



Manual penggunaan aplikasi Webex

***Sila klik**

A. Kaedah untuk 'Join Meeting' tanpa mendaftar akaun
(Join as a guest)

B. Kaedah daftar akaun di webex (*sign up*)

C. Kaedah muat turun *Desktop App* dan 'install'

D. Kaedah 'Open' dan 'Sign in' Webex

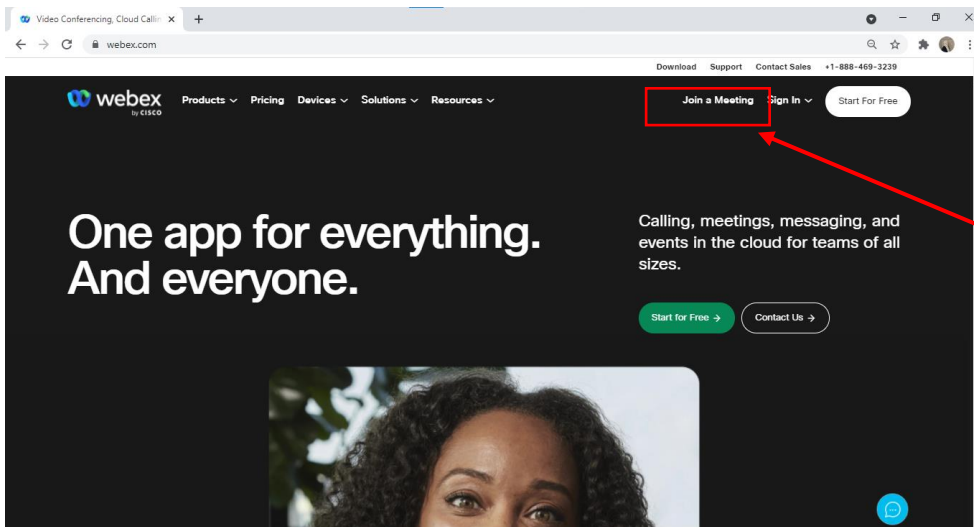
E. Kaedah untuk 'Join meeting' daripada
Webex Desktop

F. Kaedah untuk menukar *virtual background*

G. Kaedah untuk 'share' kandungan pembentangan

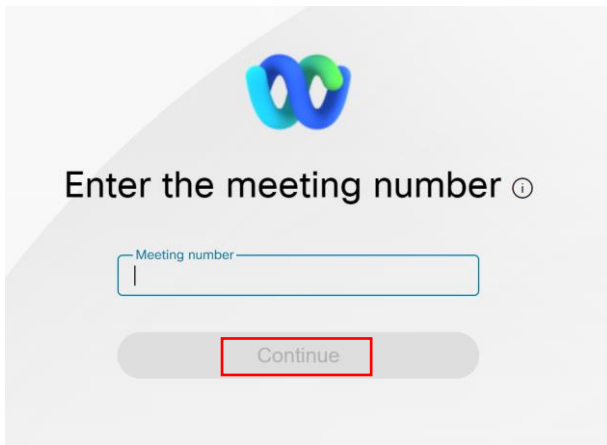
A. Kaedah untuk 'Join Meeting' tanpa mendaftar akaun (Join as a guest)

1. Layari webex.com



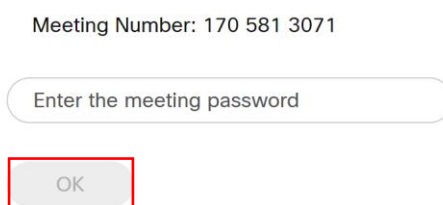
Klik
'Join a Meeting'

2. Masukkan *Meeting number* dan klik 'Continue'

A screenshot of the Webex 'Join Meeting' screen. It features the Webex logo at the top, followed by the text 'Enter the meeting number'. Below this is a text input field labeled 'Meeting number' and a 'Continue' button. The 'Continue' button is highlighted with a red box.

3. Masukkan *Password* dan klik 'OK'

To view more information about the meeting, enter the meeting password.

A screenshot of the Webex password entry screen. It shows the text 'Meeting Number: 170 581 3071' and a text input field labeled 'Enter the meeting password'. Below the input field is an 'OK' button, which is highlighted with a red box.

Klik ke
'muka
hadapan'

4. Klik 'Join Meeting'

Majlis Perasmian Pembukaan nTrends'21



Hosted by PIS01

9:00 AM - 1:00 PM | Wednesday, Sep 1 2021 | (UTC+08:00) Kuala Lumpur, Singapore



5. Masukkan nama dan alamat emel, kemudian 'Join as a guest'

Join the meeting

If you're the meeting host, sign in to start the meeting.

Name
Nor Hidayu

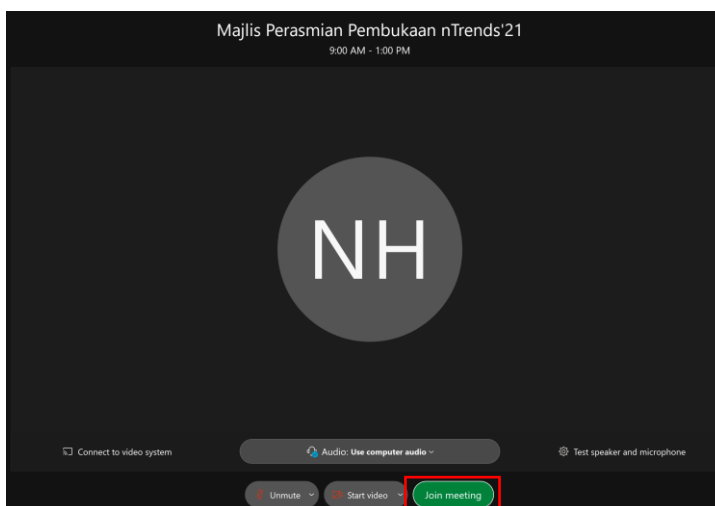
Email address
norhidayu.cdecps@gmail.com

Remember me

Join as a guest

[Sign in](#)

