



# Cisco Webex Meetings User Manual



一欣國際會議顧問公司  
E-Think PCO Company  
Easy, Efficient & Effective

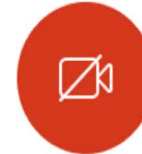
# Things you need to know

Join the meeting

Mute & Unmute



Turn on and off your camera



Chat



Raise hand



# Join Webex Meeting



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Join WebEx Meeting link in the email

# Step 1

In order to join a meeting via WebEx, you will get the URL from your Registration Confirmation Email. Click join meeting or copy the meeting URL and paste it to your browser.

## Webex meeting in progress: 14th International Conference on Gravitation

Event Host <messenger@webex.com>

2020年7月

收件者: ireneko@ethinkpco.com.tw

高優先順序



Join my Webex meeting in progress.

**14th International Conference on Gravitation, Astrophysics and Cosmology**

Host: Event Host

Friday, July 24, 2020

11:30 am | Taipei Time (Taipei, GMT+08:00) | 1 hr

Meeting number: 166 864 7502

Meeting password: Please obtain your meeting password from your host.

Join meeting

Join WebEx Meeting link in the email

The Cisco Webex Meetings app will prompt you to download if it's not already installed on your computer.

## Step 2

Cisco Webex Meetings

https://example.webex.com

cisco Webex

Sales Report Meeting

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)

Click here to install Webex.exe

Waiting for t

Webex.exe  
0.0/3.2 MB, 6 seconds left

If you have trouble joining with the app, click **Join from your browser.**

Join a WebEx Meeting

## Step 3

3.1- Enter your name and email address and click **Next**.

3.2- Enter the meeting ID and password provided in the email invitation and click **Next**.

Cisco Webex Meetings



# 14th International Conference on Gra...

9:00 AM - 10:00 AM

Enter your information

Next

Already have an account? [Sign in](#)

More ways to sign in



 CISCO Webex



# Join a WebEx Meeting

## Step 4

Cisco Webex Meetings

Join Meeting Test

4:31 PM - 4:41 PM

Irene



4.4 Join Meeting

4.1



Use computer for audio ▾

4.2



External Micro...

4.1- Choose your audio

4.2- Click Setting

4.3 Test your speakers & microphone

\* If you hear the five Webex notes, you will be able to hear other people in the meeting.

\*Click the **drop-down** menu and if there is a different speaker or mic option, choose it and see if that fixes the problem.

