TUTORIAL JOIN MEETING / EVENT WEBEX

User Join ROOM for Meeting

- 1. Open browser on Computer / Laptop (It is recommended to use chrome or Mozilla)
- 2. Open link <u>www.binus.webex.com</u>
- 3. Choose "Webex Meetings".
- 4. If you see your meeting on the system (adjust the created date and time) then choose "Join"

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Horse Webex Meetings	Wobes Events Wobex Support Wobex Training	My Webex		Logie
Attend a Meetings Bearuh Meetings Unlisted Meeting Host a Meeting Set Up Support	Search Meetings Search for a meeting by host name, meeting Today Daily Weekly Monthly	topic, or words in the agenda: Search	Engent : Bangara Ta	5
	< Wednesday, August 1	5, 2018 > 🔟	Total mumber of meetings:	
	_ onew pass meetings one	se only meetings that require regretation	ious number or meetings.	~
	3:00 pm	Meeting	to be followed	
	a 3:40 pm teating	IT Admin	3 hours Join	
	4:00 pm			

5. The display will be:

cisco	Webex								JS (RSITY
Home	Webex Meetings	Webex Events	Webex Support	Webex Training	My Webex				Log In
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		Ema	ail address:						
		Meeting	password:						
				Join	₹ Join by br	owser NEW!			
			If you	are the host, start	your meeting.				
			By joi	ning this meeting, you	are accepting the	Cisco Webex Terms of Service	and Privacy Statement.		

- 6. Fill in the avalaible column :
 - a. Your Name
 - b. Email address
 - c. Meeting password (adjusted to the password which has been informed for a join meeting)

d. Then Click "Join"

Note:

If this is your first time to use webex, then when you "click" it will download the addons for your browser. Download and install first, then repeat the previous step.

7. After that your browser will appear as follows

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			IAO	IT Admin (Host)		
	Audio and Video Connection ×					
	Select Audio Connection Select Video Connection					
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	More Options					
	Connect Audio					
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- 8. If you want to activate "Audio and Video Connection", then
 - a. Select Audio Connection

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More	Options				
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b. Select Video Connection



c. Connecting Audio and Video

We can set the settings by selecting audio and video in the options (You only need to make choices on the drop down box):

Call Using Computer V FaceTime HD Camera (Built-in) A

Note : if audio and video do not appear, it means audioo and video are not connected to your Computer / Laptop.

After selecting audio and video, it will appear following screen :



Then press "Connect Audio and Video".

then screen will appear as follows:



It indicates that our Audio and Video are connected (see the top right corner



9. The avalaible features can be used if we haved already joined are:



Information:

No	Information
1	Mute to activate / deactivate the mic
2	Switch camera device or stop my video if we want to change the camera
	settings.
3	Share content to share a desktop or application that is on our computer
	/ laptop to be displayed to all participants
4	Close Participants close / display the panel of participants
5	Chat enable chat menu to all participants or to certain participant
6	More Options feature enable:
	• Notes : provide notes at meetings
	• Lock meeting : lock up meeting rooms for participants
	• Invite and Remind : to invite other participants using email
	 Copy meeting link : copy meeting address
7	Leave Exit meeting room
8	Floating panel view to display full screen meeting room
9	Lock this video view on a spesific participant to display the video to certain
	participant

10. Happy using Webex