

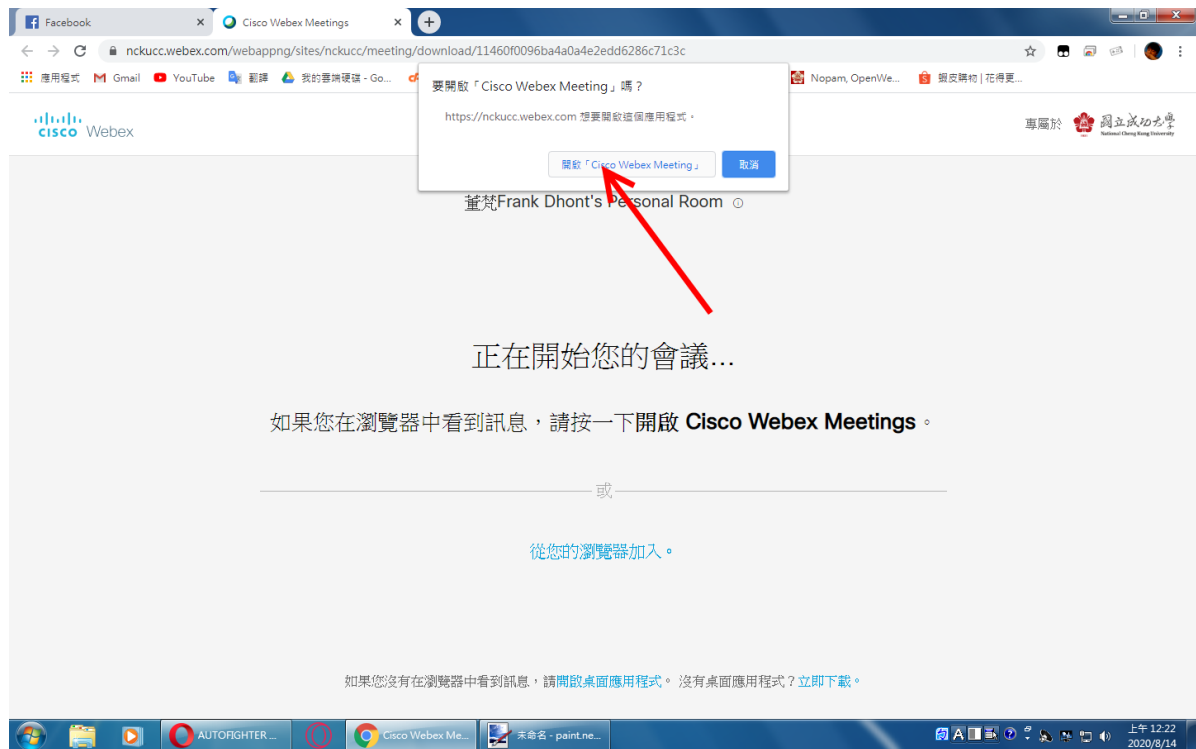
Manual of Webex Meeting

Download

1. Go to the Webex website to download the software "Webex Meeting":
<https://www.webex.com/downloads.html>
2. Simply install it on your computer.

Join the meeting

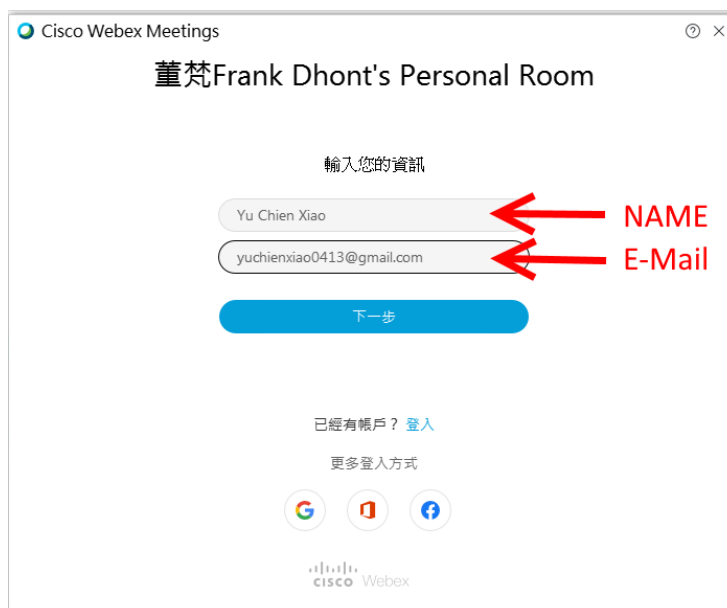
1. Once the software is installed then to join you simply open the Meeting Link provided here: <https://nckucc.webex.com/meet/z10702001>
2. Your browser will then automatically bring you to this page (below), then press open "Cisco Webex Meeting" to open the application.



