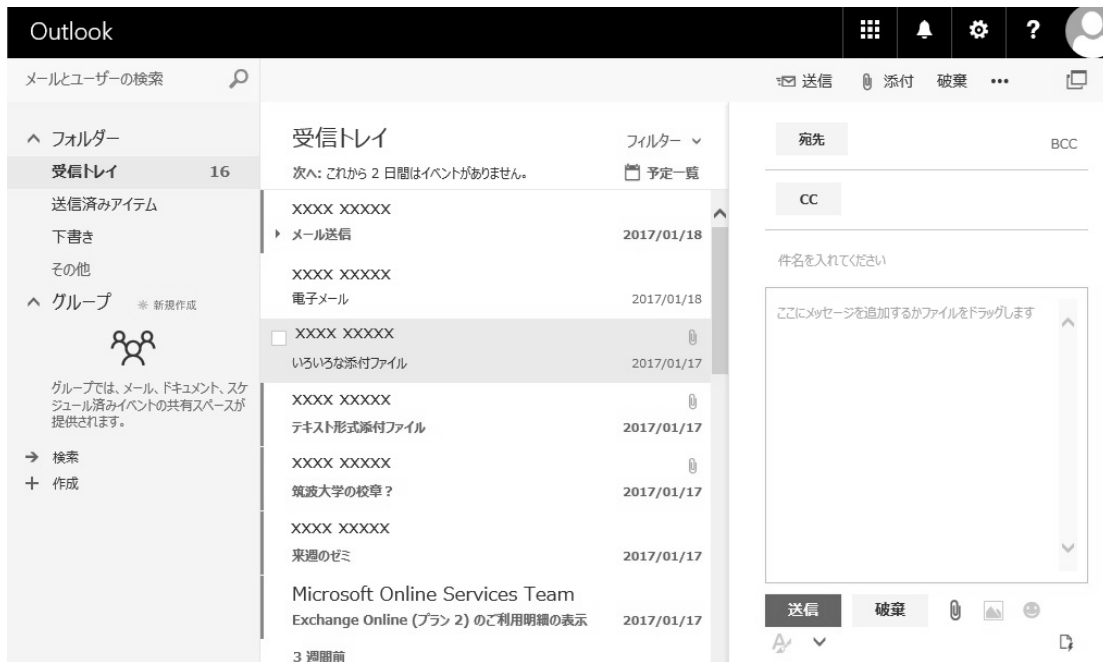
Figure 9 Create an email

Figure 10 Email creation screen

Write the main text of the email in the large square in the center. Write the email subject in the [Add a subject], and the email address of your email's recipient in [To]. When sending the email to multiple recipients, separate each email with a comma (,). Enter the email address of the person to whom you want to send an email copy in [CC]. When you want to send a blind carbon copy, click "BCC" next to [To]. After you completed the above steps, click 送信.

CC and BCC
■**CC:** An abbreviation of "carbon copy". Everyone who received the email can see who sent it, so it is suitable for applications such as confirmation emails that say, "I sent you this kind of email". Multiple email addresses will be notified to other delivery destinations, so the purpose of use needs to be clearly defined.
■**BCC:** An abbreviation of "blind carbon copy". Email addresses in BCC are not displayed in the email. In the case of BCC, the other recipients of the email are not known, so it is used when sending an email to an unspecified number of people all at once.

In order to attach a file to an email and send it, click at the bottom of the email creation screen to display [Browse this computer] or [Browse Cloud]. Next, when you click [Browse this computer], a list of files on your computer (Fig. 11) will be displayed, so select the file you want to attach, and click [Open].
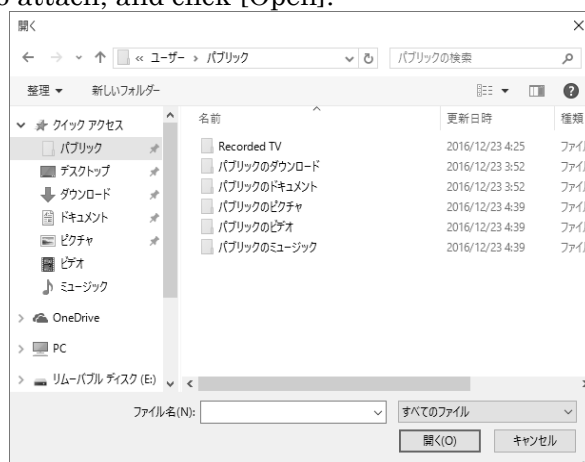

Figure 11 Select attachment

Figure 12 Email creation screen (with attachment)

If you want to delete the attachment before sending, click the ⌄ next to the attachment in the email creation screen (Fig. 12), and click [Remove attachment].