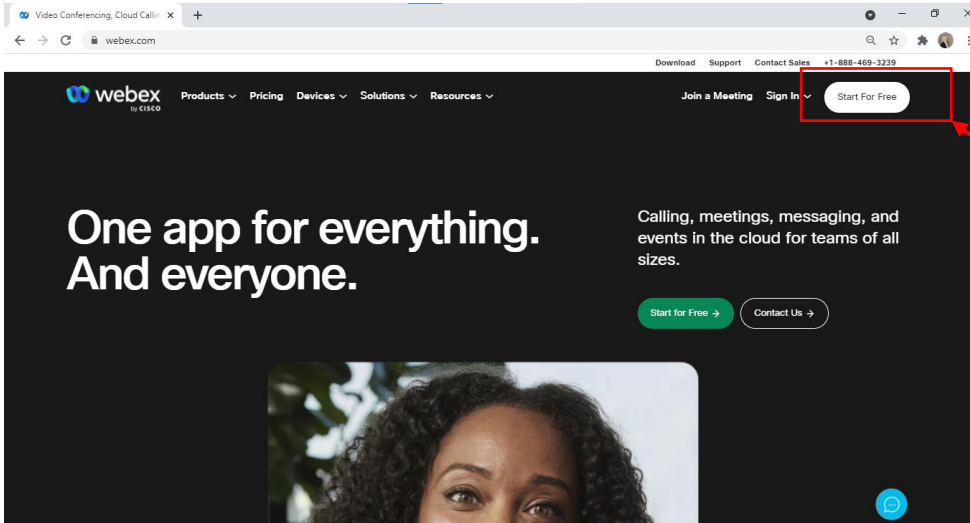
6. Klik 'Join meeting'



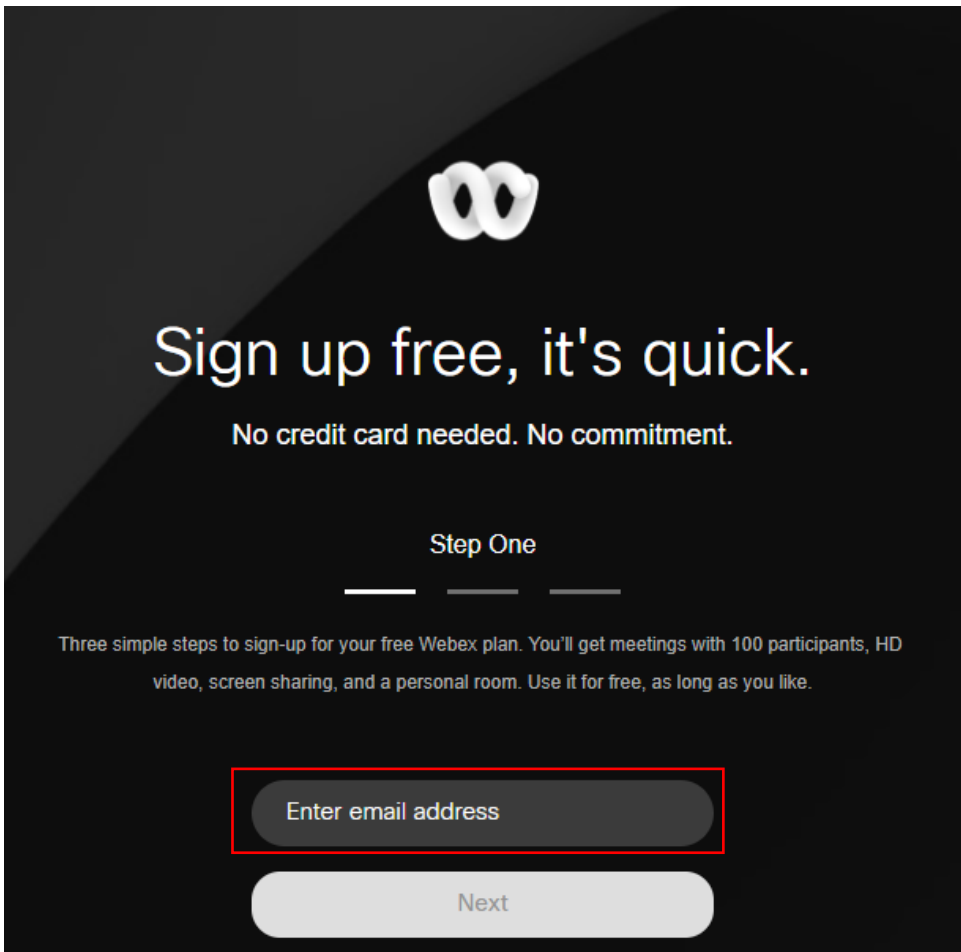
Klik ke
'muka
hadapan'

