Procedure for Requesting Virtual/Online Meeting and Webinar Links

1. For Administrative Meetings:
   a) Write an email to meetings@jooust.ac.ke. The email should contain the following information:
      i) Subject of email (Request for online meeting link)
      ii) Name or Title of the meeting (e.g. ICT Departmental Meeting)
      iii) Date, time and duration of meeting (e.g. July 1, 2021, 08:00am for 4hrs)
      iv) Total number of participants if more than 300pax
      v) Emails of participants (optional)
   b) The request should be made not less than 24 hours to the meeting

2. For Virtual/Online Classes:
   a) Write an email to meetings@jooust.ac.ke. The email should contain the following information:
      i) Subject of email (Request for virtual class link)
      ii) Unit Code and Title (e.g. ITB9101: Introduction to Computers)
      iii) Date, time and duration of class (e.g. July 1, 2021, 08:00am for 2hrs)
      iv) Total number of students if more than 300pax
   b) The request should be made not less than 24 hours to the start time
   c) Only valid requests will receive response

For inquiries and follow-up: (within working hours and days)
Office: (+254) 57 2058000 - Ext: 165 | 119 | 159 Cell: (+254)725 518 450
Website: www.jooust.ac.ke

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