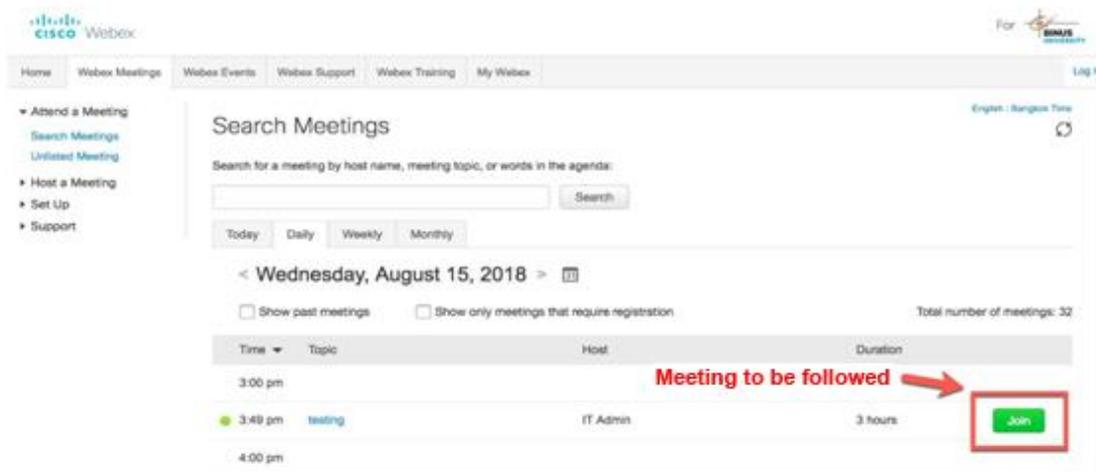


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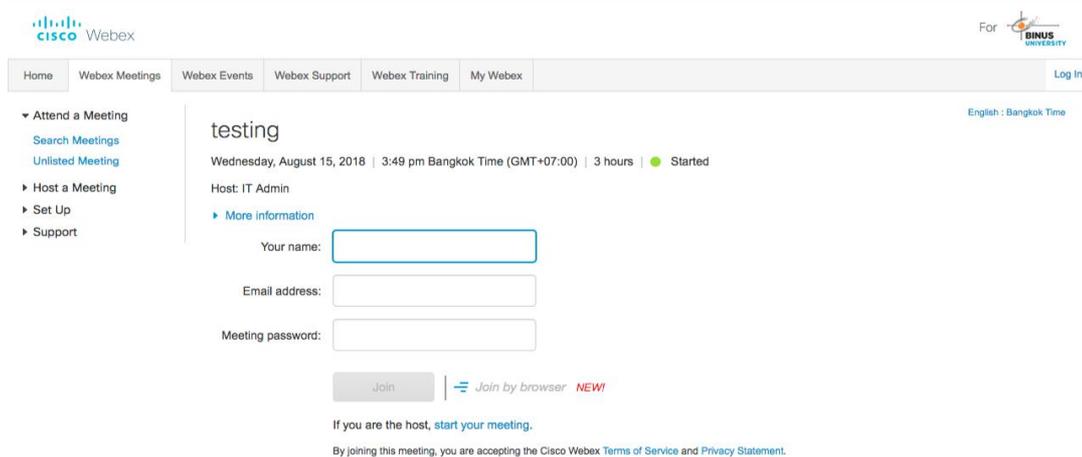
JOIN MEETING / EVENT WEBEX

User Join ROOM for Meeting

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



5. The display will be:



6. Fill in the available column :

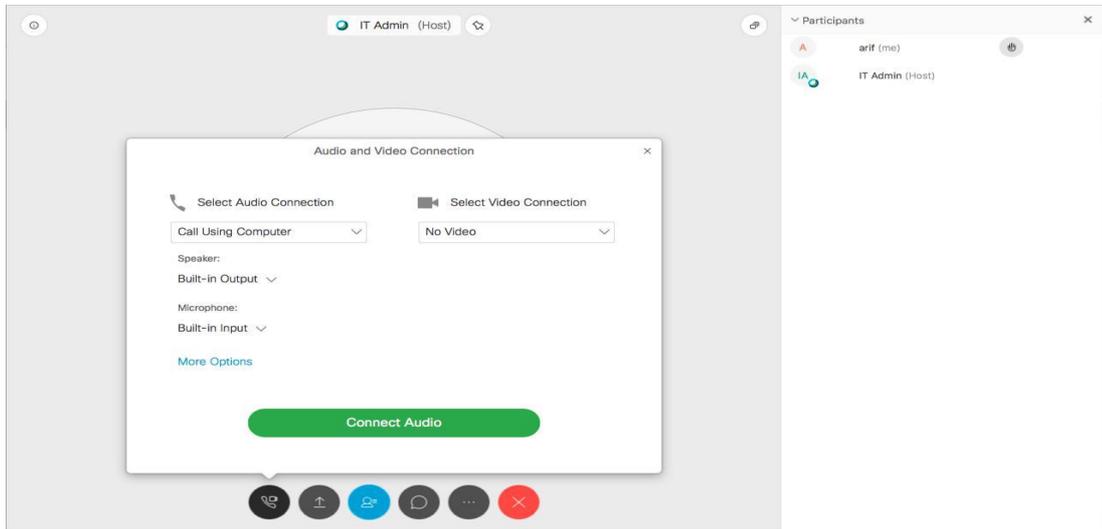
- a. Your Name
- b. Email address
- c. Meeting password (adjusted to the password which has been informed for a join meeting)

d. Then Click “Join”