B. Kaedah daftar akaun di webex (sign up)

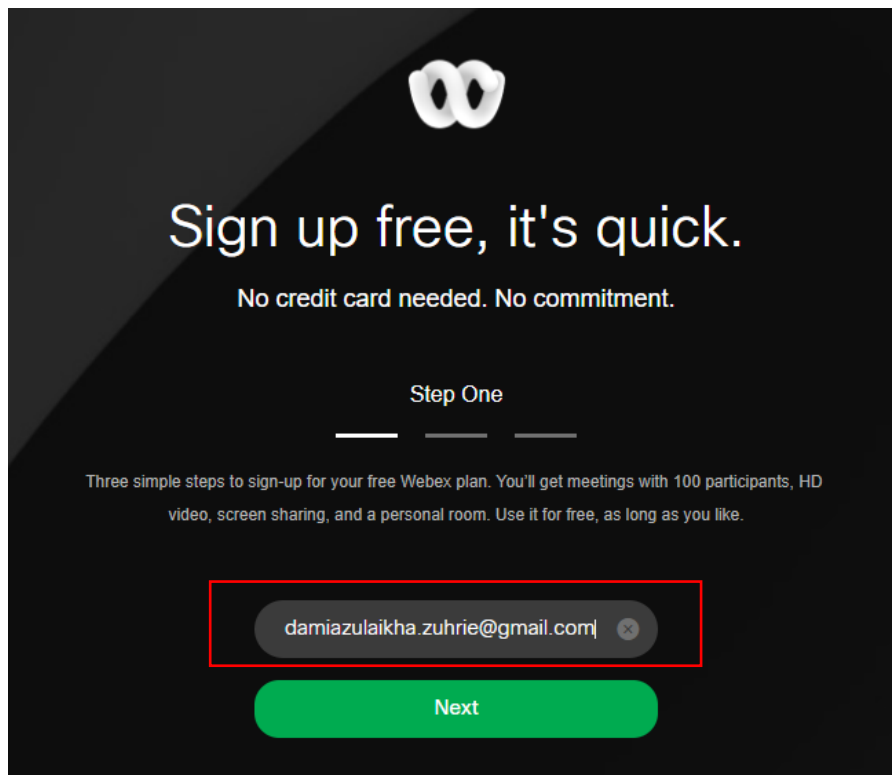
1. Layari webex.com



2. Masukkan alamat emel yang ingin didaftarkan

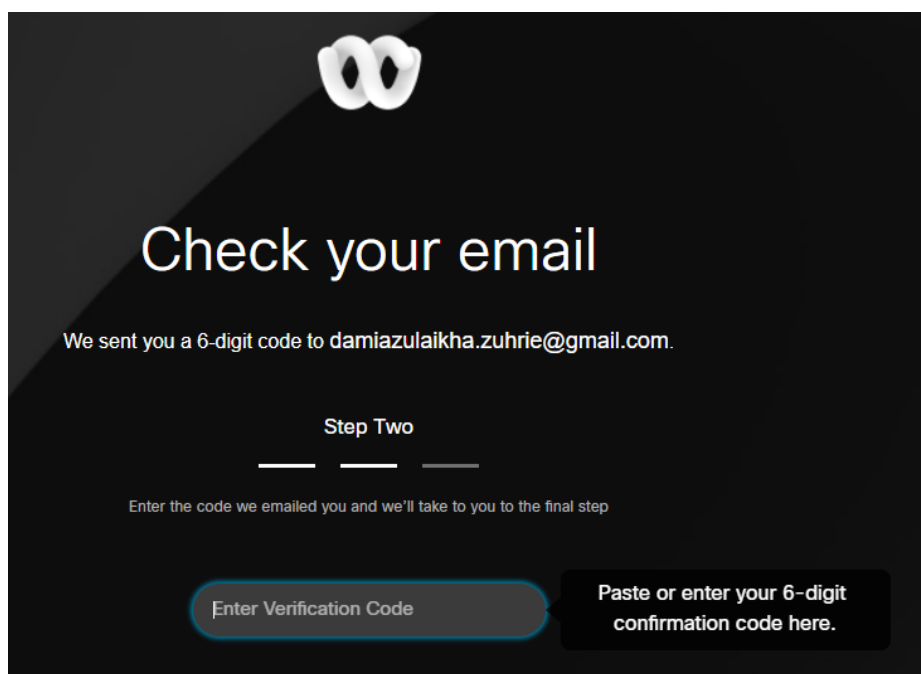


3. Masukkan alamat emel, kemudian klik 'Next'



The screenshot shows the Webex sign-up interface. At the top is the Webex logo. Below it, the text reads "Sign up free, it's quick." followed by "No credit card needed. No commitment." The page is titled "Step One" with a progress indicator showing the first step is active. A paragraph explains: "Three simple steps to sign-up for your free Webex plan. You'll get meetings with 100 participants, HD video, screen sharing, and a personal room. Use it for free, as long as you like." A text input field contains the email address "damiazulaikha.zuhrie@gmail.com" and is highlighted with a red border. Below the input field is a green "Next" button.

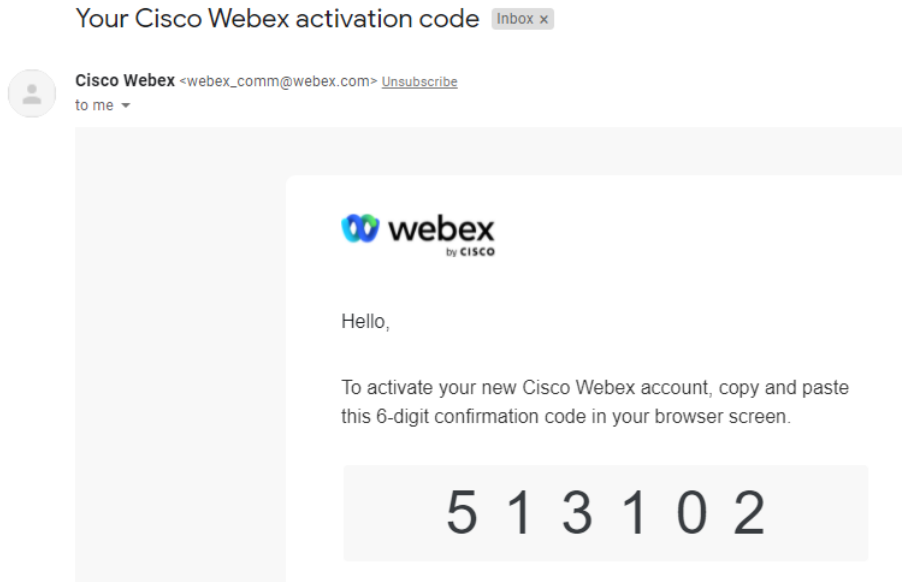
4. 6-digit *verification code* telah dihantar ke emel yang didaftarkan



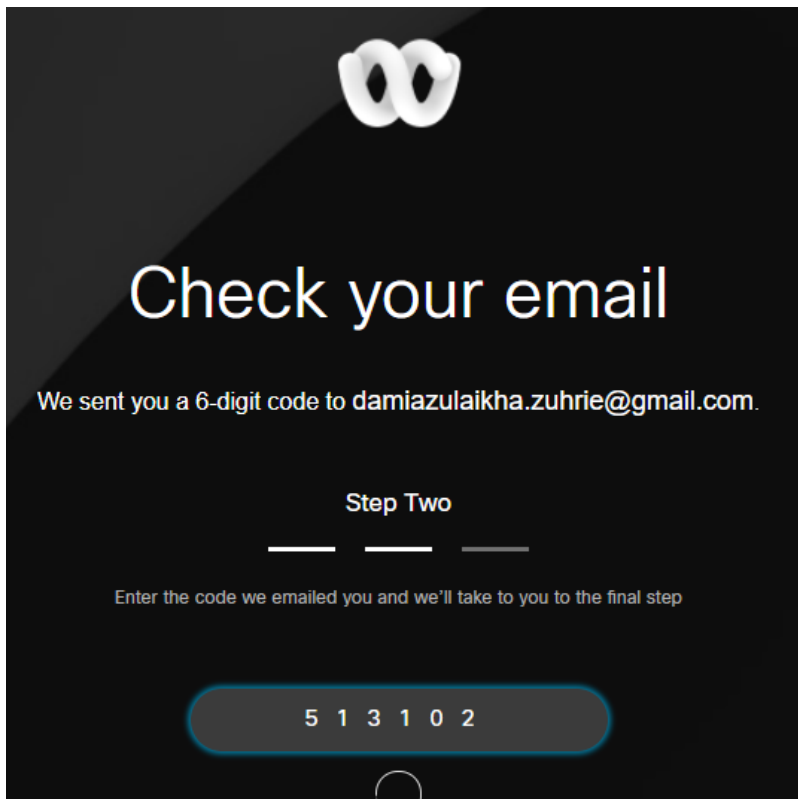
The screenshot shows the Webex sign-up interface for "Step Two". At the top is the Webex logo. Below it, the text reads "Check your email" followed by "We sent you a 6-digit code to damiazulaikha.zuhrie@gmail.com." The page is titled "Step Two" with a progress indicator showing the second step is active. A paragraph explains: "Enter the code we emailed you and we'll take to you to the final step". There are two input fields: one labeled "Enter Verification Code" and another labeled "Paste or enter your 6-digit confirmation code here."