If the file size is too large, then it may not be sent. The maximum size that can be sent depends on the settings of the mail server. If exceeding 3 MB, then consider another communication method. Additionally, folders cannot be sent, so in such cases, you will need to use compression / archive software to create a file that contains all folders (see "**9.3.1. Compressing and archiving files**").

[Reference]
The National Institute of Informatics (NII) provides a file transfer service. University members can use this service. Please see the next page for details.
https://meatwiki.nii.ac.jp/confluence/pages/viewpage.action?pageId=21448920

(2) Reply to email
First, select the email you want to reply to from the list of received emails, and display it on the Reading Pane. Next, click the [Reply] button at the top of the Reading Pane, and the reply email creation screen (Fig. 13) will appear. The recipient's email address is automatically entered as the destination. Additionally, RE: <Subject of received email> is automatically entered as the subject (for example, if the subject of the received email is "Inquiry", then the subject of the reply email will be "RE: Inquiry". In order to edit the subject, click the ⤢ next to the recipient email address). The rest is the same as when usually sending an email.
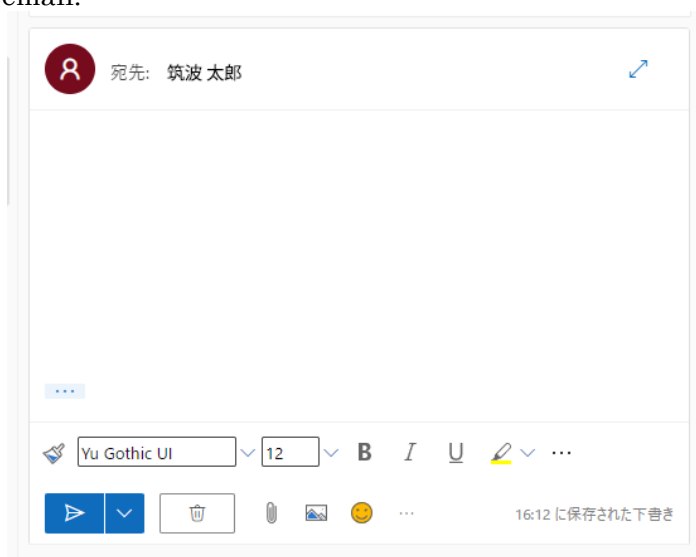

Figure 13 Reply email creation screen

(3) Forward an email
Transferring a received email to another destination is referred to as "forwarding an email". When forwarding an email, first click on the email you want to forward, and then click the [Forward] next to [Reply all]. The rest is the same as when usually sending an email.

(4) Confirmation of sent email
when confirming that an email has been sent, clicking on the 送信済みアイテム in the Navigation Pane displays a list of emails that have been sent, so you can select an email from the list and click it.

| List of sent emails | Mail content (preview) |

Figure 14 Sent email

9.2.4 Deleting emails

In order to delete received or sent emails, click the email you want to delete from the email list, and click on either 🗑 削除 from the toolbar or 🗑 next to the email. If you want to delete multiple emails at once, then check the checkboxes of those emails, and then click 🗑 削除 (checkboxes appear to the left of each email when you click on it or hover over it).

Deleted emails do not disappear immediately, but are temporarily moved to "Deleted items" for storage. These emails can be browsed by clicking on 削除済みアイテム in the Navigation Pane, and you can restore emails that you accidentally deleted from here. Click 🗑 すべて削除 in order to delete all deleted items. Emails deleted from the deleted items cannot be recovered.

9.2.5 Organizing emails

Microsoft 365 has folders for sorting and storing emails. These folders can be browsed from the Navigation Pane. The seven default folders are [Inbox], [Drafts], [Sent Items], [Deleted Items], [Archive], [Notes], and [Spam]. However, you can also create new folders (called subfolders) within these and store your emails there.