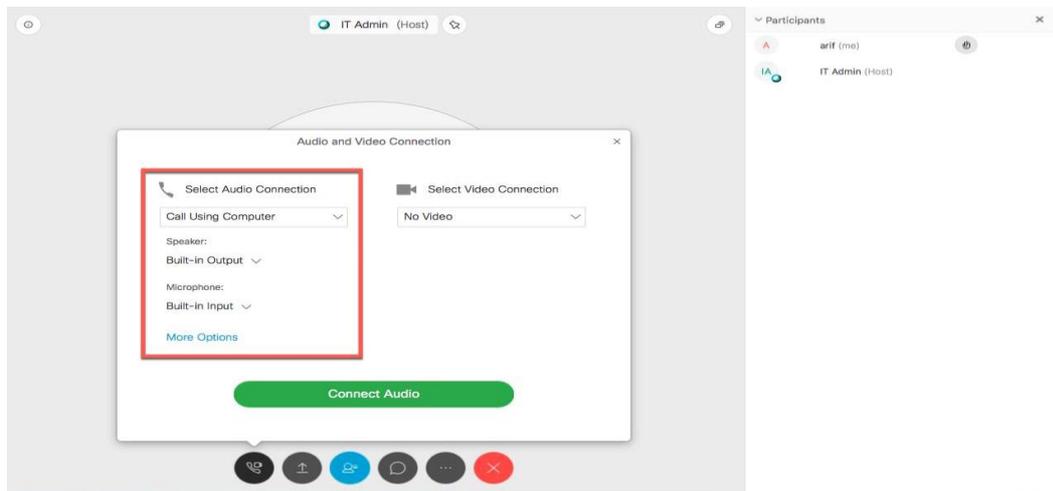
Note:

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.

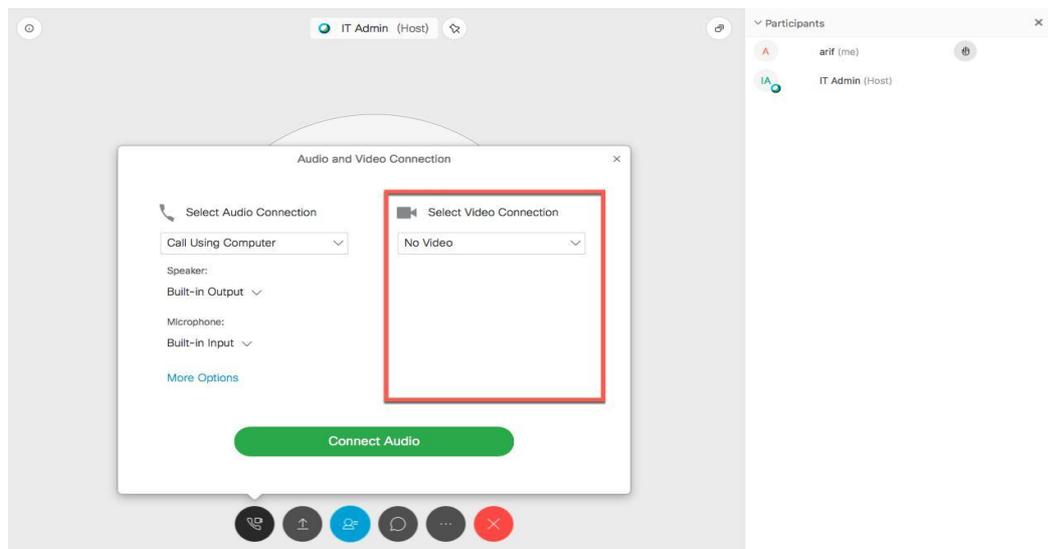
7. After that your browser will appear as follows