Klik ke
'muka
hadapan'

5. Semak emel dan dapatkan 6-digit tersebut



6. Masukkan 6-digit verification code tersebut untuk pengesahan



Klik ke
'muka
hadapan'

7. Lengkapi maklumat anda dan *create* password. Kemudian klik 'Continue'

Let's set up your Webex account.

Lastly, we'll need a few details to finish set up.

Step Three

Last step before you're up and running!

Country/Region [Why is this important?](#)

Malaysia (English) ▾

Damia Zulaikha

Mohd Zuhrie

.....

Continue

8. Pendaftaran anda telah berjaya. Kemudian 'Download Desktop App'

Success!

Your account is ready to go.
Choose an option below to get started with Webex.

Download Desktop App ↓

Continue on web >

The richest set of features

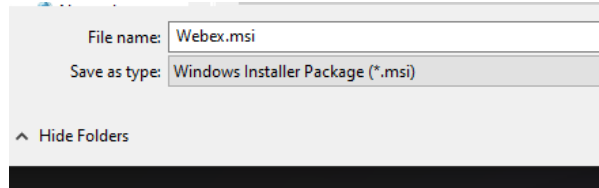
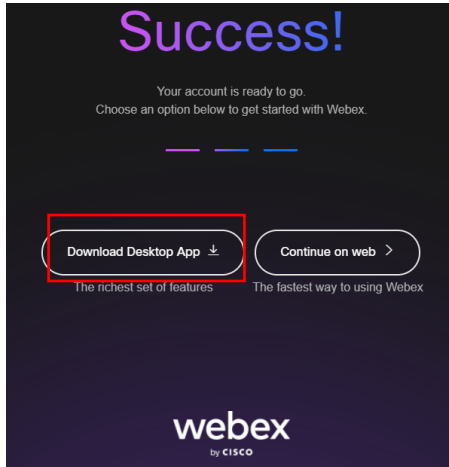
The fastest way to using Webex

webex
by CISCO

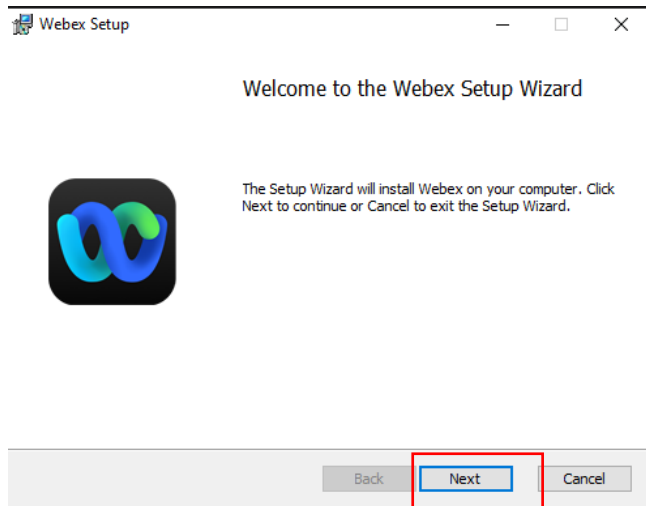
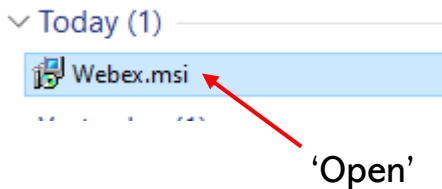
Klik ke
'muka
hadapan'

C. Kaedah muat turun *Desktop App* dan 'install'

1. Klik *Download Desktop App* dan *Save installer* di PC/Laptop

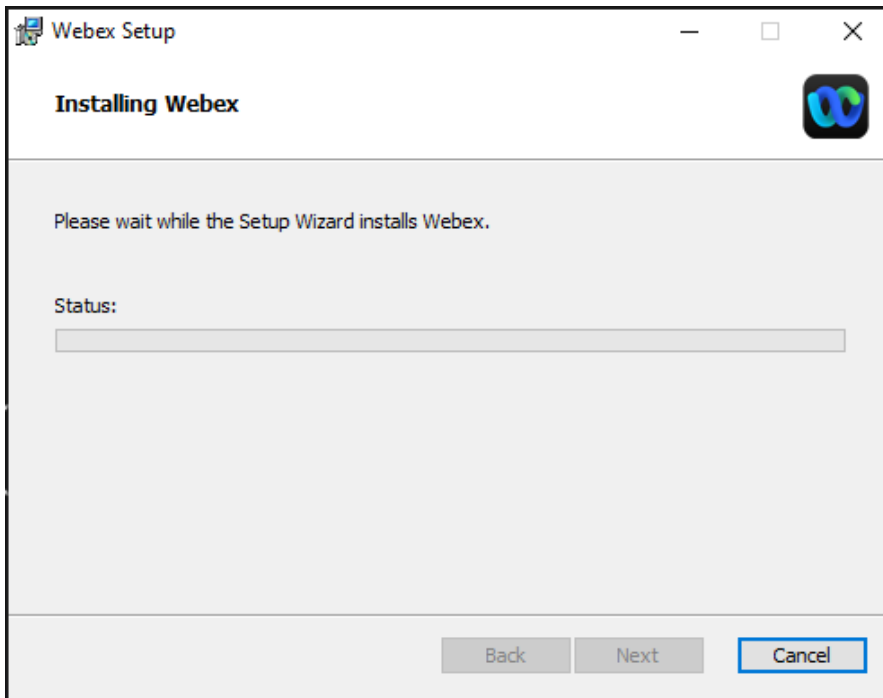


2. 'Open' fail tersebut dan klik 'Next'

