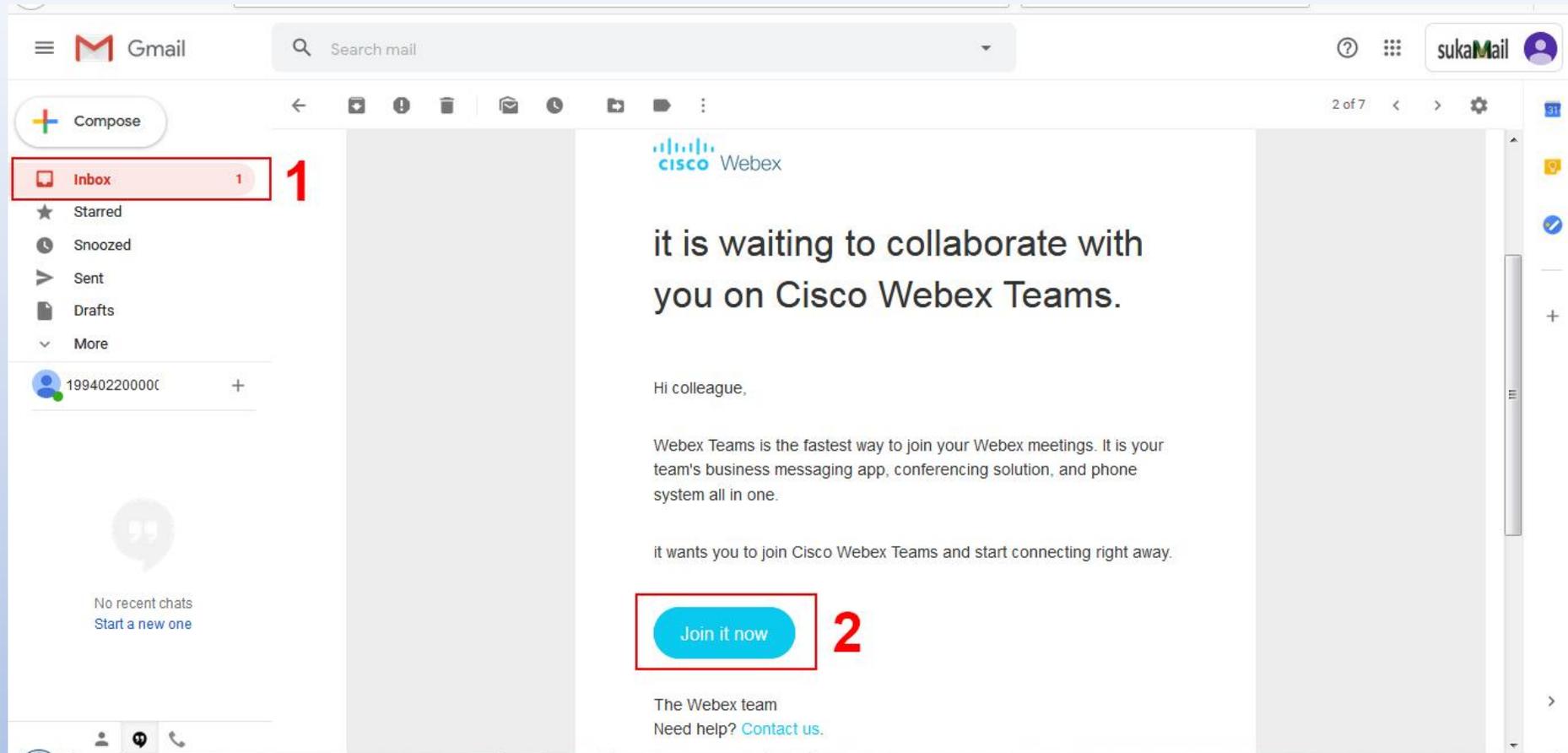




Tutorial Video Conference Menggunakan Cisco Webex

UPT. Pusat Teknologi Inforamsi dan Pangkalan Data



Aktivasi akun terlebih dahulu sebelum login melalui uinsk.webex.com

- Buka **kotak masuk email**, kemudian cek pesan dari Cisco, lalu klik tombol **Join it now**