### Speaker

Use System Setting (Hea... ▾

Test

Output level

Output volume

4.3

### Microphone

Use System Setting (Ext... ▾

Test

Input level

Input volume

Automatically adjust volume

# WEBEX MEETING FROM A MOBILE DEVICE

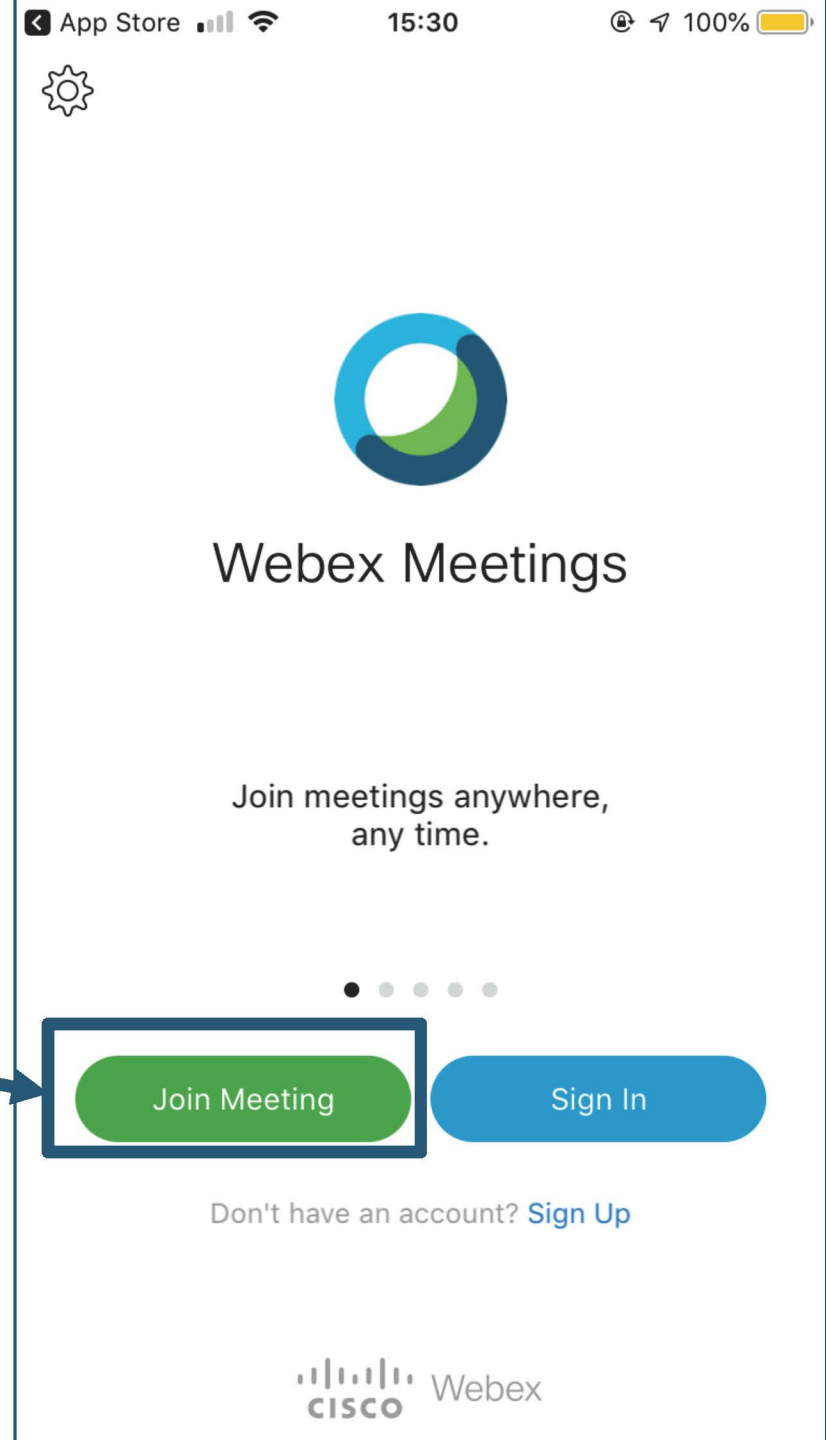


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## Step 2

Tap the Join WebEx meeting link provided in the e-mail or appointment. The Cisco WebEx Meetings app will launch automatically. Tap **Join Meeting** with a meeting URL or the meeting number and password sent by the meeting host.