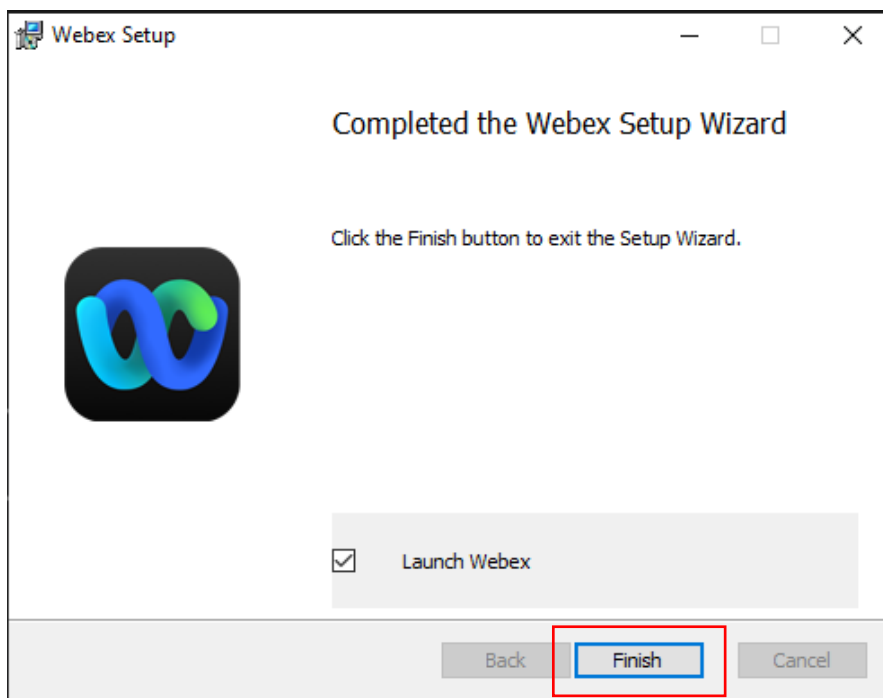


Klik ke
'muka
hadapan'

3. Tunggu sehingga proses selesai

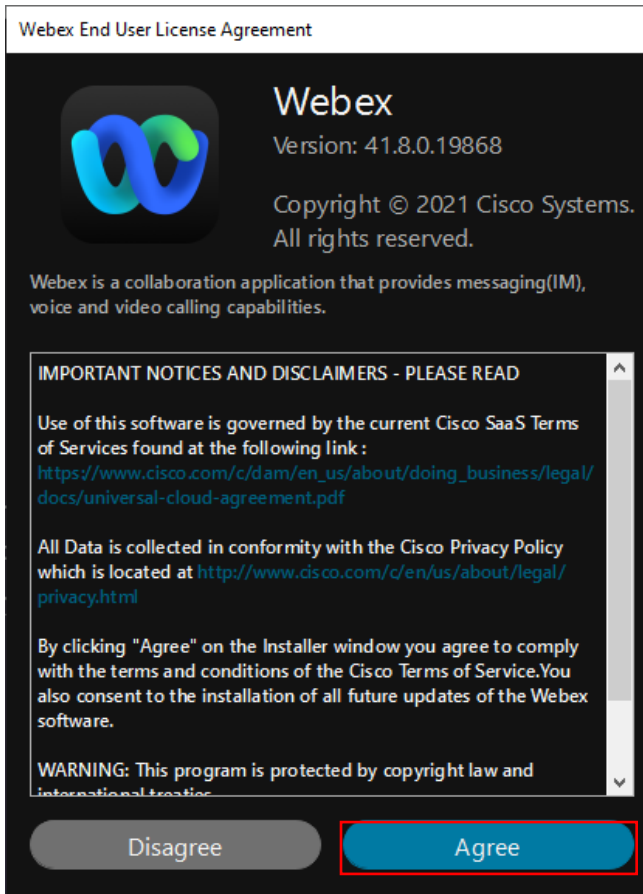


4. Kemudian klik 'Finish'



Klik ke
'muka
hadapan'

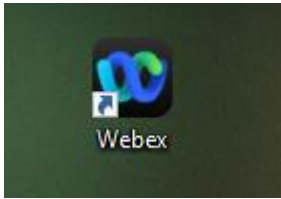
5. Klik 'Agree' dan proses *install* telah selesai.



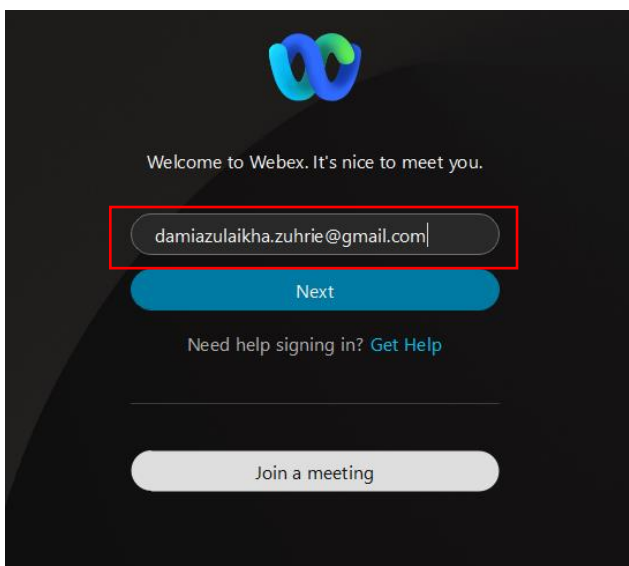
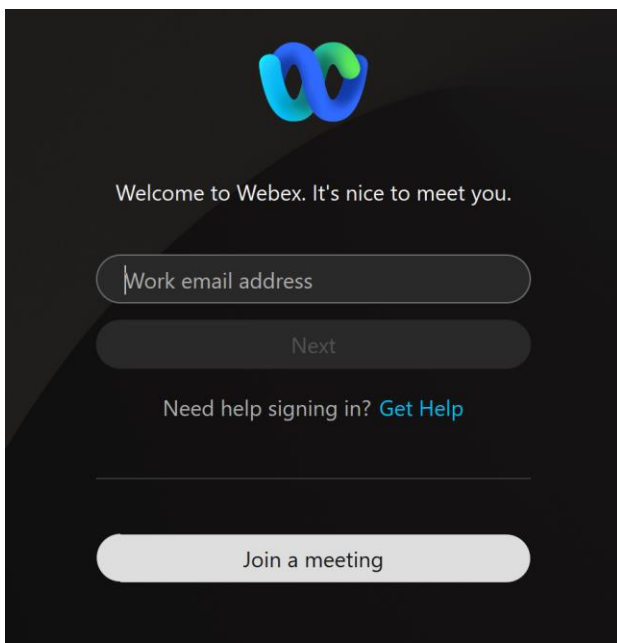
Klik ke
'muka
hadapan'