Or you could open the software, entering the meeting room number “z10702001@nckucc.webex.com” to join the meeting. (If the number is invalid, please enter “166 319 0934” or “z10702001”).



3. To join the meeting, please enter your full name (In English, otherwise nobody will know who you are) and your email. Then Press next step.



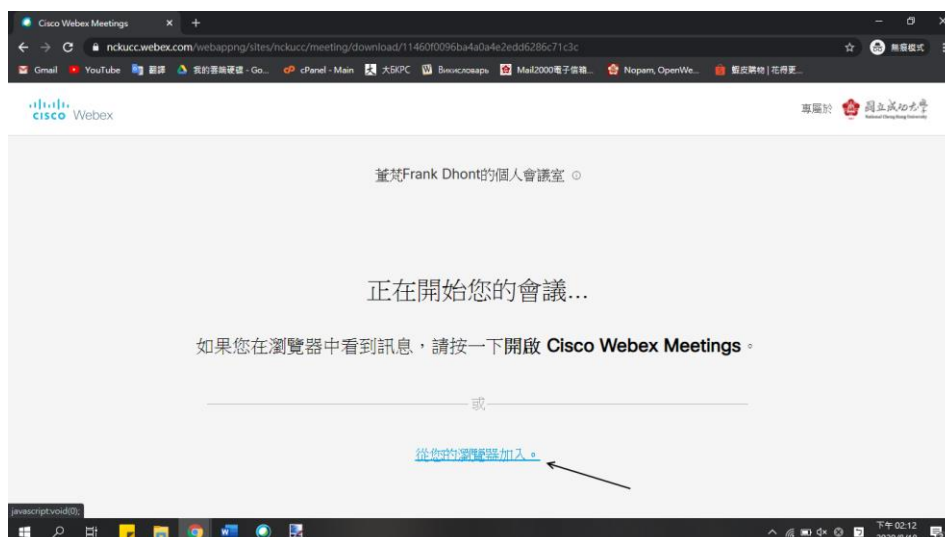
4. You could adjust your device of voice and webcam here. If there's no problem, press "Join the meeting" to enter the meeting.



Browser version of Webex

If you can't download or open the software, you can also join the meeting by your browser.

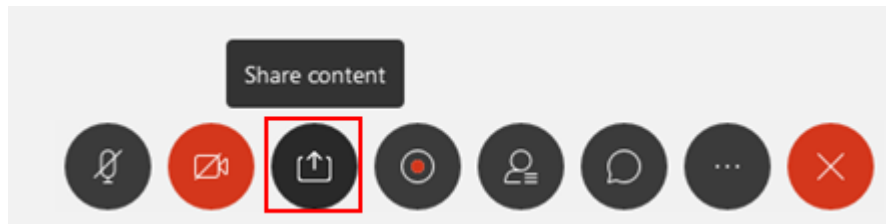
1. Open the meeting link: <https://nckucc.webex.com/meet/z10702001>
2. Press the blue link in the end of page(從你的瀏覽器加入/join the meeting by your browser) to join the meeting by your browser.