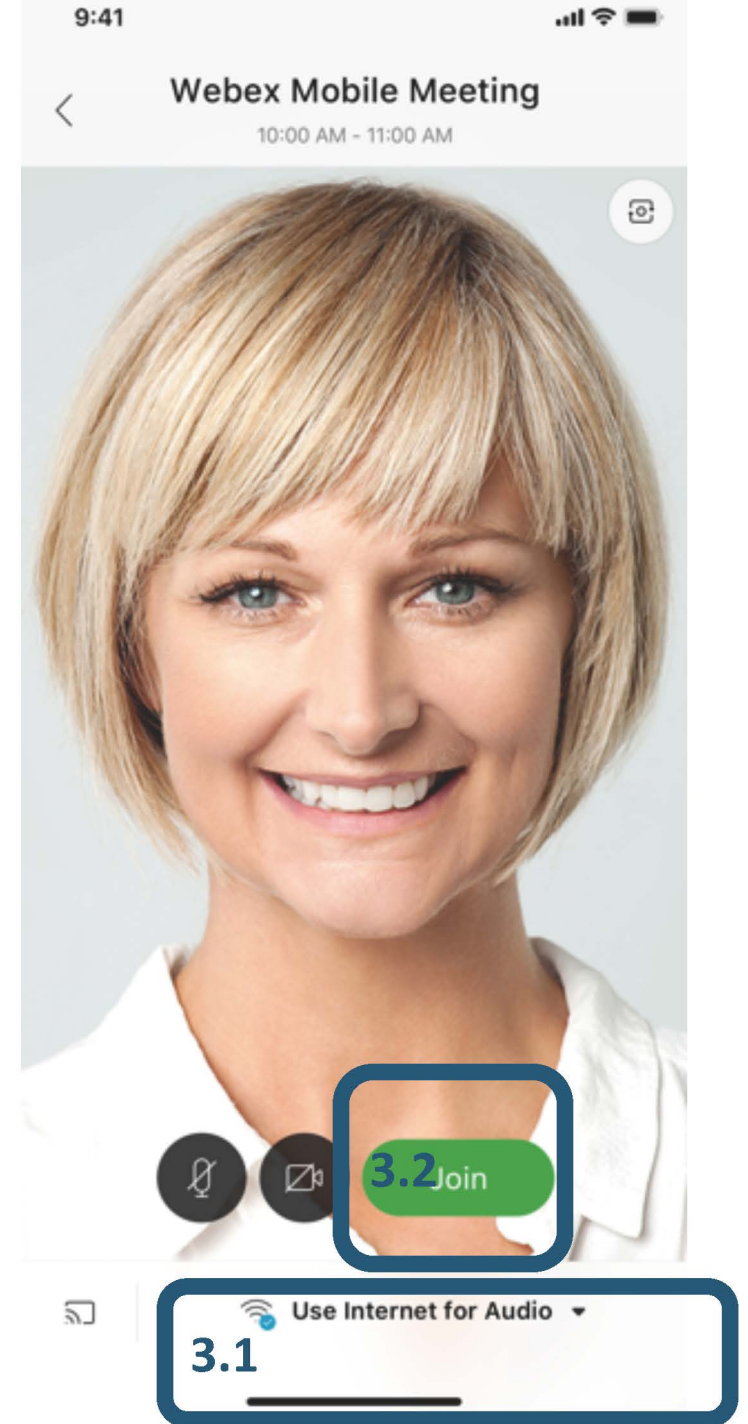


## Step 3

3.1 Once you join the meeting you need to choose your **Audio** and/or **Video** settings.

\*If the Join button is inactive, the host may not have started the meeting yet.