D. Kaedah 'Open' dan 'Sign in' Webex

1. Klik ikon Webex yang tersedia di PC/Laptop anda

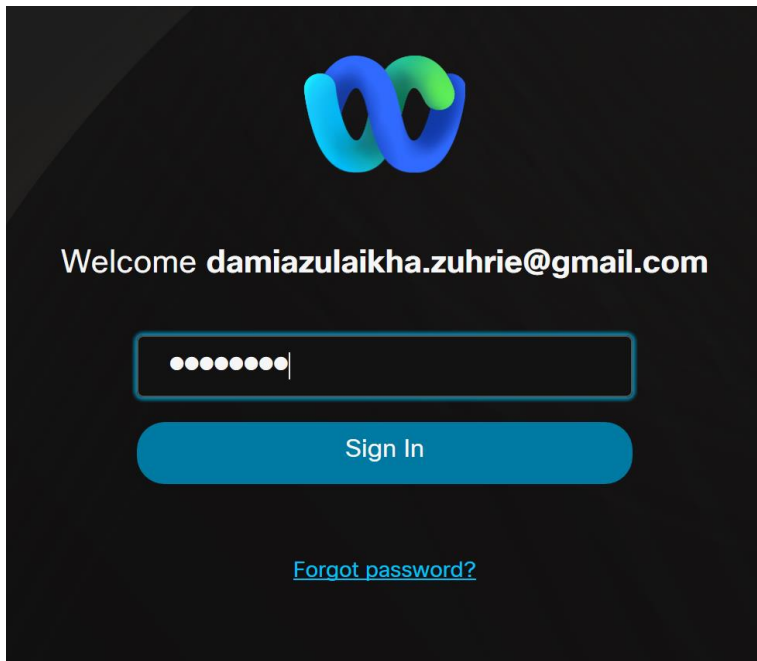


2. *Sign in* menggunakan emel yang didaftarkan

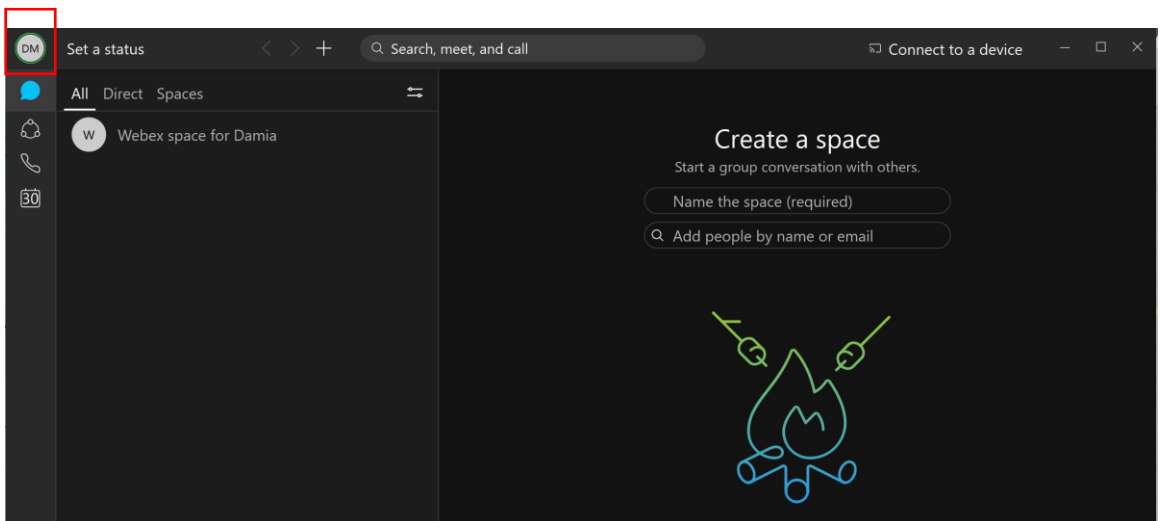


Klik ke
'muka
hadapan'

3. Masukkan *password* dan 'sign in'



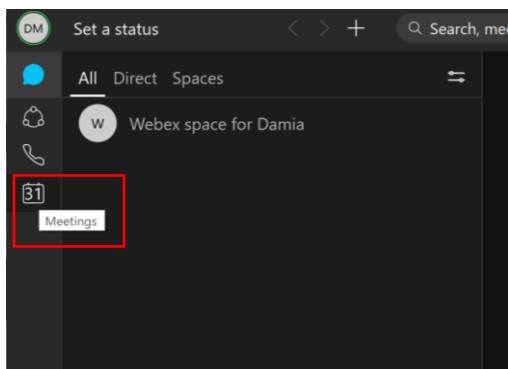
4. Aplikasi webex telah berjaya 'sign in' dengan memaparkan profil anda di sebelah kiri atas



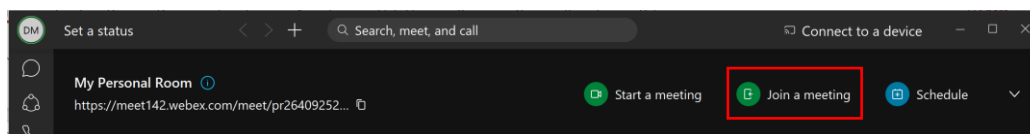
Klik ke
'muka
hadapan'

E. Kaedah untuk 'Join meeting' daripada *Webex Desktop*

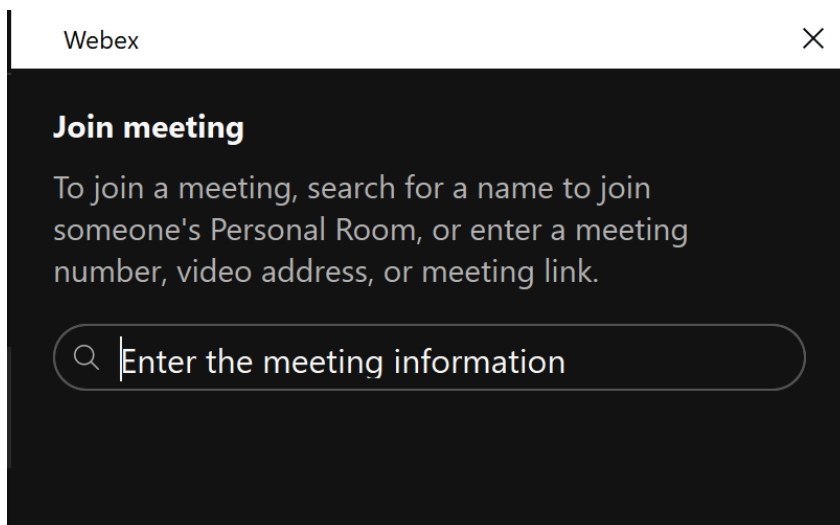
1. Klik 'Meeting'