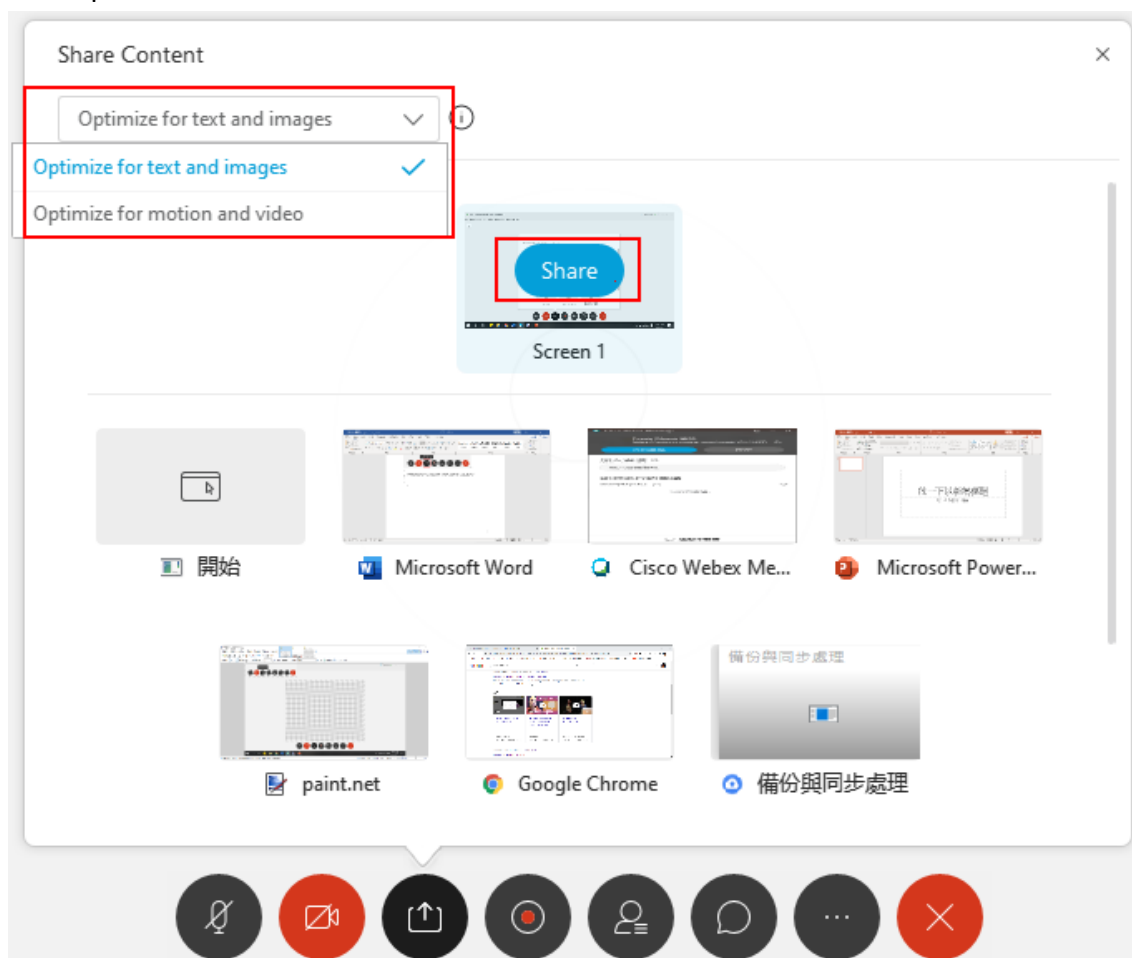
For Your Presentation

How to share the screen

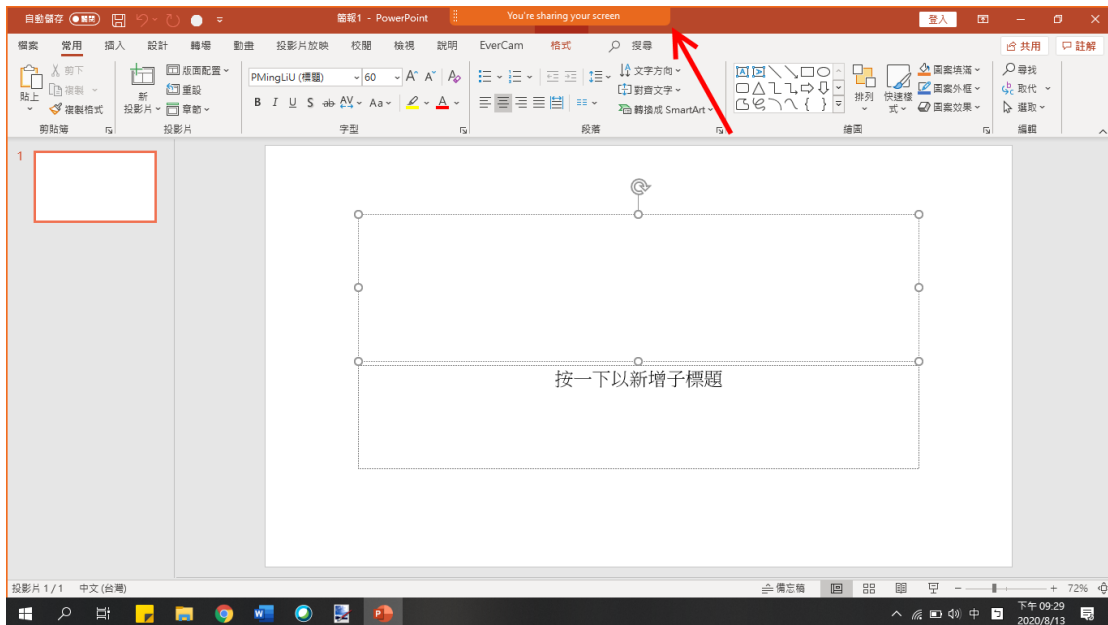
1. Press “Share content” button on the panel.



