



# The Operation Manual of Cisco Webex

*For attendees using Windows*

# Content

<b>Join meeting</b>	..... 3	-use mobile to attend the meeting	..... 15
-launch meeting	..... 3	<b>Unmute/Mute</b>	..... 17
-download desktop app	..... 4	<b>Start/Stop the video</b>	..... 18
-change display name on website	..... 7	<b>Participant list/Chat room</b>	..... 19
-change display name on app	..... 9	<b>Breakout room</b>	..... 20
-on the waiting page	..... 12	<b>Leave meeting</b>	..... 22

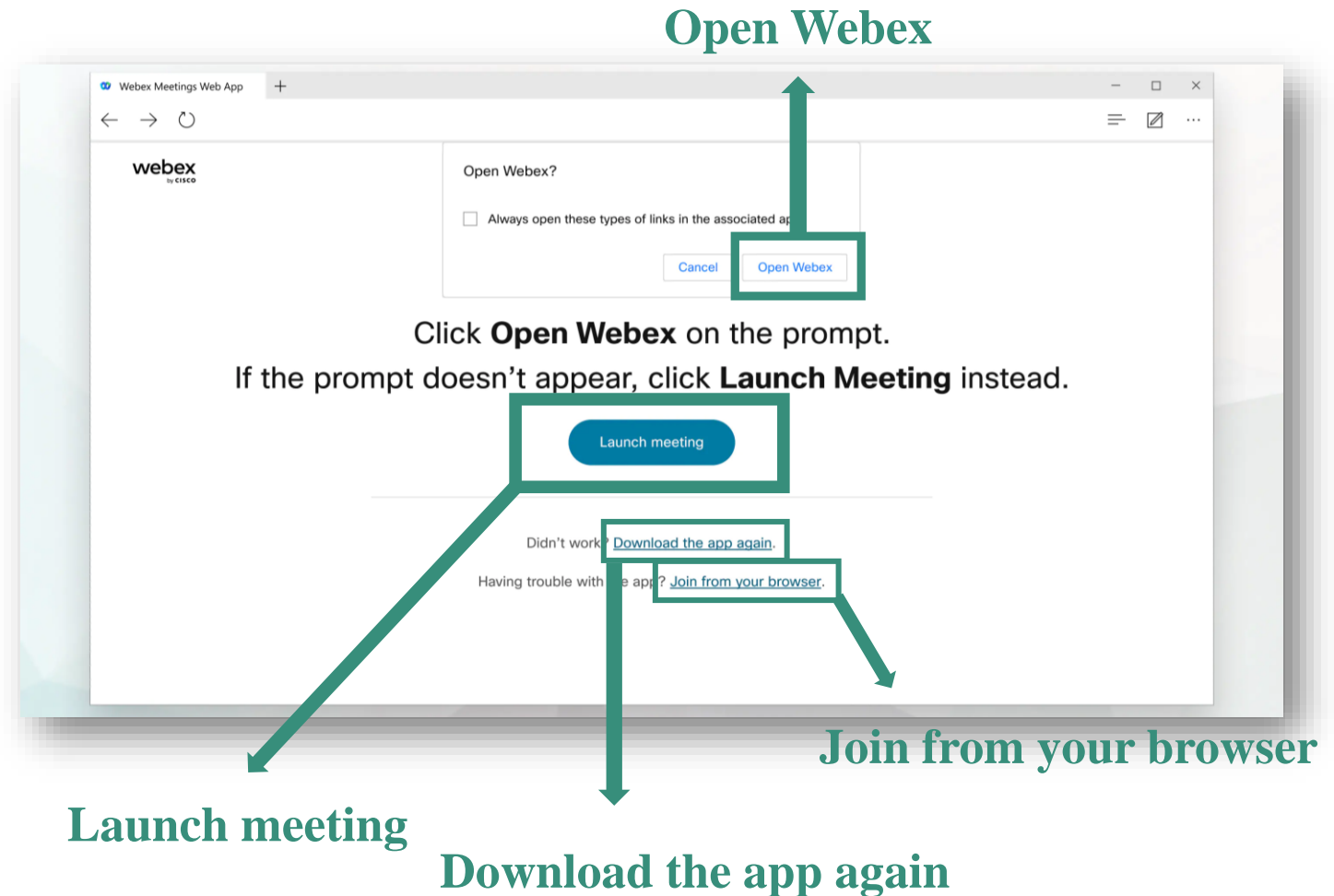
## Join meeting

Using laptop/desktop/tablet

Click “**Open Webex**” if you're prompted to do so; otherwise, click “**Launch meeting**”.

\* If you would like to launch from the browser, Just click “**Cancel**” above and then click on “**Join from your browser**”. After that, you'll see a log-in page, please type in your name and email address and then you can get into the meeting room.

\* You can download **Webex desktop app** on Webex official website in advance (please see next page for reference).





Join meeting

The screenshot shows the Webex website interface. At the top, there is a navigation bar with links for 'Download', 'Support', 'Contact Sales', and a phone number '+1-888-469-3239'. Below this, a secondary navigation bar includes the 'webex by CISCO' logo, 'Products', 'Pricing', 'Devices', 'Solutions', and 'Resources' dropdown menus. On the right side of this bar are links for 'Join a Meeting', 'Sign In', and a 'Sign Up, It's Free' button. The main content area features a large banner with the text 'Last chance to register'. Below the banner, the text 'One platform, with all the ways to connect.' is displayed on the left. In the center, there is a large section titled 'Download Webex' which contains two buttons: 'For Windows (64 bit) ↓' and 'For Windows (32 bit) ↓'. At the bottom of this section, it states 'Requires Windows 10 or later. [Learn more](#)'. A red box highlights the 'Download' link in the top navigation bar, and a red arrow points from this box down to the 'Download Webex' section.

webex by CISCO

Products ▾ Pricing ▾ Devices ▾ Solutions ▾ Resources ▾

Download Support Contact Sales +1-888-469-3239

Join a Meeting Sign In Sign Up, It's Free

# Last chance to register

webex by CISCO

Products ▾ Pricing ▾ Devices ▾ Solutions ▾ Resources ▾

Join a Meeting Sign In Sign Up, It's Free

One platform,  
with all the ways  
to connect.

