

[WEBEX] 

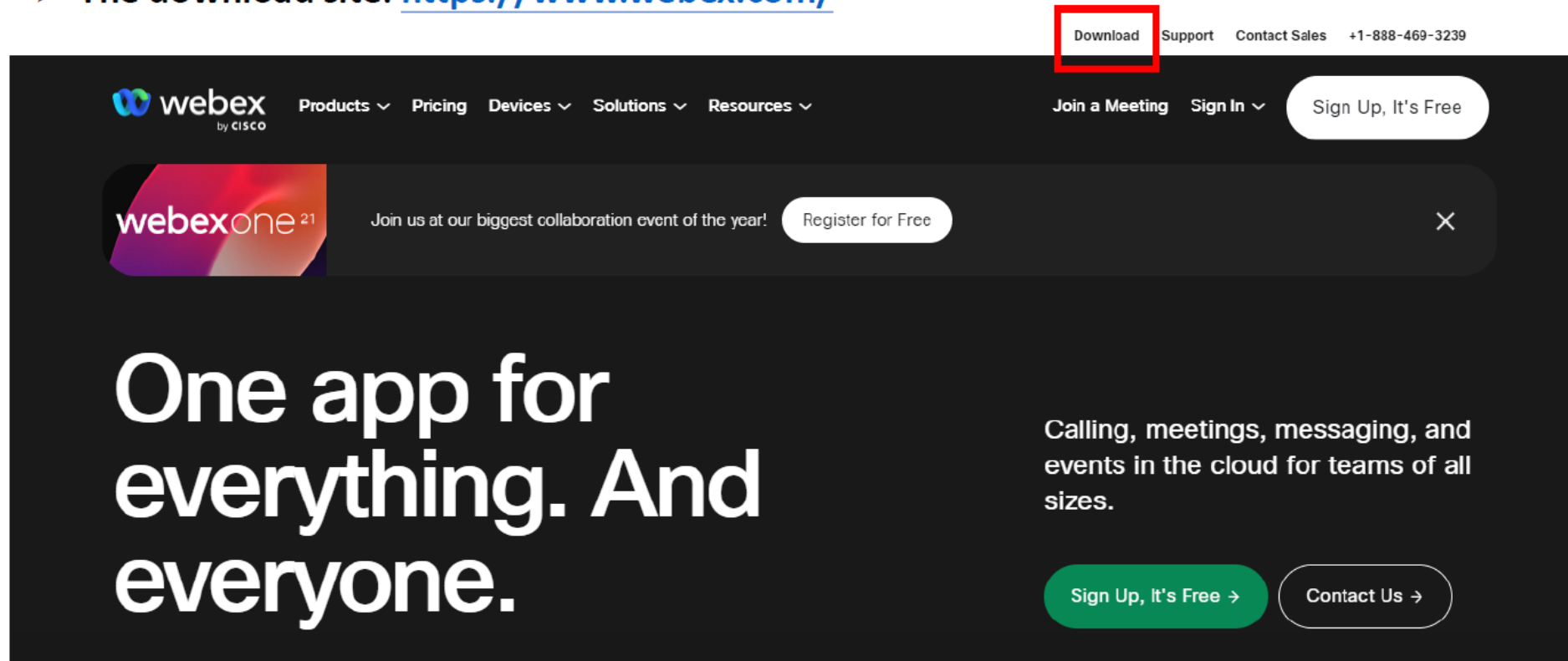
# USER GUIDE

TAIPEI TECH - International Office

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# Download

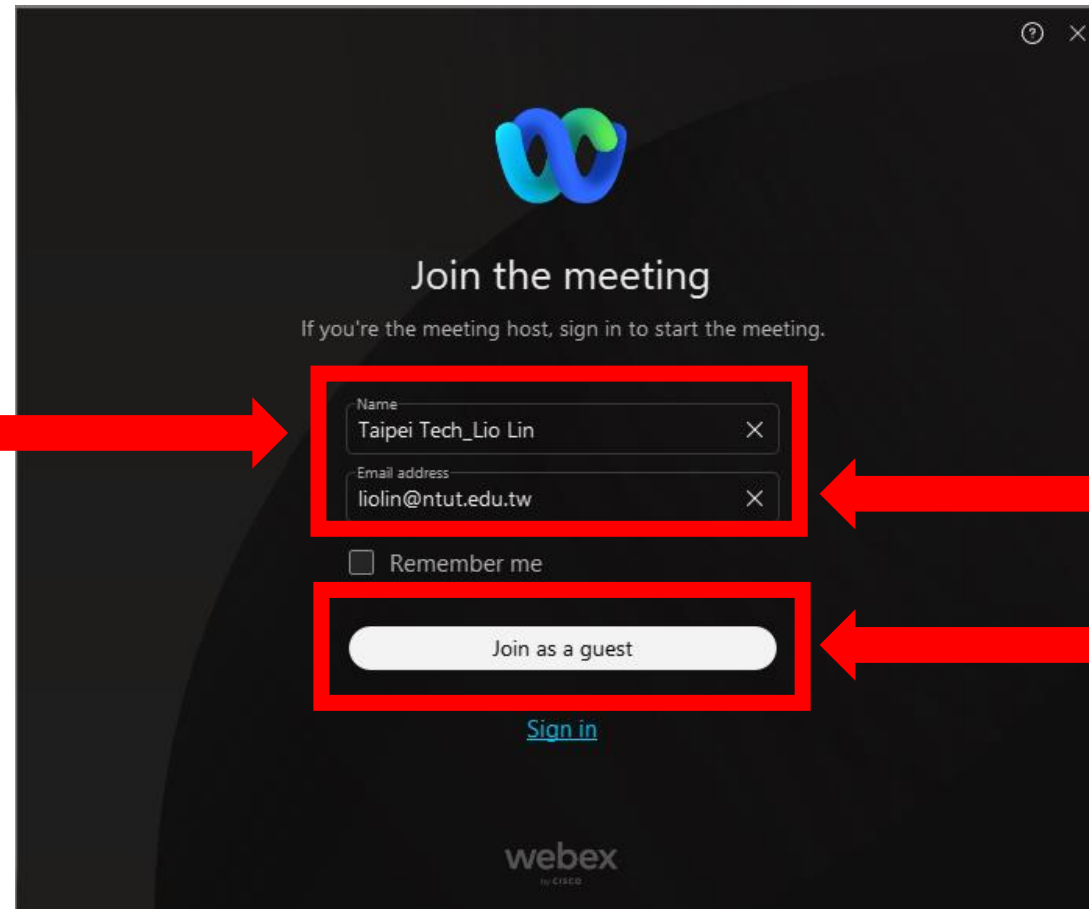
➤ The download site: <https://www.webex.com/>



The screenshot shows the Webex website homepage with a dark theme. At the top right, the 'Download' link is highlighted with a red box. The navigation bar includes 'Products', 'Pricing', 'Devices', 'Solutions', and 'Resources'. A 'Sign Up, It's Free' button is visible in the top right. A banner for 'webexone 21' is displayed, with a 'Register for Free' button. The main headline reads 'One app for everything. And everyone.' Below this, there is a sub-headline: 'Calling, meetings, messaging, and events in the cloud for teams of all sizes.' At the bottom of the main content area, there are two buttons: 'Sign Up, It's Free ->' and 'Contact Us ->'.