2. Klik 'Join Meeting'

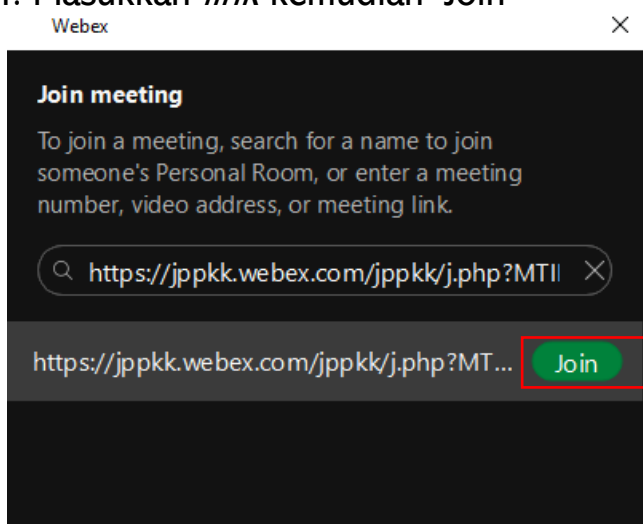


3. Masukkan maklumat *meeting (link @ meeting number)*

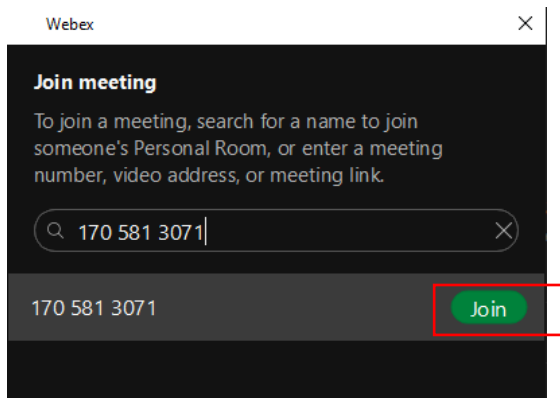


Klik ke
'muka
hadapan'

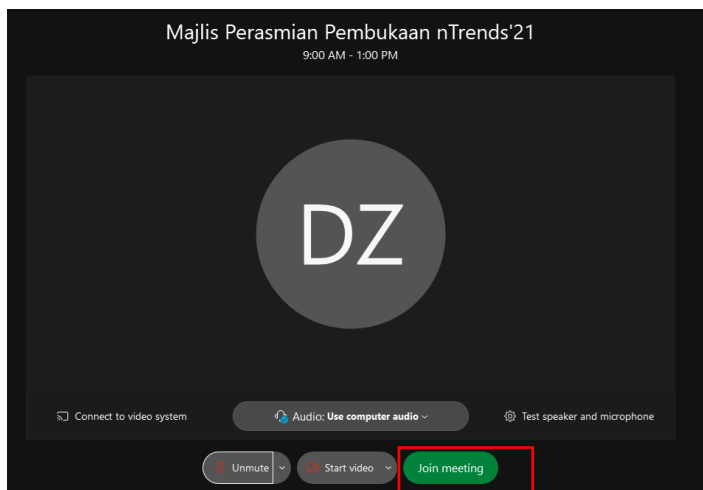
4. Masukkan *link* kemudian 'Join'



ATAU menggunakan *Meeting number* > 'Join' kemudian masukkan *Password* > 'Continue'



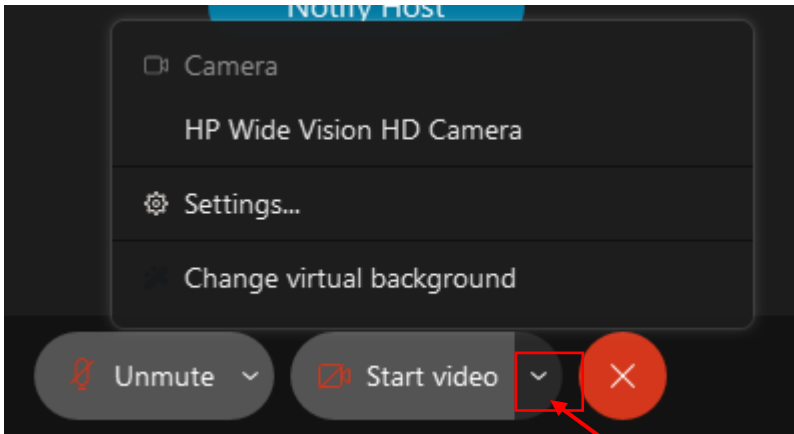
5. Klik 'Join meeting'



Klik ke
'muka
hadapan'

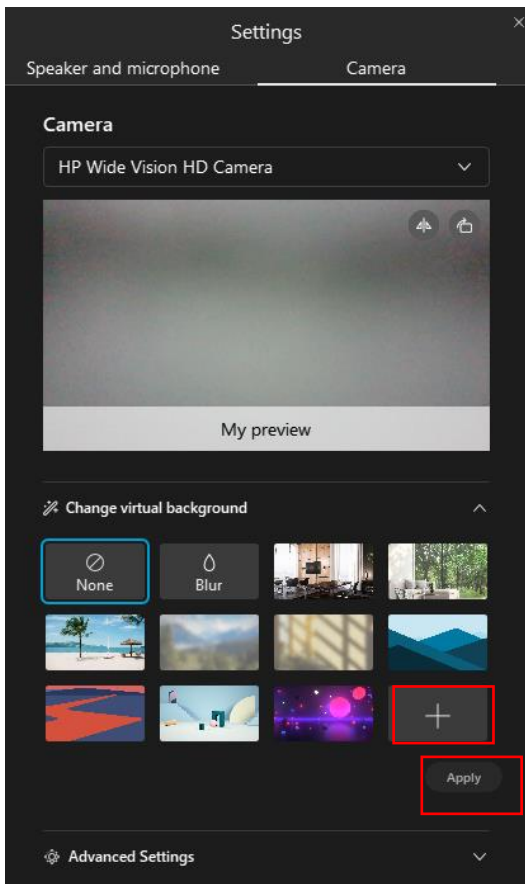
F. Kaedah untuk menukar *virtual background*