(1) Creating subfolders
    A) Right-click the folder where you want to create a subfolder.
    B) Click [Create new folder] (Fig. 15).
    C) Enter a name for the subfolder (Fig. 16).
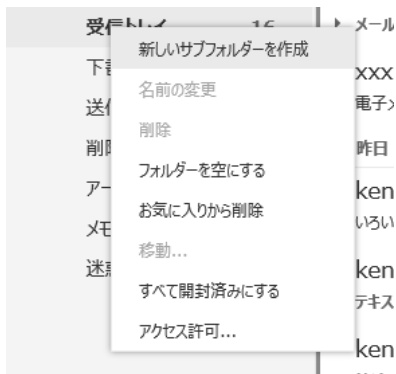You can also create subfolders within subfolders using the same procedure.

Figure 15 Creating subfolders

Figure 16 Inputting subfolder name

(2) Moving emails

In order to move an email to another folder, select the email you want to move from the list, click it, and drag and drop it to the destination folder.

9.2.6 Contacts

You can register email addresses, names, and other information as contact information. If this is registered as a contact, then inputting an email address will become easy when creating an email.

(1) Clicking the ⊞ on the left end of the navigation buttons and selecting [Contacts] will switch you to your contacts (Fig. 17).

(2) If you click on [New contact], then this will display the contact registration screen. Here, enter names, email addresses, etc., and click [Create].
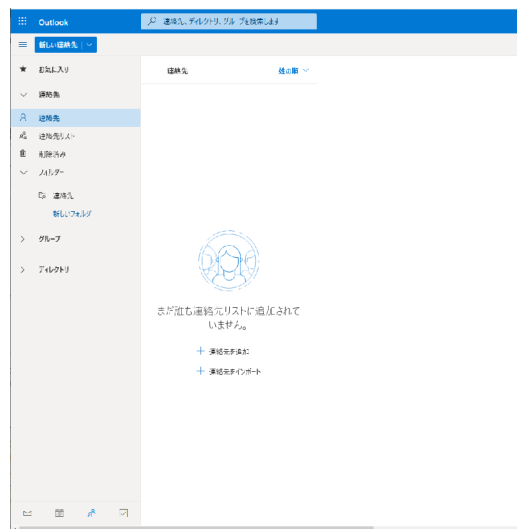

Figure 17 Contact management screen

In order to use a contact, click Fig. 10 in the mail creation screen (宛先) to display a list of registered contacts. When clicking on ＋ next to the name, and then clicking [Save] in the bottom right to close it, then the email address of that contact will be automatically entered as the destination.

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9.2.7 Creating a signature

The signature is the name, affiliation, contact information, etc. described at the end of the email. You can set it so that your signature is automatically added to newly composed emails, replies, and forwarded emails.

The procedure for creating a signature is as follows.

(1) Click on the gear icon ⚙ in the upper right corner of the screen, then click [View all Outlook settings] at the bottom of the menu.

(2) From the menu that appears, click [Compose and reply] under [Mail] to open the signature input section (Fig. 18).

Figure 18 Creating a signature

(3) Enter the signature name in the [Edit signature name] field in the signature editing screen (Fig. 19). Use half-width alphanumeric characters in the [Edit signature name]. Next, enter the signature content in the entry field below this, and then click [Save]. When you save the signature, you can select the signature you entered in [For New Messages:] and [For Replies/Forwards] in the [Select Default Signatures], so select the signatures you want to use for each, and click [Save] again.

Figure 19 Signature editing screen

9.2.8 Automatic forwarding of email

We do not recommend using this for the forwarding of emails. If you will be using this, then please do so after confirming the setting methods independently.

9.2.9 Signing out

When done with (signing out of) Microsoft 365, first, click the in the upper right corner of the screen, and then click [Sign out] (Fig. 20).

Figure 20 Sign out

9.3 Reference
9.3.1 Compressing and archiving files

Reducing the amount of data without changing the actual file is referred to as "compression", and the process of combining multiple files into a single file while preserving the folder structure is referred to as "archiving". Compressing and archiving are often done together.