## Download Webex

For Windows (64 bit) ↓ For Windows (32 bit) ↓

Requires Windows 10 or later. [Learn more](#)

Join meeting

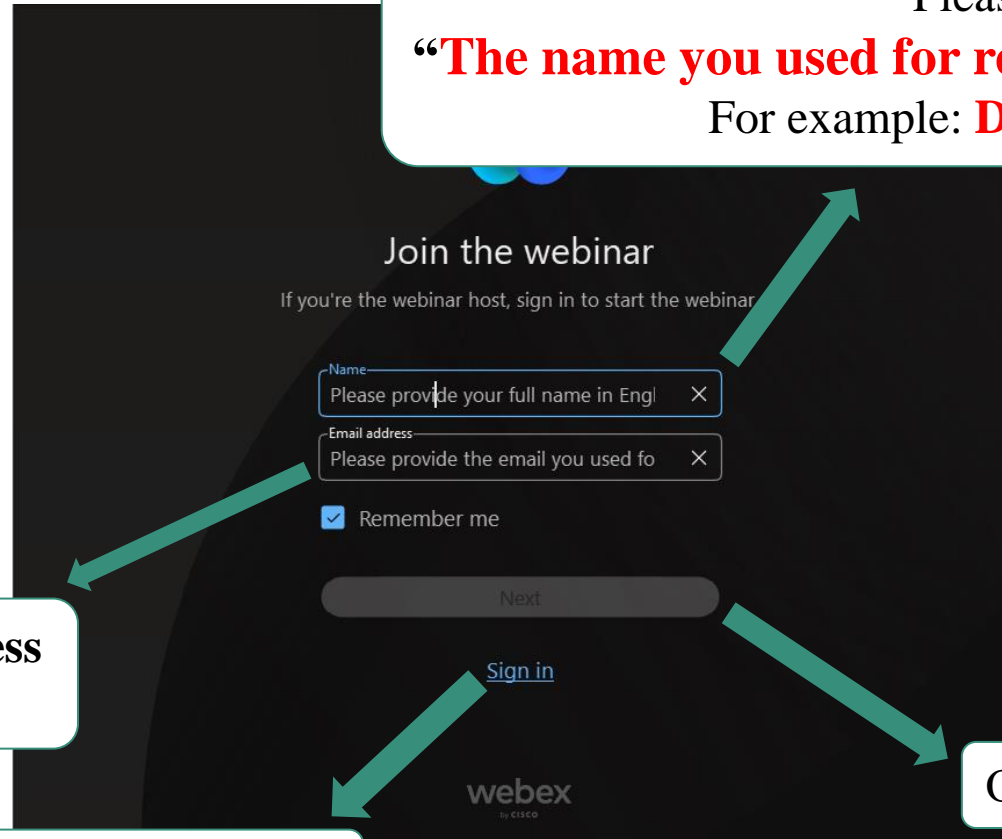
\*If you've already signed in, you will be directly linked to the waiting page of Webex desktop app.

Please type in  
“**The name you used for registration + Your affiliation**”.  
For example: **David Chen\_NCKU**

Please also type in your **email address**  
(the one you used for registration).

You can also **sign in** if you've already had an account.

Once finishing, please click “**Next**”



The image shows a screenshot of the Webex 'Join the webinar' registration page. The page has a dark background with white text. At the top, it says 'Join the webinar' and 'If you're the webinar host, sign in to start the webinar'. Below this are two input fields: 'Name' with the placeholder 'Please provide your full name in Engl' and 'Email address' with the placeholder 'Please provide the email you used fo'. Both fields have a small 'X' icon to the right. Below the email field is a checkbox labeled 'Remember me' which is checked. At the bottom of the form is a large, rounded 'Next' button. Below the 'Next' button is a link that says 'Sign in'. The Webex logo is at the bottom left of the form area. Four green arrows point from the surrounding text boxes to specific elements on the form: one points to the Name field, one points to the Email field, one points to the 'Sign in' link, and one points to the 'Next' button.



[Join meeting](#)

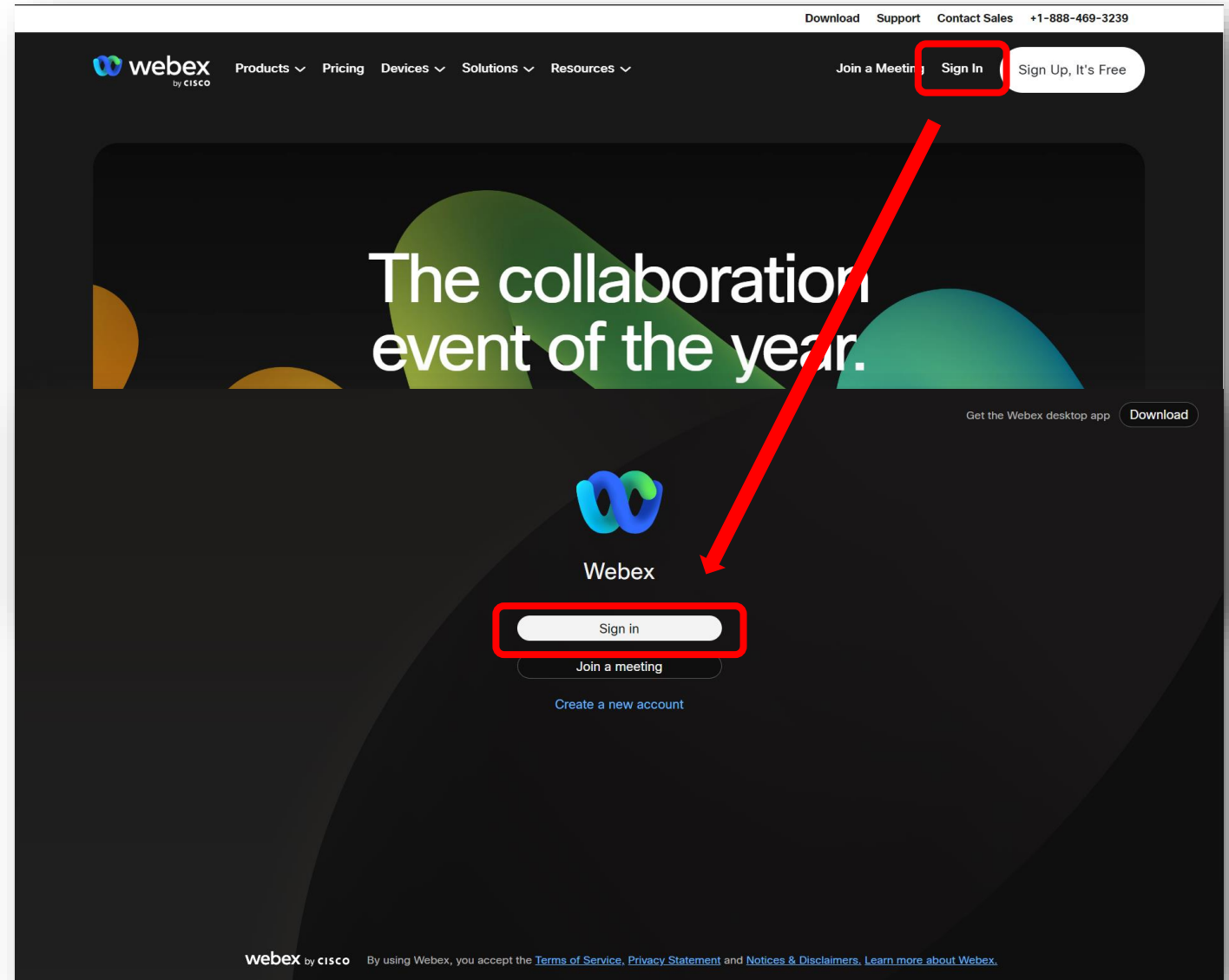
### **Please note that**

If you don't follow our format for entering, you'll be asked to revise the display name. Only if the correct format is shown can you successfully participate in the conference.



