

WEBEX MEETING: PANDUAN MENGELOLA WEB CONFERENCE



A. HOST

1. Langkah pertama masuk ke link berikut <u>https://www.webex.com/</u> Akan muncul tampilan seperti gambar dibawah ini :



- 2. Klik tombol Start For Free
- 3. Masukkan email user untuk verifikasi akun



4. Masukan 6 digit kode yang dikirim dari cisco ke email anda



- 5. Setelah memasukan kode yang dikirim ke email. Isi data yang diminta untuk membuat akun
- 6. Memulai Meeting klik **My Webex** > **My Meetings**, dan pilih **Start**

| cisco | Webex | 400 J | | | |
|--------------------------|-------------|-----------------|---|---|--|
| • | Home | | Enter meeting information to join a meeting | 0 | Change Plan English Nina V |
| | Meetings | | | | |
| 0 | Recordings | N 11 | Nina Lestari's Personal Room 🗅 | | × |
| \$ | Preferences | | https://ninalestari28.my.webex.com/meet/ninalestari28 | | |
| 000 | Insights | | More ways to join | | Get ready for your upcoming meeting by installing the Cisco Webex |
| 0 | Support | Start a Meeting | Schedule | | Meetings app now. |
| $\underline{\downarrow}$ | Downloads | | | | Download |
| Ð | Feedback | Upcoming Mee | tings | | |
| | | | You don't have any upcoming meetings. | | |

Untuk invite peserta mengikuti *meeting* melalui URL atau *meeting number*.
 Waiting for others to join

| | E Notes | |
|-------|--|--|
| | Lock Meeting Invite and Remind | |
| | Copy Meeting Link Audio Connection Speaker, Microphone, and Camera | |
| Ø Ø 1 | | |

| Nina Lestari's Personal Room |
|--|
| Host: Nina Lestari |
| URL: https://ninalestari28.my.webex.com/meet/ ninalestari28 |
| Meeting number: 572 723 139 |
| Audio connection: Singapore Toll +65-6703-6949 Show all global call-in numbers |
| Access code: 572 723 139 |
| Attendee ID: 37 |

8. Aktivitas yang dapat dilakukan di Webex Meeting

a. Open Poll Question dan Open Chat

| Ś W | ebex Meetings | File | Edit | Share | View | Audio | Participant | Meeting | Window | Help |
|-----|---------------|-------------------|-------------------|-------------------|----------|-------|-------------|---------|--------|----------------------|
| | | Ор Ор | en and en Poll | Share Questior | жо Is | | | | C | Cisco Webex Meetings |
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| | | End | d Meeti | ng | ЖL | | | | | |
| | | | | | | | | | | |

b. Share Content, Share Multimedia dan Share My Meeting Window

| ex Meetings | File | Edit | Share | View | Audio | Participan | t Meeting | Window | Help |
|-------------|------|------|-------|--------|----------|------------|-----------|--------|----------------|
| | | | Share | Conte | nt | ~жк | | C | Cisco Webex Me |
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| | | | Share | Multin | nedia | |] Yustian | | |
| | | | | | | ıter | | | |
| | | | Share | My Me | eting Wi | ndow | | | |
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| | | | | | | | | | |

c. Tampilan Share Content



d. Selama share content dapat dilakuan Anotate dan Record Meeting



 Memindahkan hak sharing content ke peserta meeting Klik atau arahkan mouse ke nama participant -> Change Role To -> Presenter



10. Mengakhiri Meeting. Klik tanda silang merah



B. PARTICIPANT

1. Klik join meeting di samping kanan atas, maka akan tampil seperti berikut:

| cisco Webex | | Sign in | English \vee |
|-------------|-------------------------------|---------|----------------|
| | | | |
| | lain a Maadina | | |
| | Join a Meeting ⊙ | | |
| | Enter the meeting information | | |
| | | | |
| | | | |
| | | | |
| | | | |

Pengguna dapat melakukan meeting dengan beberapa cara :

- 1) Bergabung rapat dari undangan email
- 2) Bergabung dengan rapat dari rapat cisco WebEx pusat
- 3) Bergabung dengan rapat menggunakan WebEx One-Click Berikut contoh

dari kegiatan webex meeting :



| cisco Webex | | | |
|--------------------------------|--|--|-----------------|
| Sign in | Quarterly Review Hosted by Cormag McCulle 1:00 pm - 2:00 pm Fr | n iday, Oct 19 2018 (UTC-08:00) Pacific Time (US & Canada) | |
| Support | Your nante Your email address | | |
| English Classic View | Remember me Join Meeting | | |
| Webex Training Webex Events | | | |
| Webex Support | Meeting Information Meeting link: | https://company.webex.com/company/j.php? MTID=m52fdea4b70743836d6b11ffcb854fe61 | |
| | Meeting number: Password: | 555 555 555 | _ |
| | More ways to join | | cisco Vienes |

Klik join meeting setelah mengisi data nama dan email

| cisco Webex | | |
|-------------------------|--|--|
| Sign in | Quarterly Review + Hosted by Cormag McCullen | |
| Home | 1:00 pm - 2:00 pm Friday, Oct 19 2018 (UTC-08:00) Pacific Time (US & Canada) | |
| ③ Support | Marta Šimek | |
| | msimek@example.com | |
| English Classic View | Remember me | |
| | Join Meeting | |
| Webex Training | Always choose best option for me \checkmark | |
| Webex Support | Always join from desktop app | |
| | Always join from web app ompany.webex.com/company/j.php? 52tdea4b70743836d6b11ffcb854fe61 | |
| | Meeting number: 555 555 555 | |
| | Password: XXXXXXXX | |

2. Tampilan saat melakukan meeting





| Ele Edit Share View Audio Participant Meeting Help Image: Comparison of the second se | > | | _ 0 | | | | Cisco Webex Meetings | | 0 |
|--|------------|--------|-----------|---|------------------------------------|-----------------------------|--|---|---------------------------------|
| Participants (2) C Search C Search M O Mega Me M O Mega | onnected • | cted • | Connected | | | | | Share View Audio Participant Meeting Help | <u>F</u> ile <u>E</u> dit |
| Q2 Maxteria finite Q2 Maxte | > | × | | | ints (2) | Participants (| | The second se | |
| Viewing Nina Lestari's screen SERTAKAN GAMBAR! TIDAK HANYA TEKS 1. Ukuran 16 : 9 2. Latar putih atau hitam Composition of the period action of the perio | | | | | | Q Search | | | |
| 16:9 (Dekatkan gambar dengan teks) | CI 8 | 8 | D | 0 | nega Ae Vina Lestari Host | M O mega Me No O Host | Remark Handler ANDA TEKS ANDA TEKS | Viewing N SERTAKAN GAMBAR! TIDAK HA 1. Ukuran 16 : 9 2. Latar putih atau hitam | ै ह ह ि ह ि ह |

- 3. Webex meeting dapat melakukan chatting seperti pada tampilan di samping kanan atas.
- 4. Jika meeting telah selesai user dapat menekan tombol x merah di layar maka meeting akan di akhiri