3.2 Click join to join the meeting

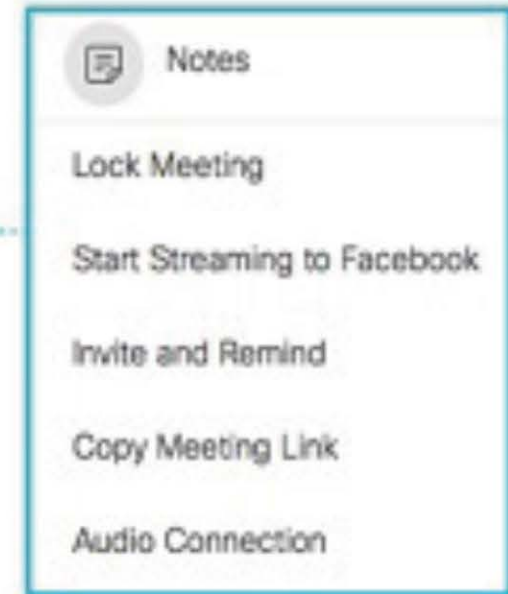
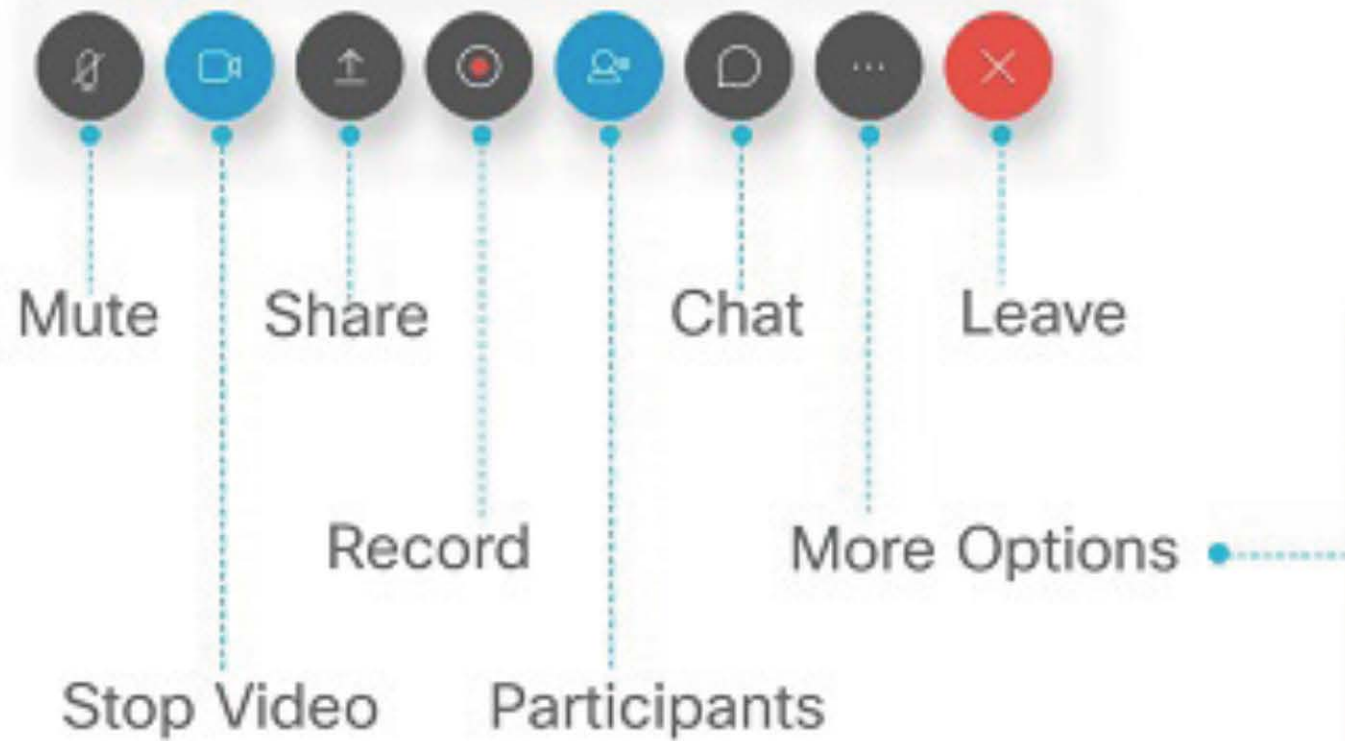