If you want to change your display name, please **first sign in Webex official website** and then fill in the log-in information.

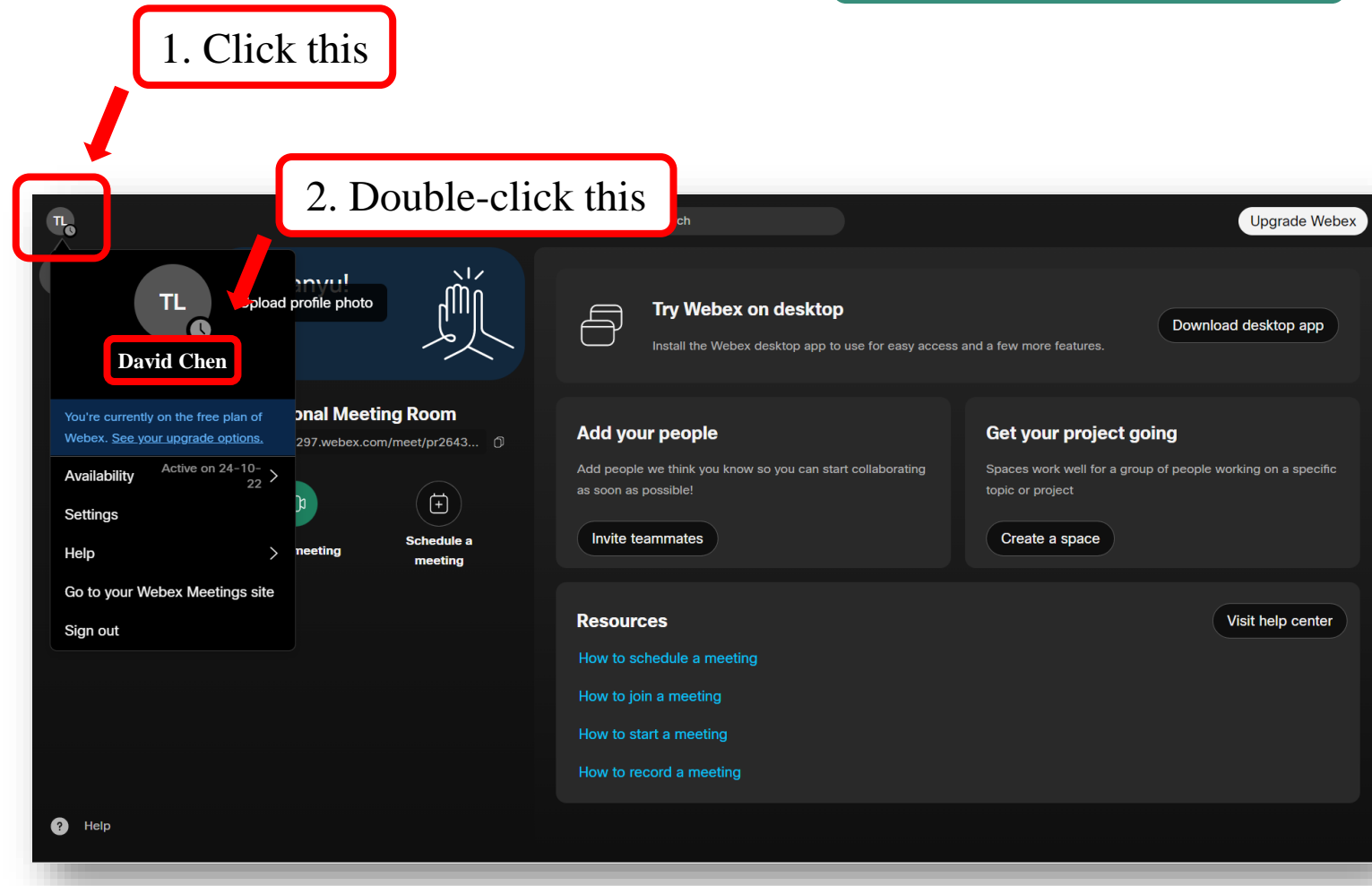
Join meeting





## Join meeting

Please click the figure on the upper left side of your screen and just double-click the display name directly then you can change it.



Or you can.....