# Sign In

1. Please enter your institution name  
before your name  
Ex. **Taipei Tech\_Lio Lin**



2. Please enter your email

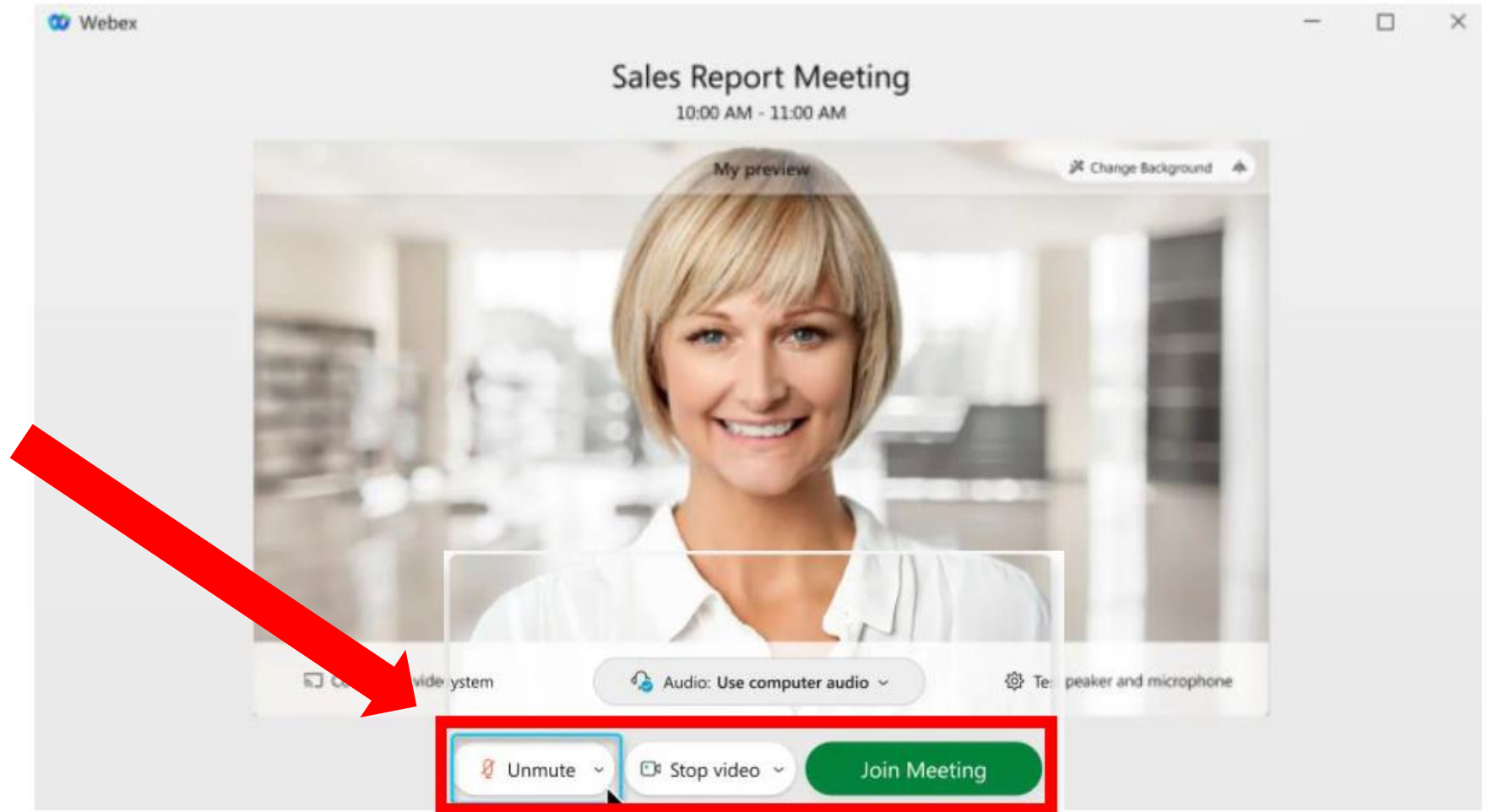


3. Join the meeting as guest  
(which means registration is not required)



# Sign In

Please make sure audio is  
“Muted” and video is “ON”



# Layout

Change your **video layout** to control how you view video participants and panels on your screen.

Access the **meeting info** to get details about the meeting.

Meeting Controls are easy to find at a glance.

Feature Planning Meeting  
Host: Clarissa Smith  
Copy meeting link Invite and remind

General Security

Meeting link  
<https://example.webex.com/go/f.php?MTID=md2baae7e4b0f5be8496394427fa7cae>

Meeting number  
555 035 0635

Video address  
US Toll +1-555-655-0000  
[Show all global call-in numbers](#)