# Meeting Controls



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# Controls

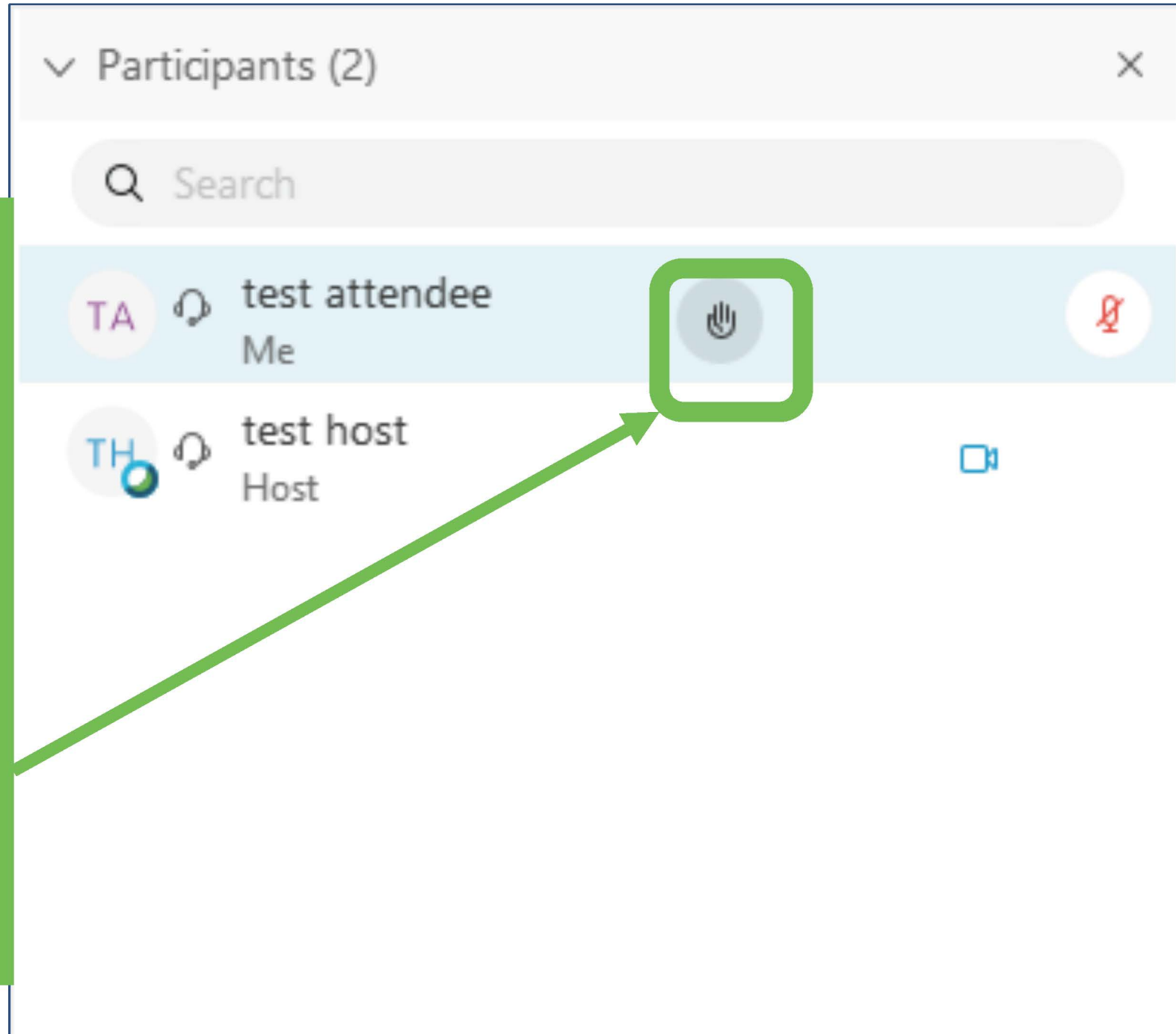


- Mic: Mute and unmute your microphone
- Video: Turn your video on and off
- Share Screen: Click here to choose any application you have open and share that screen in place of video from your camera
- Participants: Brings up the participant list
- Chat: Opens a chat window
- Leave: Exit the meeting