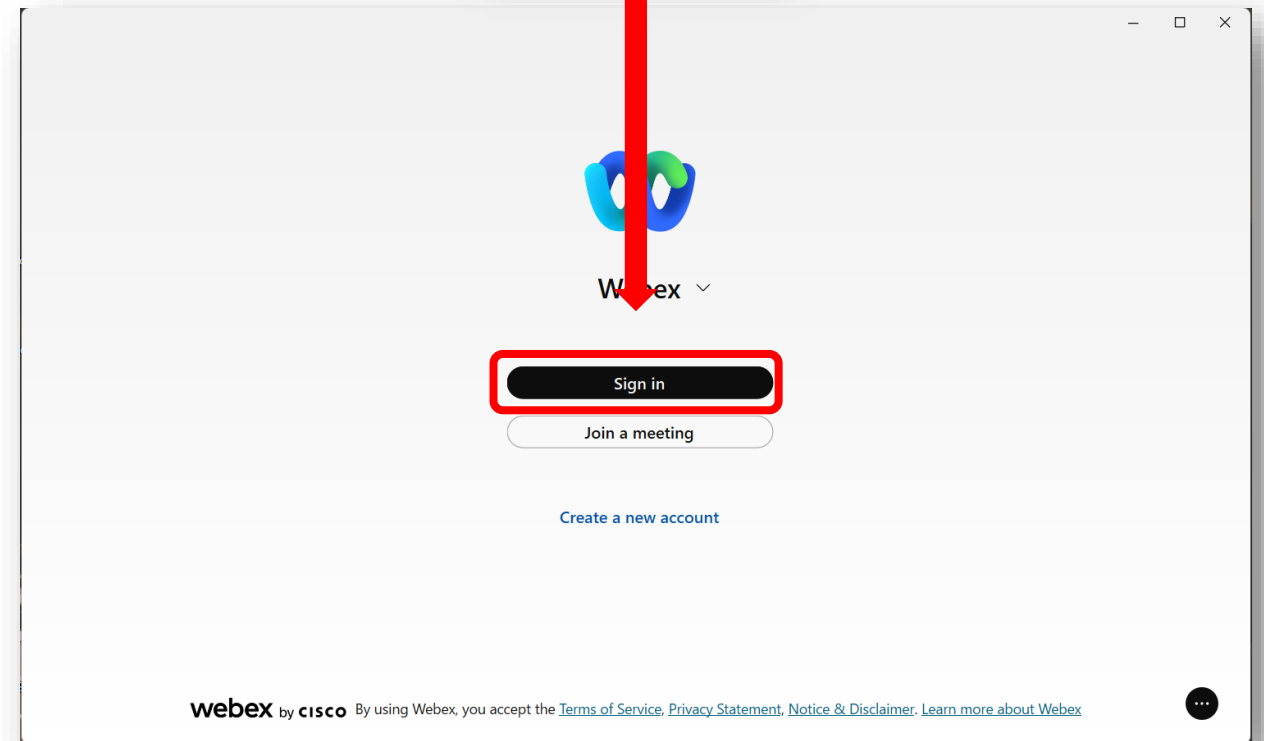


Join meeting

**You can change your display name on Webex desktop app as well by....**

- 1. Opening the app**
- 2. Signing in**

\*You can skip this if you 've already signed in





Join meeting

3. Clicking the figure on your upper left side

4. Clicking “Edit profile”

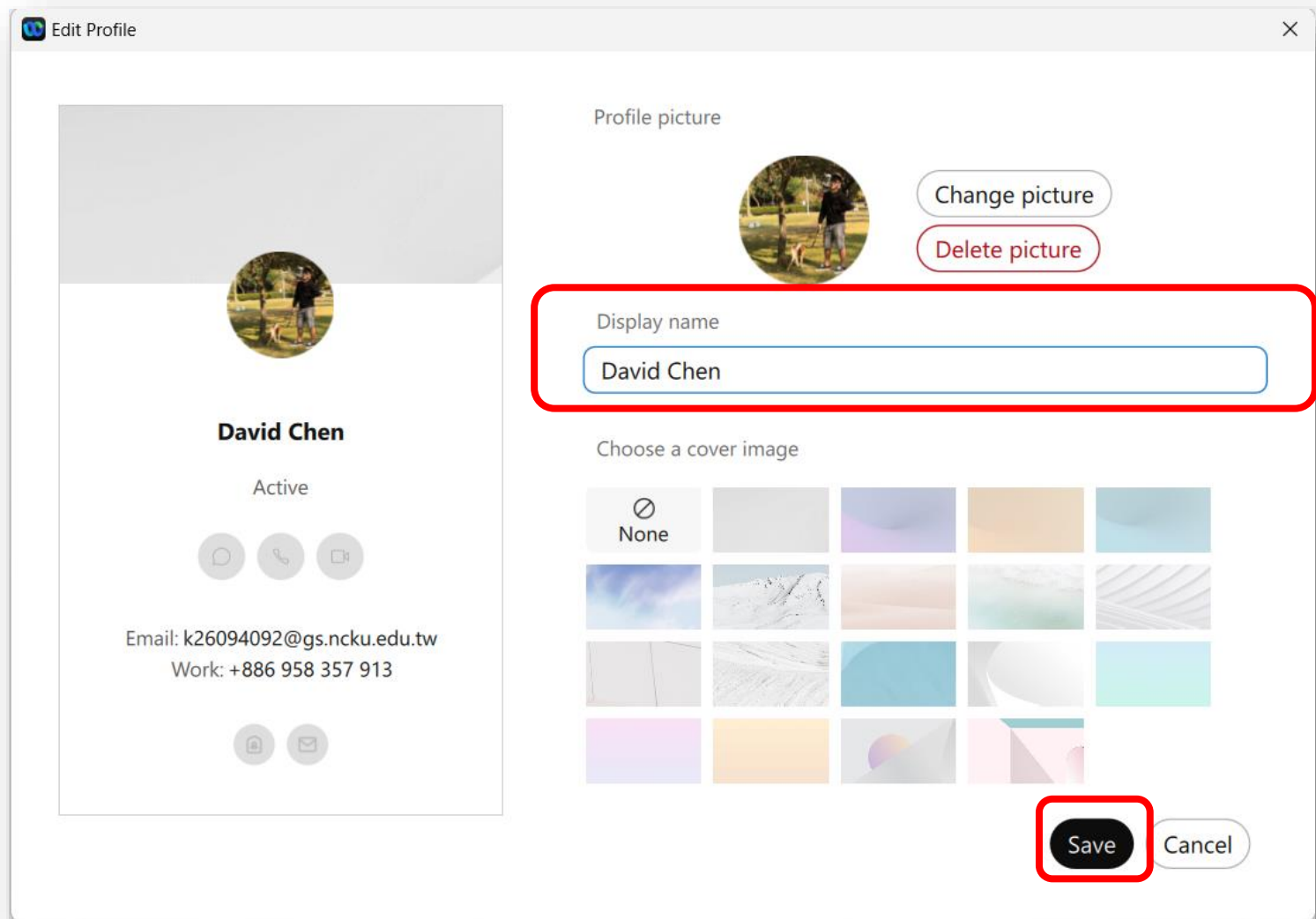
The screenshot shows the Webex user interface. A red box highlights the user's profile picture in the top left corner, with a red arrow pointing to it from a text box that says "1. Click this". Below the profile picture, the user's name "David" and email "Abc@gn" are visible. A red box highlights the "Edit profile" option in the left-hand menu, with a red arrow pointing to it from a text box that says "2. Click this". The right-hand side of the interface shows the "Upcoming meetings" section, which includes a "Go to calendar" link and a "Connect your calendar" section with a "Microsoft 365" button.