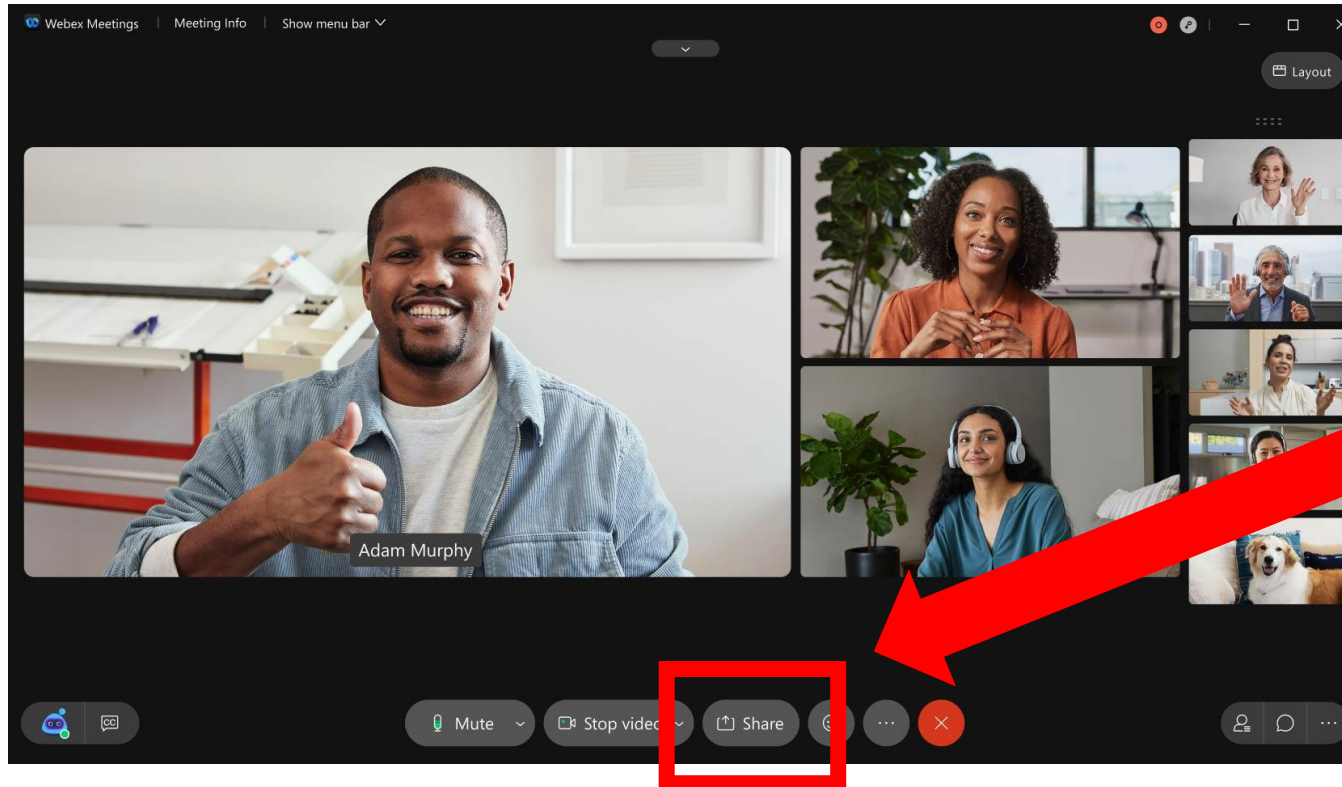
Access code  
555 035 0635

Host key  
555123

Mute Stop video Share Record

Layout

# Share (Content)



Please open your slide file in advance and click “Share” to select the content (PPT, PDF, etc.)

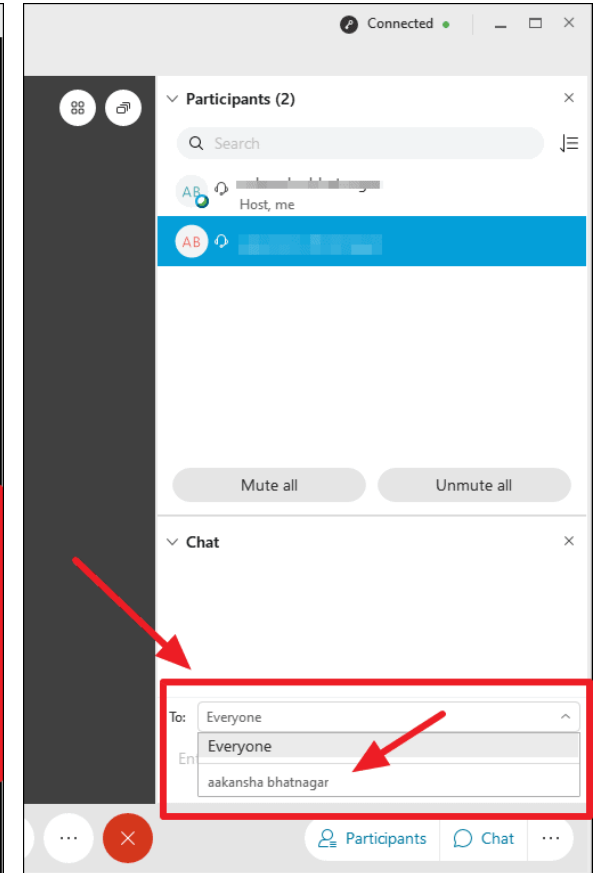
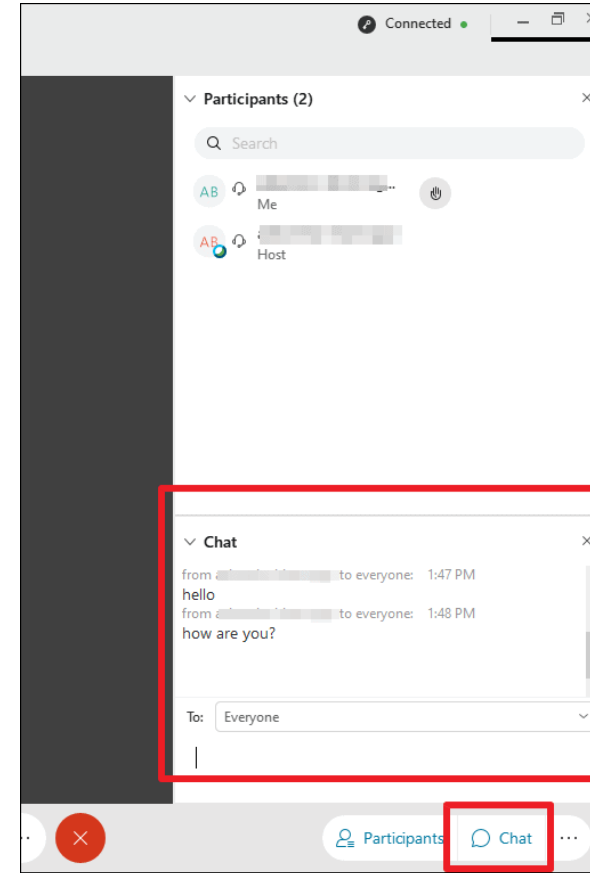