# Raise Hand

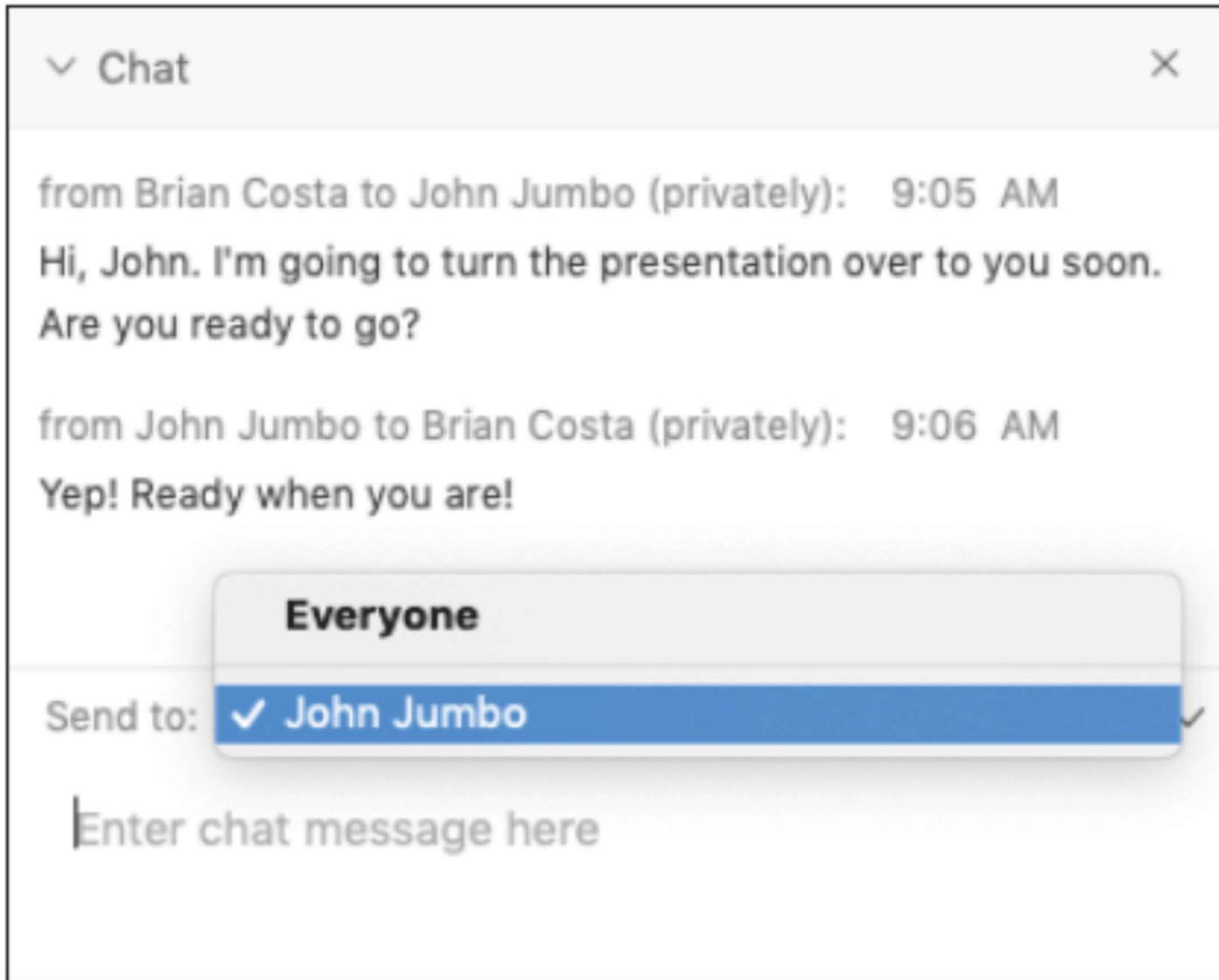
Find your name on the participant list, and hover over your name. A Raise Hand icon will appear.

Click on the Raise Hand button which will place a small hand icon next to your name in the participant list.



# Chat

Allows users to send text-based messages without interrupting the meeting.



1. Use the Send to dropdown menu to select whether you want your message to go to everyone or a specific participant. Messages to specific participants are kept private.
2. Type your message in the free-text box.
3. Hit ENTER.

# Content Share

(For speakers or presenters)

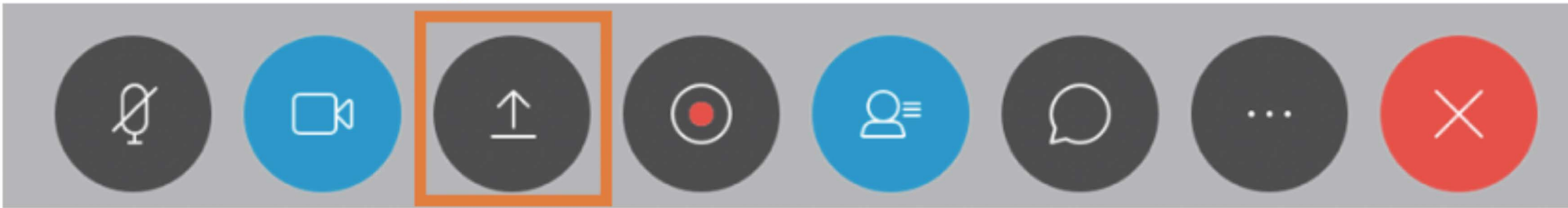


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# Content Share

## Step 1

Select Share  and screen





# Content Share

## Step 2

Select what you would like to share with the other participants. You may choose to share your desktop or an open application.