Join meeting

**5. Please change you name directly right under “Display name”**

\*You can also change your profile picture and cover image here

**6. After making adjustment, please click “Save” and re-enter our meeting room again.**



Edit Profile

Profile picture

Change picture

Delete picture

Display name

David Chen

Choose a cover image

None

Save

Cancel

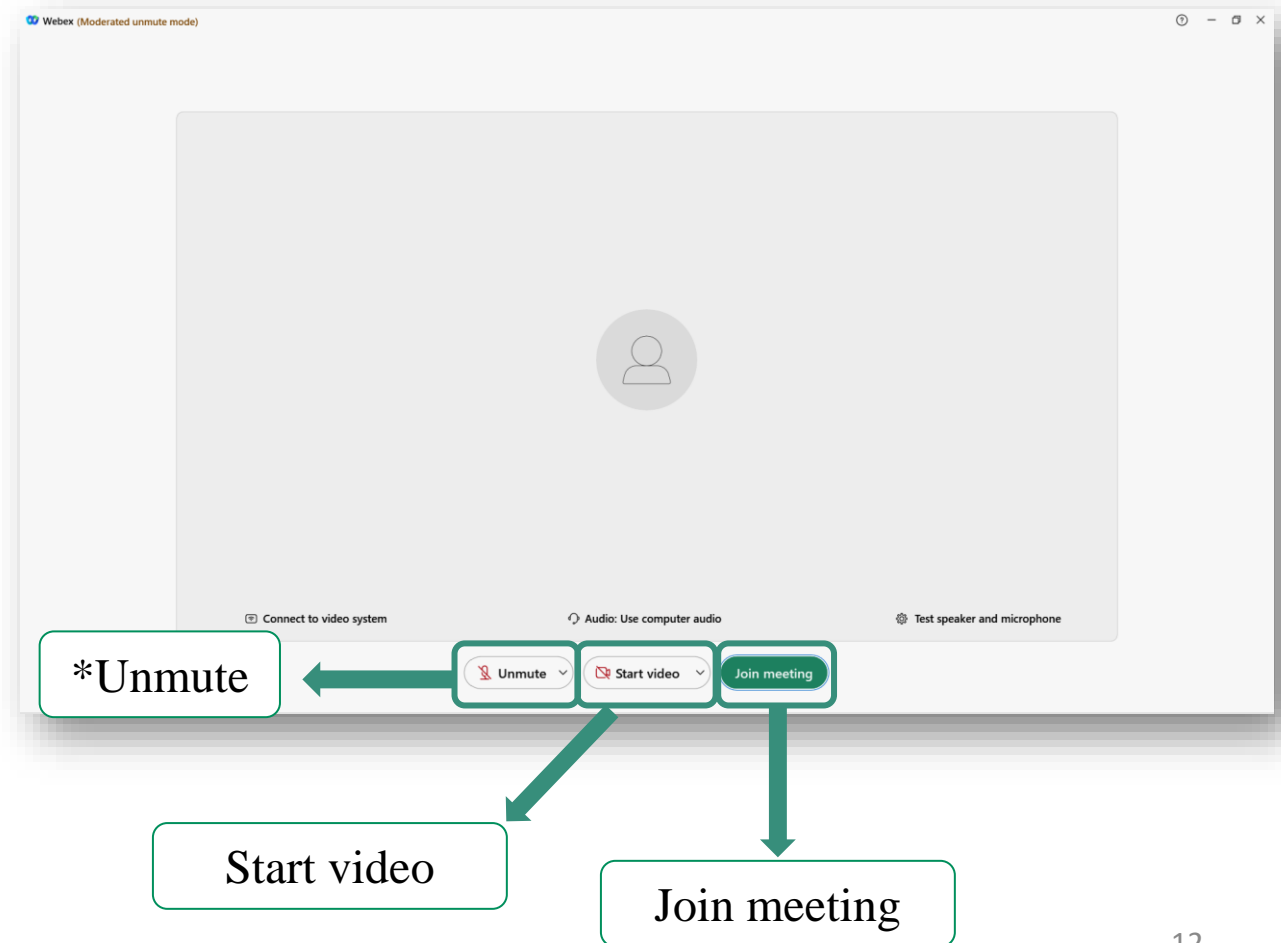
## Join meeting

Using laptop/desktop/tablet

### Click “Join meeting”

\*Default setting is enough for joining the meeting, but if you want to make some changes (like switching audio output), you need to change the option. For more information, please see the picture on next page.

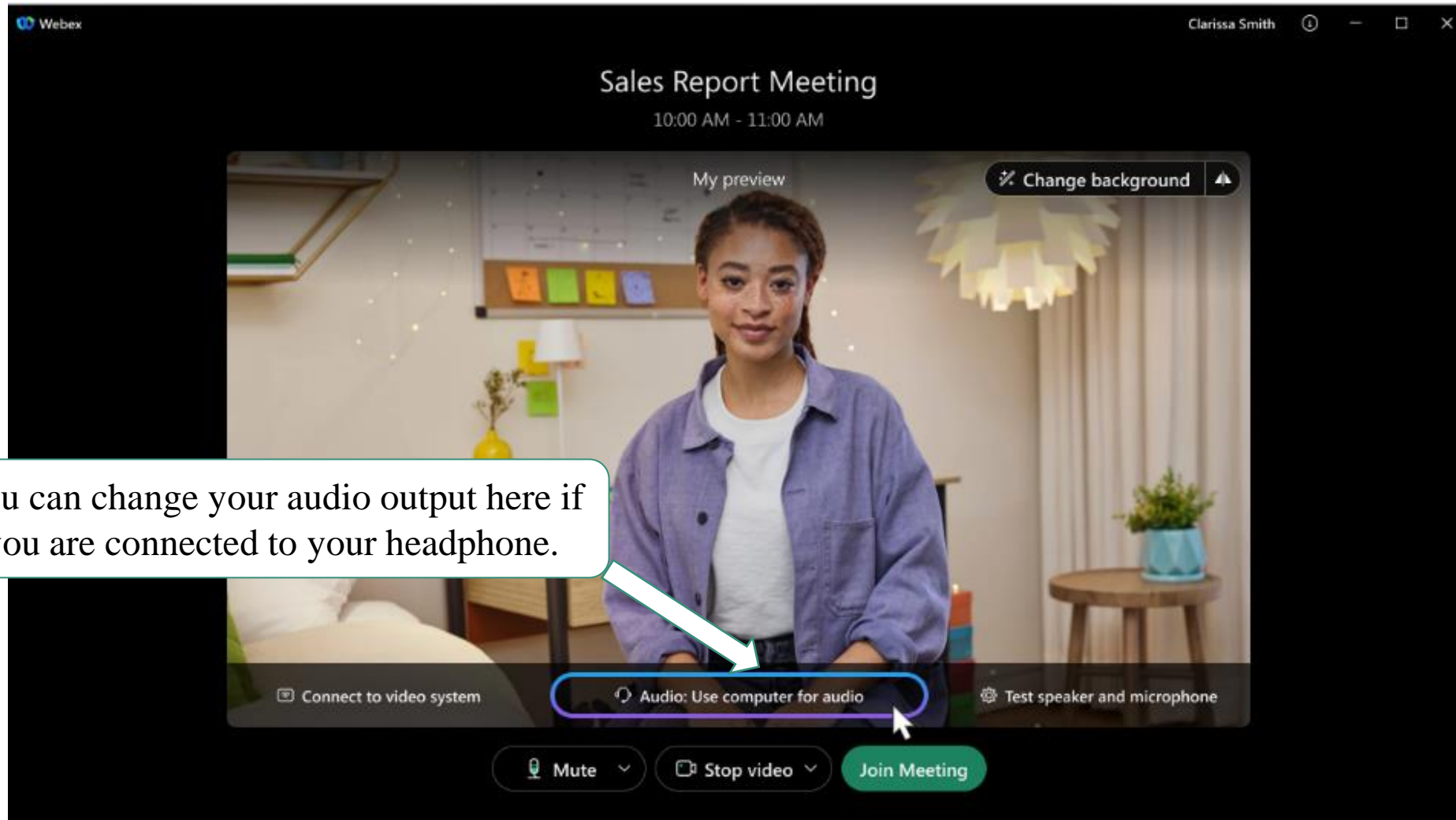
\*Joining as an attendee, your audio function will be locked by us.





