## 一、登录/注册

1. 浏览器输入网址 <u>https://indico.ihep.ac.cn/category/823/</u>进入如下界面

## Log in to Indico

Login with IHEP SSO Account
Click here to login with a valid IHEP SSO Account
Please read the <u>document</u> for IHEP 850 Acct. Register an IHEP SSO account? <u>Click hare</u> Forgot your password(for IHEP SSO Account)? <u>Click here</u>
Login with Indico Local Account
* Indico Local Acct. will be Abandoned Very Soon *
Vsername Password
Login
Forgot your password(for Indico local account)? Click here

- 2. 有高能所邮箱可直接点击1登录
- 3. 如果没有,点击②或在 <u>https://login.ihep.ac.cn/regist.jsp</u>中注册高能所统一认证账号(所有 邮箱均可申请,添加合作组时留空即可)

是否添加合作组 是 否	
合作组(留空或如实选择)	操作
你属于哪一个合作组? ~	更多

## 二、文件下载及会议修改

1. 再次进入网址,显示事件目录,点击该目录下事件,输入密码: MuMuBar 后,进入会议详情:

INDICO		Asia/Shanghai + C. Chen +
Integrated Digital Conference		Two years - P
Home Create event + My profile Help +		
Home » 所务区 (Open Zone) » HEMS » MuMuBar视摄及探测器		
	MuMuBar模拟及探测器	🕈 Parent category 🗒 - 😻 - 🗮
	March 2021	
	O4 Ner MuMuBar模拟及探测器合作组会议 (protected) (See 10.1 mm)	
	January 2021	
	21 Jan MuMuBar模拟及探测器合作组会议 (protected) (material)	
	November 2020	
	19 Nov MuMuBar模拟及探测器合作组会议 (protected) - Marcel	
	Hide the events in the past (1)	

2. 点击 Material 后面文件即可下载

R K K A B Filter ICel export More -		Restricted	Asia/Shanghai 👻	C. Chen 👻
	MuMuBar模拟及探测器合作组会议 <sup>chaired by BAO Yu</sup> Thursday, March 4, 2021 from <b>08:00</b> to <b>18:00</b> (Asia/Shanghai) at A2 cs/sprau			
	Vidyo Info         Room Name         MuMuBar           Unk         http://vidyo.lhep.ac.cn/flex.html?roomdirect.html8key=FpUgykwu93Rdxo7m8Ff1rFywU           Extension         000219991000           PH         2525			
	Thursday, March 4, 2021 09:00-09:20 国际综 <u>于 波图比</u> 成对HEMS质子加速器模拟 20 <sup>-</sup>			
	Speaker: INE Material: Stides (6)			

- 3. 点击上图左上角的小铅笔、并再一次输入密码后可以对事件内容编辑。
  - a) 使用 Manage-Add material 在红色方框内添加报告所需材料(必须用 英文命名)
  - b) 也可点击 Manage-edit event 进入 Event 编辑, 通过 Timetable-Add new-Contribution 添加报告, 之后依次点击 4-5-6 增加报告详情, 如 Main-Speakers、Material 等。

	Vidyo Info Material:	Room Name Link Extension PIN Slides	MuMuBar http://vidyo.ihep.ac.cn/flex.html?roomdirect.html&key=FpUgykwu9JRdxo7m8Ff1rFywU 002019091000 2525	Manage Edit event Cone event Edit minutes Compile minutes Add material
	Thursday, I	March 4, 202	21	
	09:00 - 09:20	国际缪子源档 Speaker:陈 Material: s	既述及HEMS质子加速器模拟 20′ <sup>暇</sup> Slides 〔₩】	
uBar模拟) by 陈聪 - chen	及探测器合作组会 cong@ihep.ac.cn	议 4 Mar		Event actions Clone Lock Switch to even
ble ints on coptions	Timetable C Thu 04/03 08:00	e (from Thu 04/	03 to Thu 04/03 [edit] Timezone: Asia/Shanghai)	toperat in Add new - Fische Contribution Break
	09:00 <b>D</b> - A2	间际得了额机达及 <b>HEMS</b> 质了	加速器模拟	09:00 -
	10:00 <b>2</b> - A2	Title	4	10:00 -
			Title 5 🗵	

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