### Share Content

Optimize for motion and video

Share your computer audio



Screen 1



Screen 2



PowerPoint



Sketch



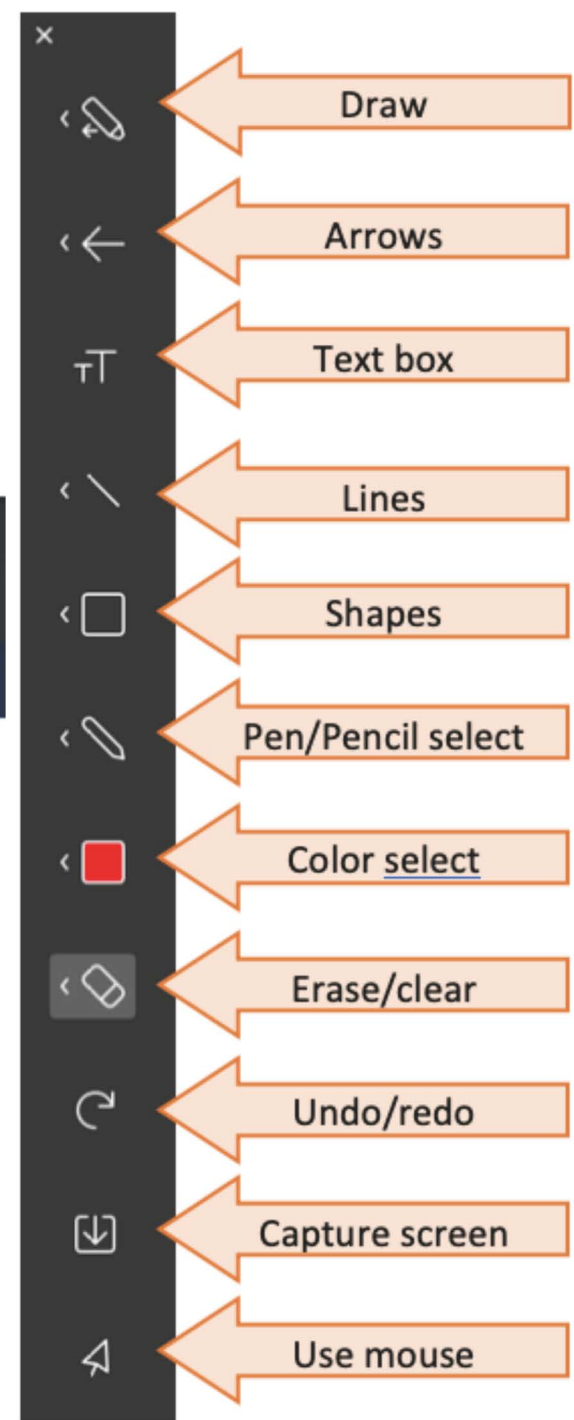
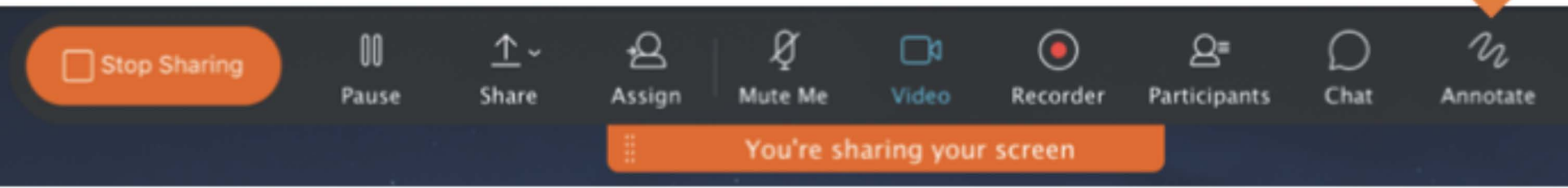
Acrobat Reader

- Share Desktop - This will share ***everything*** that you have open on your computer.
- Share Application - Only applications that are currently open on your computer are available. Keep in mind that you can only share one application at a time.



# Content Share

## Step 3



3.1 A dropdown control bar will appear at the top of the screen. The control bar allows you to access the features that are present in the meeting room without taking up as much space.

3.2 Annotation of shared content is only available on the desktop app version of WebEx.

# Etiquette Guide



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Keep the following guidelines in mind to improve your WebEx meeting:

1. Sit within camera view.
2. Use a headset with microphone for optimal audio quality.
3. Mute the microphone when not in use.
4. Use a wired internet connection when possible (wireless can be unreliable).
5. Refrain from multitasking while in the meeting.
6. Close email and any instant messaging applications if you are sharing your desktop.