Join meeting

Using laptop/desktop/tablet



You can change your audio output here if you are connected to your headphone.



**Join meeting**

Using laptop/desktop/tablet

After clicking “**Join meeting**”, you will need to wait for hosts’ permission to get into the room.



**Join meeting**

**1. Tap “**Join meeting**” in your email invitation when it's time to join the meeting.**

*Using mobile*

**2. Tap “**Download**” to install the Webex Meetings app and join the video conference.**

**3. Tap “**Open**” after the app installs and accept the Terms of Service and Privacy Statement.**

*\*If you're joining a meeting for the first time on iOS, you must select the meeting link from your email invitation or calendar again to go to your meeting.*

**4. Edit your name as you want it to appear in the meeting and enter your email address. Then, check the “Remember me” check box if you don't want to have to enter your name again the next time you join a meeting.**

**5. Tap “Sign in” so you can access the full list of meeting features.**

*\*Or if you just want to join the meeting quickly and don't need access to all the meetings features, tap **Join as a guest**.*



## 6. Tap “OK”.

\*If necessary, enter the meeting password—it's in the email invitation—and tap “OK”.

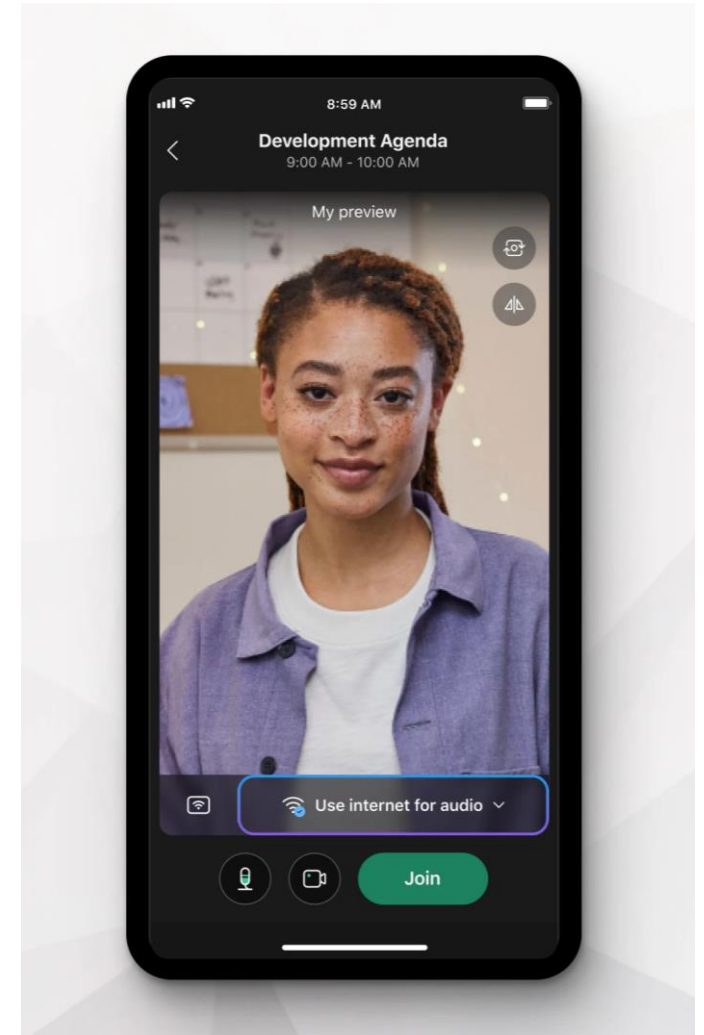
## 7. Change your audio and video settings before joining your meeting.

## 8. Tap “Start video” to preview how you'll look to others before you join the meeting.

\* To enjoy the full functions of Webex Meeting, it is suggested to use your desktop/laptop/tablet.