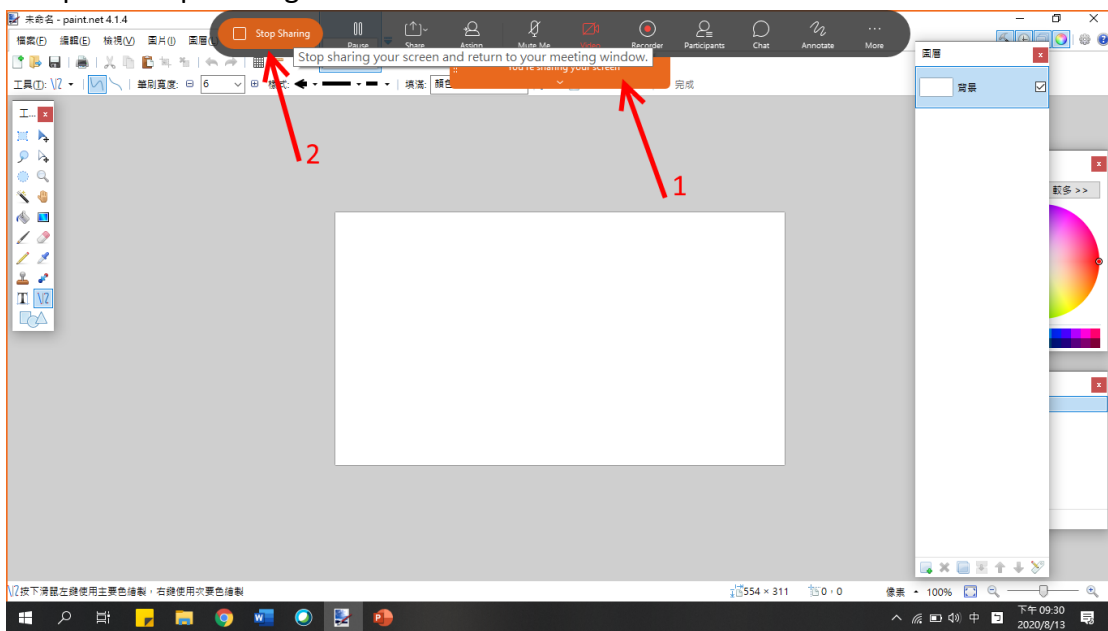
2. Choose the screen on your computer that you would like to share, then press the share button. If you want to share a video in your presentation, please choose “Optimize for motion and video”.



3. It will show “You’re sharing your screen” on the top of screen, and you could start your presentation via the screen.



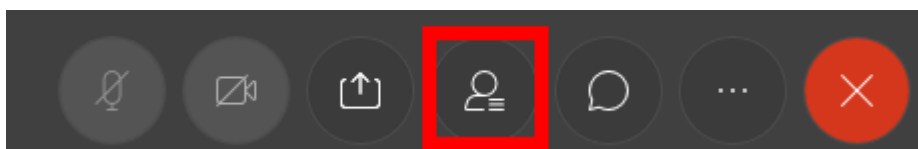
4. If you want to stop sharing your screen, move your mouse to the orange panel, and press Stop sharing.



For Regular Participants

How to ask questions or give comments after the presentation.

1. Press the participant button, and the participant panel will show on left side.



2. Press here (picture below) to raise your hand, we will now know you would like to speak and we will arrange the order of speakers. When it is your time to speak, we will open your microphone and everybody will be able to hear you comments.