1. Klik anak panah di 'Start video'



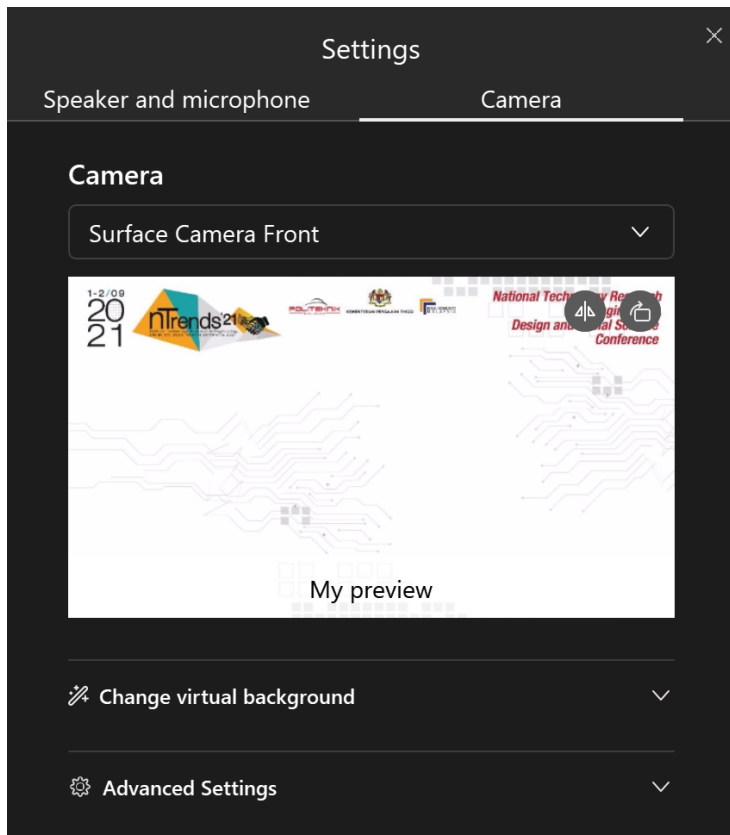
Klik di sini dan pilih
Change virtual background

2. Klik + dan pilih virtual yang dikehendaki, kemudian klik 'Apply'

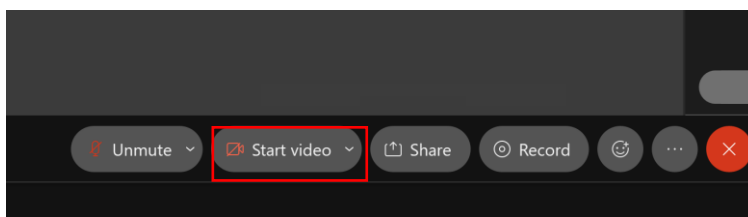


Klik ke
'muka
hadapan'

3. Paparan *preview* 'virtual background' yang dipilih



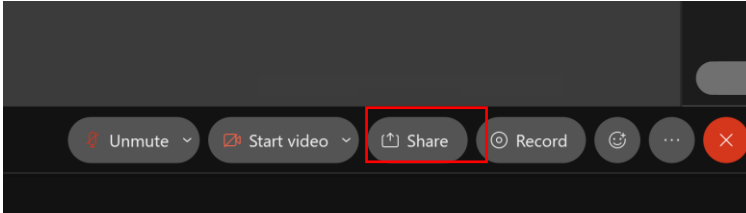
4. Klik 'Start video' untuk membuka kamera anda.



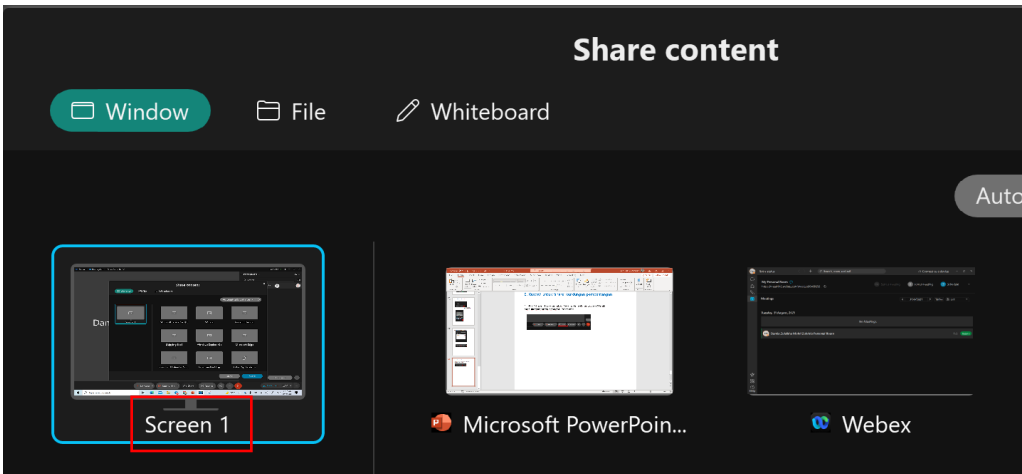
Klik ke
'muka
hadapan'

G. Kaedah untuk 'share' kandungan pembentangan

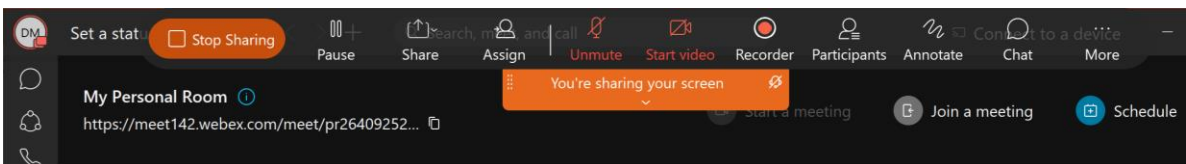
1. Klik 'Share'. Paparan akan 'available' sekiranya *Host* telah menukarkan anda sebagai 'Presenter'



2. Pilih 'Screen 1' adalah digalakkan dan klik 'Share'. Paparan keseluruhan screen anda dapat dilihat oleh peserta yang lain.



3. Untuk berhenti 'share' paparan, gerakkan kursor ke atas skrin, kemudian klik 'Stop Sharing'.



Klik ke
'muka
hadapan'