Join meeting

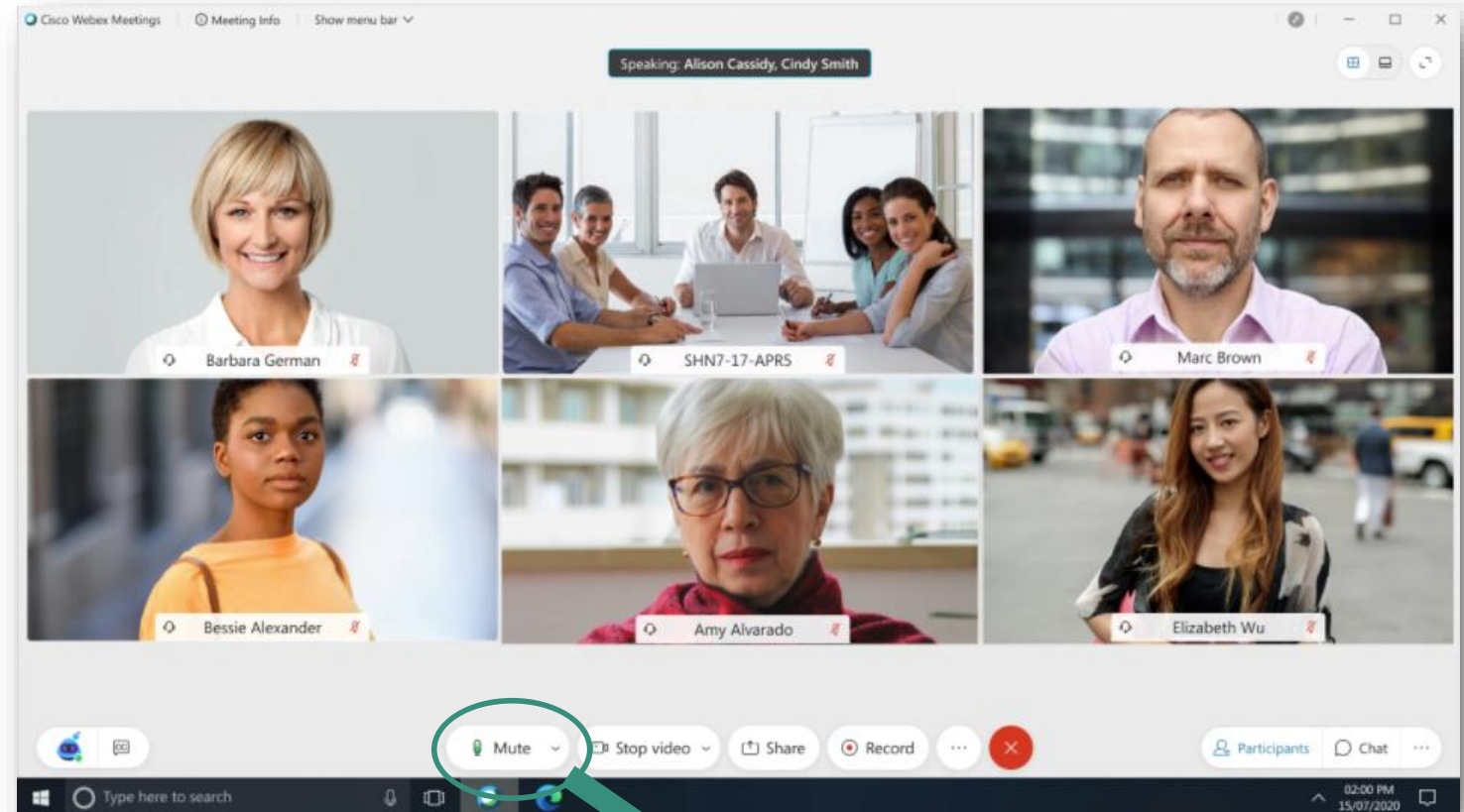
*Using mobile*



## Unmute/Mute

Joining as an attendee, you can't control the audio function **"Unmute"**.

\*Once you need/want to talk, the (co)host will unmute you (You'll receive a notice for asking for unmuting) and please remember to mute yourself after speaking.

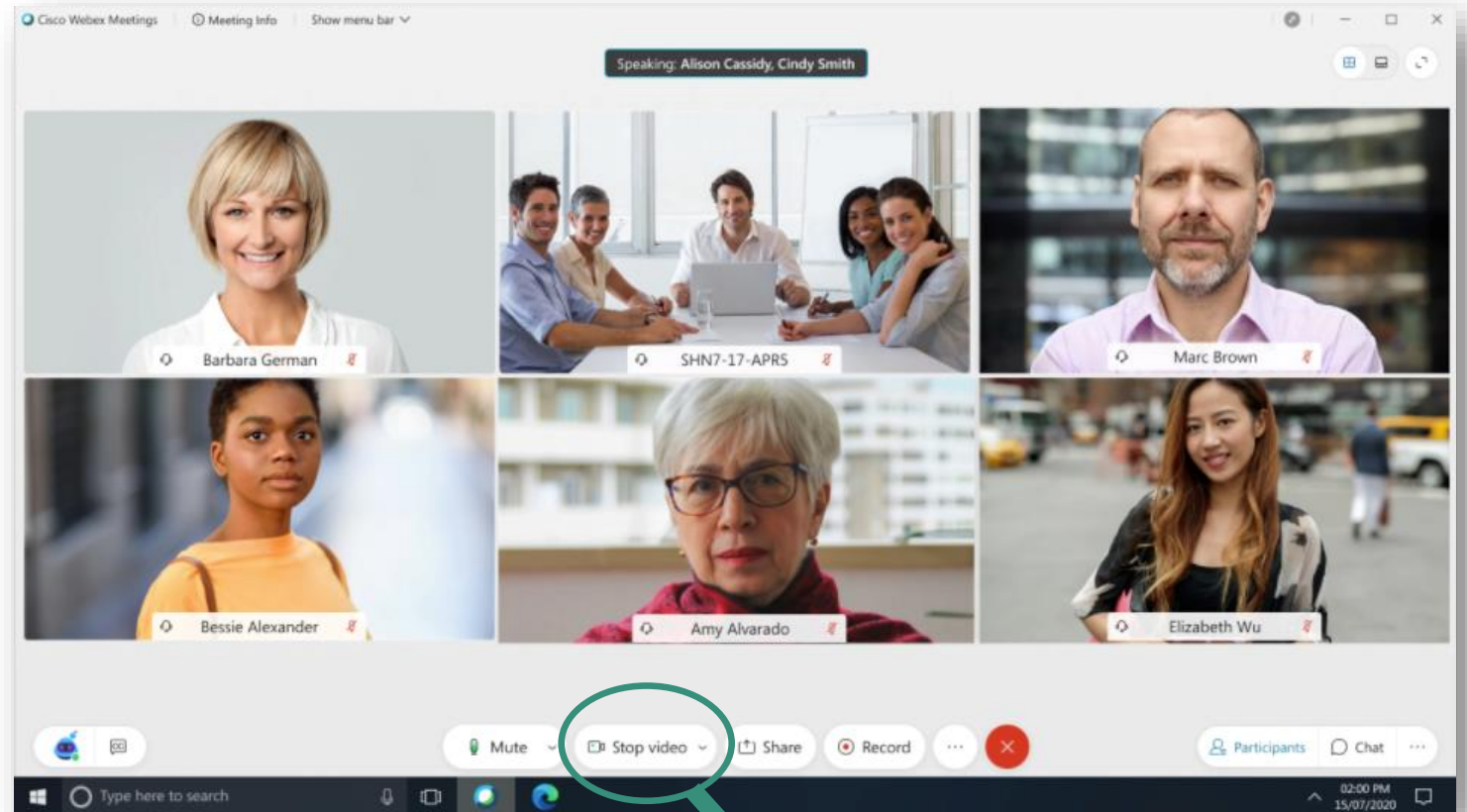


## Start/Stop video

1. If you want to join the meeting with your video turned off, click “**Stop video**”.

\*You'll see “**Start video**” when your video is turned off.

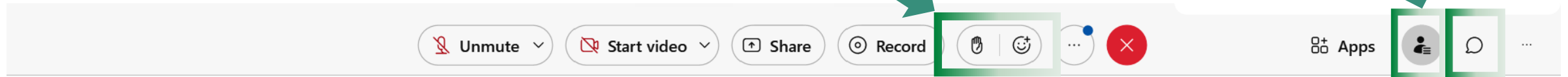
2. Click “**Start video**” when you want to show yourself.