8. If you want to activate “**Audio and Video Connection**”, then
a. Select Audio Connection



b. Select Video Connection



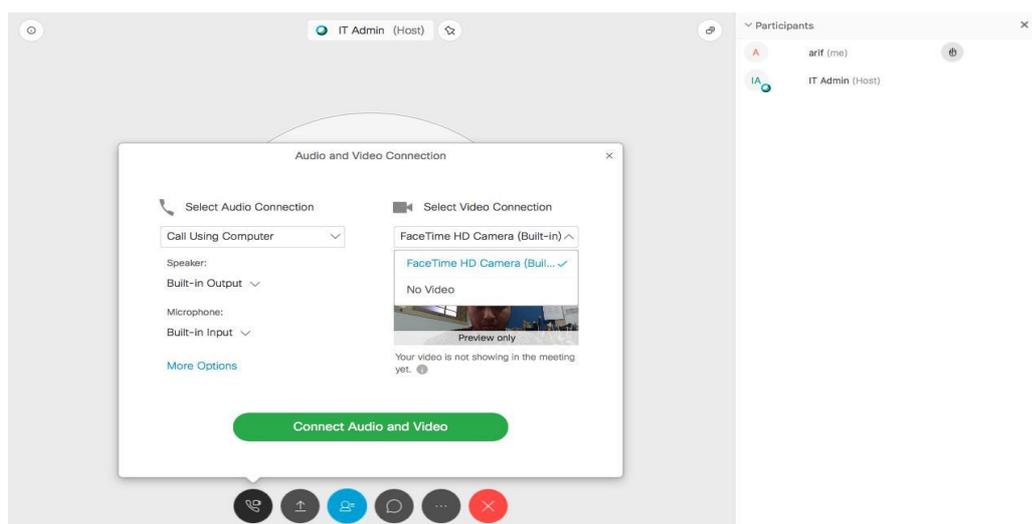
c. Connecting Audio and Video

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



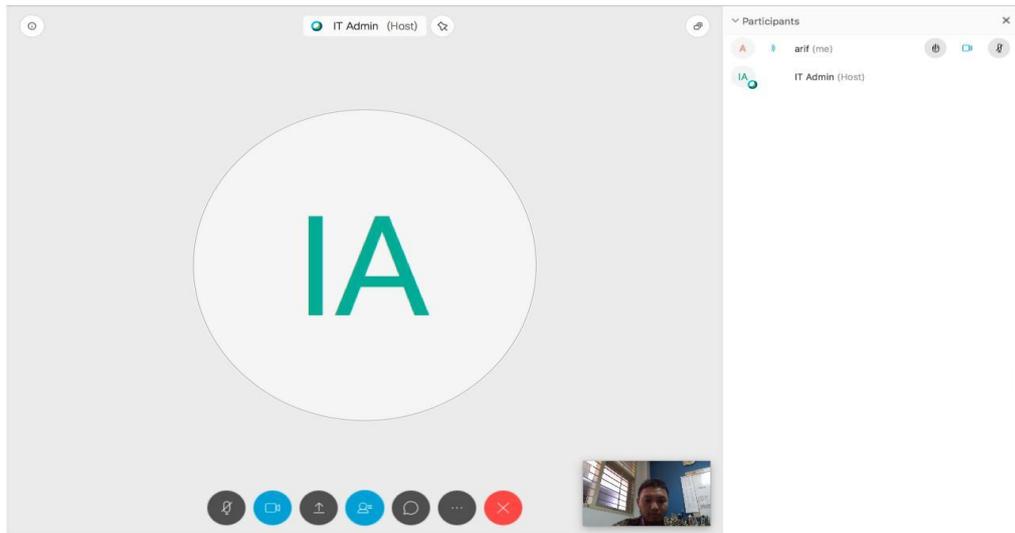
Note : if audio and video do not appear, it means audio and video are not connected to your Computer / Laptop.

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



Then press **“Connect Audio and Video”**.

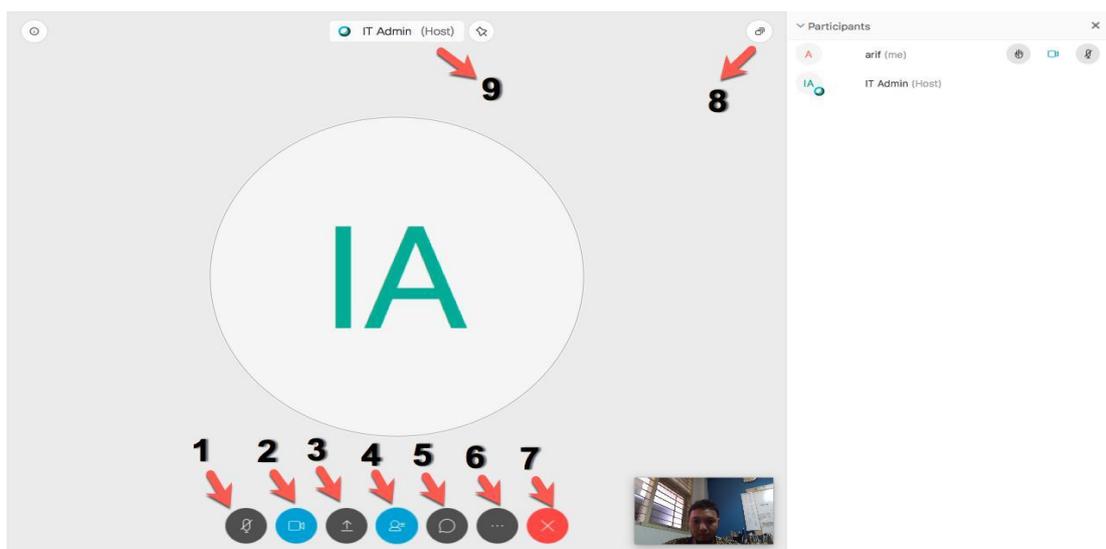
then screen will appear as follows:



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



9. The available features can be used if we had 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: <ul style="list-style-type: none"> • 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 specific participant to display the video to certain participant

10. Happy using Webex