# Q&A (Chat box)

## For the University Intro.

If you have question for specific university, please click “Chat” to communicate. Please choose “open to all/ everyone” when ask questions.

The room will be on even after the opening ceremony.

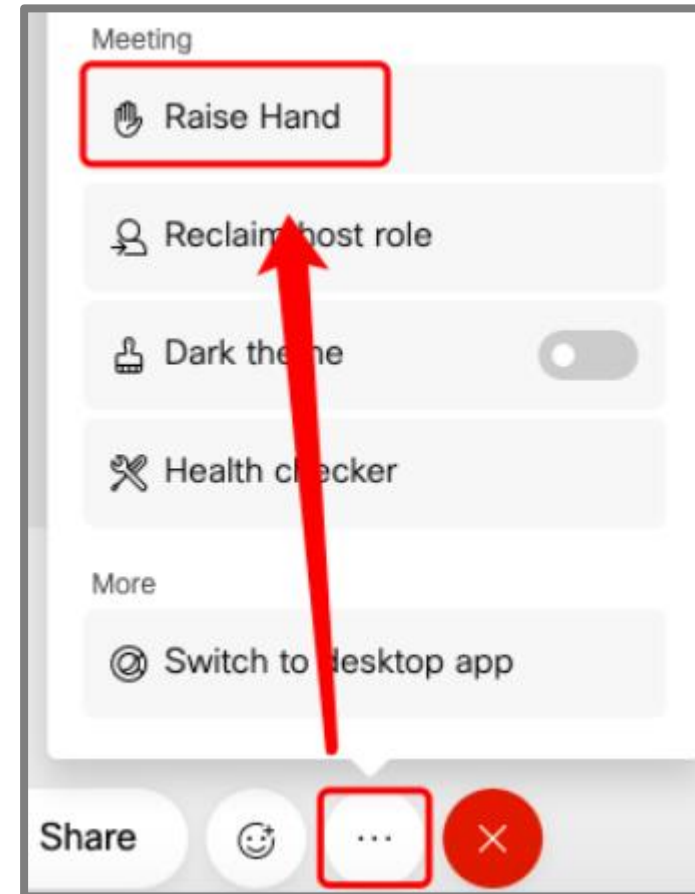




# Q&A (Raise Hand)

## For the breakout sessions

If you want to communicate with the speaker, you can “Raise Hand” and the host will unmute you.



# Recording

To promote the research collaboration between UST and SixERS members, the event will be recorded and shared with the faculty of both UST and SixERS members who are interested in research collaboration. If there is any confidential information not meant to be seen, please avoid sharing. ■■■■

# See you at the 2021 Joint Symposium on Dec. 16<sup>th</sup>!