## Participant list/Chat room

If you want to do some reactions, please click these two buttons for raising hand and showing emojis.

If you want to see the full participant list, please click this button.



If you want to open the chat room, please click this button.



## Breakout room

Webex (Moderated unmute mode) Meeting Info Breakout Session 1 Show Menu Bar

**Once you get into the main room,  
we'll assign you to the specific  
breakout room!**

**For attendees in Room 1 only!**

**Participants (1)**

You're currently connected to the **Breakout Session 1** session.  
Session time: **00:11**

Ask for help

Search

Me

**Chat**

To: Everyone in this session

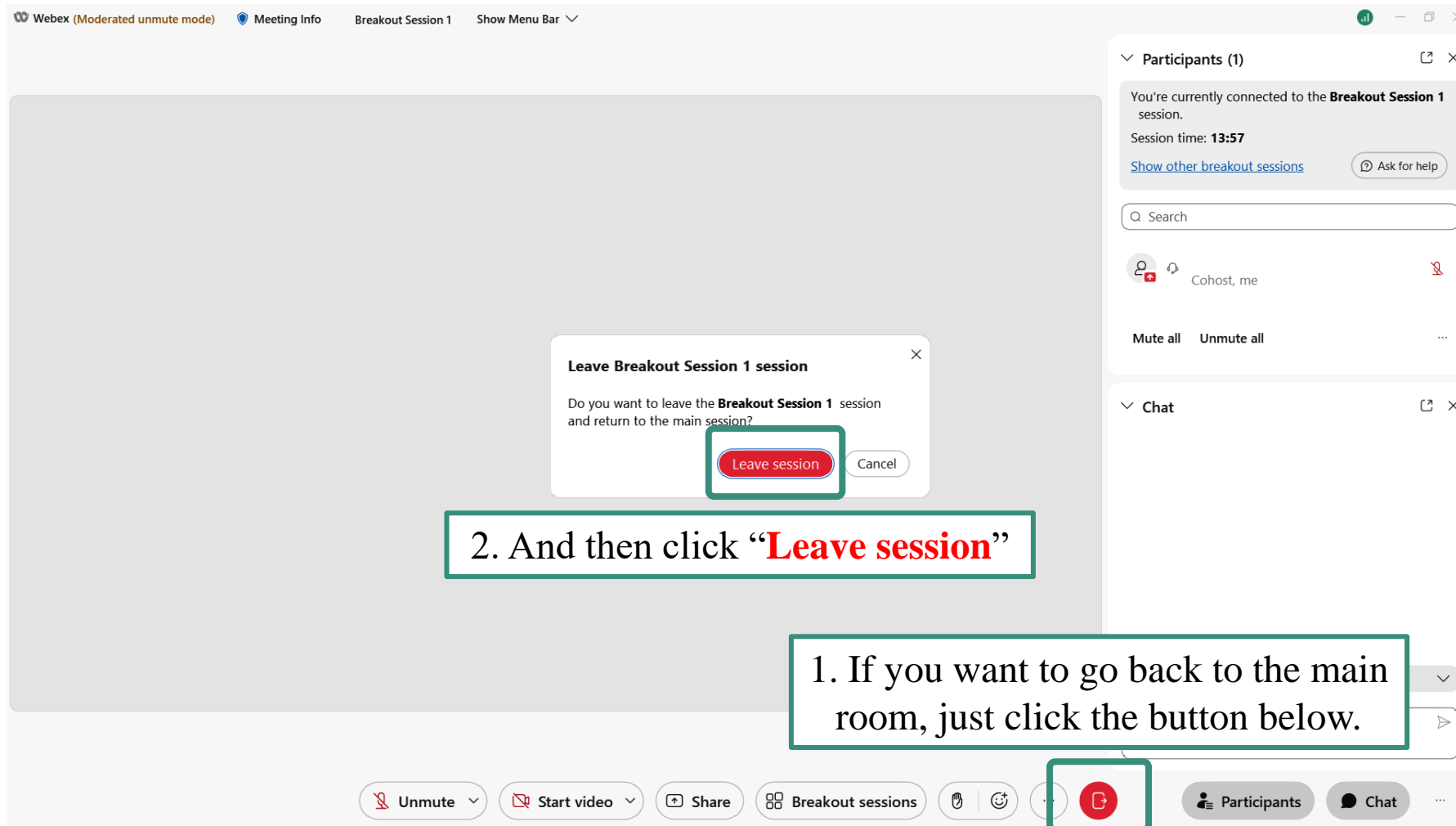
Enter chat message here

Unmute Start video

In the participant list, you can see all the participants in this room.

You can chat with the presenters by sending a private message or public message here.

## Breakout room



The screenshot shows a Webex interface for a breakout session. At the top, the header includes "Webex (Moderated unmute mode)", "Meeting Info", "Breakout Session 1", and a "Show Menu Bar" dropdown. The main area is a large gray rectangle. A dialog box in the center asks, "Leave Breakout Session 1 session" and "Do you want to leave the Breakout Session 1 session and return to the main session?". It has two buttons: "Leave session" (highlighted with a green box) and "Cancel". To the right, a sidebar shows "Participants (1)" with a search bar and a list of participants (Cohost, me). Below that is a "Chat" section. At the bottom, a toolbar contains buttons for "Unmute", "Start video", "Share", "Breakout sessions", and a red button with a white 'G' icon (highlighted with a green box). A green box with text is positioned below the "Leave session" button, and another green box with text is positioned below the red 'G' button.

2. And then click “**Leave session**”

1. If you want to go back to the main room, just click the button below.



## Leave meeting

The screenshot shows a Webex meeting window. At the top, the status bar indicates 'Webex (Moderated unmute mode)', 'Meeting Info', and 'Show Menu Bar'. The time is 05:26. A 'Layout' button is visible in the top right. The main area is a large gray rectangle. A 'Leave meeting' dialog box is centered, asking 'Do you want to leave the meeting?'. It has two buttons: 'Leave meeting' (highlighted with a red box) and 'Cancel'. A green callout box with the text '2. Click "Leave meeting"' points to the 'Leave meeting' button. In the bottom toolbar, there are buttons for 'Unmute', 'Start video', 'Share', and a red 'X' button (highlighted with a red box). A green callout box with the text '1. Click "X"' points to the 'X' button. To the right of the toolbar is a 'Chat' button.

Webex (Moderated unmute mode) Meeting Info Show Menu Bar 05:26

Layout

Leave meeting

Do you want to leave the meeting?

Leave meeting Cancel

2. Click "Leave meeting"

Unmute Start video Share X

1. Click "X"

Chat





**If you encounter any kind of  
technical problems, please  
contact us at...**



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