The procedure for compressing and archiving files using the standard functions of Windows 10 is as follows.
   (1) Select the file or folder you want to compress / archive and right-click.
   (2) Select [Send to] → [Compressed (zipped) folder].
   (3) Name the file after compression (***.zip).
Conversely, in order to restore (decompress) a compressed / archived file, select the file (***.zip), right-click, and select [Extract all].

9.3.2 Email software
You can read and write Microsoft 365 emails with PC software. For example, there is the following email software.
● Outlook (for desktop)
● Thunderbird
● iOS mail app
● Mac mail app
Please refer to the following page for email software:
https://www.u.tsukuba.ac.jp/email-s-client/

9.4 Warning when you are using Internet
9.4.1 Be careful when registering
Sites will often require a username and password. Avoid using the same password on multiple sites, since the leaking of a single password puts all your accounts with the same password at risk. Also, passwords registered with websites that do not use SSL are easily discovered. However, even if the website uses SSL, there is a chance that it is a fake website. Extra care is needed when registering your bank number of credit card number.

9.4.2 Do not accept requests from strangers
Do not accept requests from strangers. It is possible that such requests are sent to an unspecified number of people who use email. Such claims can show the recipient's connection sources and operating system (OS) in an attempt to threaten. Such claims are to be ignored.

9.5 Using Email
This section shows the matters of caution related to using email. In this reference shall be made to the "Rules & Manners on using the Internet," published by IAJapan (http://www.iajapan.org/rule/rule4general/).

9.5.1 Security
It is difficult to assure the reliability and security of an email. Since e-mail is sent through various networks, there is an inherent possibility of it being snooped or being lost in the process. **You should not exchange individual information such as your bank account number, credit card number, and password through email.**

9.5.2 Email title or subject
Your email should have a simple title or subject so that its content can be understood at a glance.

9.5.3 Confirmation of address
It is impossible to delete an email you sent. At the University of Tsukuba, the email address of students is based on the students' ID number. Thus, a single misspelling can cause the email to be sent to someone else. Make sure to spell the e-mail address correctly before posting.

9.5.4 Symbols to use

Since various types of PC are connected to the Internet, some symbols such as non-alphabet characters and half-width katakana are not correctly displayed, depending on PC. Do not use such characters when writing an e-mail.

9.5.5 Email content

Do not impersonate someone else. Do not edit someone's email and forward it.

9.6 Manners when writing an Email

Though email is a favorite medium, it is important to not forget about proper manners when writing an email.

9.6.1 Language

Unlike face-to-face conversation, where facial expressions or tone of voice are transmitted along with the message, this is not the case with e-mail, which consists only of letters. Therefore, it is necessary to think about how the message will be received by the recipient. Avoid using aggravating or antagonizing language, be tolerant, and do not respond to provocative messages.

9.6.2 Emoticons/emoji

Though emoticons are commonly used on cell-phone chats, avoid using them with people whom you are not close with. Avoid using emoticons toward superiors, strangers or formal emails. Also, note that PCs often do not support emoji, so avoid using them when writing e-mails.

9.6.3 About the reply from addressees

Do not expect an immediate response from the person you have sent an email to. It is possible that the addressee is not using a computer presently, and there is always a chance that your email was not correctly received.

9.7 How to write sentences on Email

When writing emails, it is important to consider readability. In contrast to books, text displayed digitally tends to be harder to read. It is therefore important to improve readability by leaving space between paragraphs and starting on a new line when appropriate. Make sure your text is concise and on-point. Only quote when necessary and keep your sentences short

9.7.1 Example of proper email writing

Similar to writing letters, there are rules for writing an email.

Capture the main point of the email in the subject line

Subject(メール件名)：面接のお願い

Put the name of addressee at the top.
Don't abbreviate the addressee's company name, organization, or belonging.
Ex.) Incorrect: XYZ Corp.
     Correct: XYZ Corporation

山田先生

情報科学類の筑波太郎です。

Write your name and affiliation.

今月31日に大学対抗プログラミングコンテンテストに出場することになりました。書類にサインをいただきたいので、××日あるいは××日にお伺いしたいのですが、先生のご都合の良いお時間をお教えいただけないでしょうか。

_____

情報学群情報科学類
学籍番号　2020xxxxx
筑波　太郎

_____