Create a password to start making calls
and sending messages

Password

Create Account

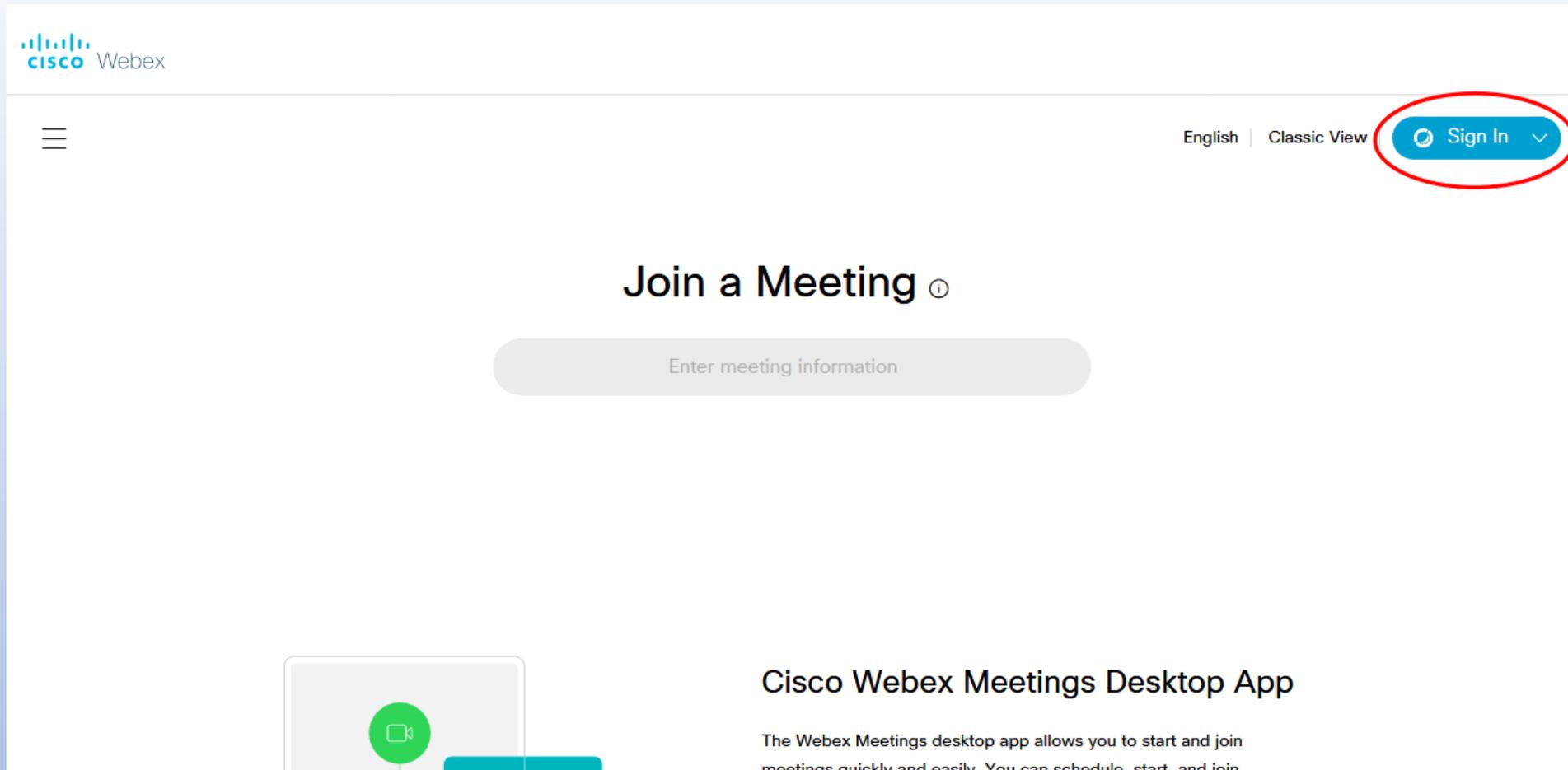
- Isikan password sesuai dengan ketentuan, lalu klik tombol **Create Account**



Enter your name
People you message or call will see this name

Next

- Isikan nama lengkap, lalu klik **tombol Next**



- Buka aplikasi web browser kemudian menuju link uinsk.webex.com
- Kemudian pilih menu **Sign In**



Enter your email address

Next

- Masukkan **e-mail** kemudian klik tombol **Next**



Hello 199402200000001101@uin-suka.ac.id,

Sign In

[Forgot password?](#)

- Kemudian masukkan password dan klik tombol **Sign In**

The screenshot shows the Cisco Webex interface. On the left is a navigation menu with items: Home, Meetings (circled in red with a '1'), Recordings, Preferences (circled in red with a '2'), Insights, Support, Downloads, and Feedback. Below these are 'Webex Training', 'Webex Events', and 'Webex Support'. At the top right, there is a search bar with the text 'Enter meeting information to join a meeting', and user settings for 'English', 'Classic View', and 'Herwin'. The main area is titled 'Meetings' and contains a dropdown menu set to 'My Meetings' (circled in red with a '2') and a date range '04/27/2020 - 05/03/2020' (circled in red with a '2'). To the right of the date range is a checkbox for 'Show past meetings'. A 'Schedule' button (circled in red with a '3') is located in the top right corner. A calendar modal is open, showing 'Apr 2020' and 'May 2020'. The 'From' date is '04/27/2020' and the 'To' date is '05/03/2020'. The calendar shows dates 27, 28, 29, and 30 of April highlighted. The modal has 'Cancel' and 'OK' buttons at the bottom.

- Pilih Menu **Meetings**
- Setting Tanggal, kemudian klik **tombol OK**
- Lalu klik **tombol Schedule**

Enter meeting information to join a meeting ⓘ

Schedule a Meeting

Meeting templates Webex Meetings Default ▾

Meeting type Webex Meetings Pro Meeting ▾

* Meeting topic Rapat Evaluasi

* Meeting password 12345678 ↻

Date and time Wednesday, Apr 22, 2020 11:40 am Duration: 1 hour ▾
(UTC+07:00) Bangkok, Hanoi, Jakarta ▾

Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options ▾

- Isikan Meeting Type, Meeting topic dan Meeting Password

* Meeting topic

* Meeting password hvTJ56Qa8sP

Date and time Monday, Apr 27, 2020 1:35 pm Duration: 1 hour

Attendees

Show advanced options

Cancel

Schedule

Calendar and time/duration settings. Includes a calendar for April 2020 with the 27th highlighted, and dropdowns for time (1:35 pm) and duration (1 hour, 0 minutes). A 'Done' button is at the bottom.

2

3

1

- Pada Bagian **Date and time** lakukan setting tanggal, waktu dan durasi meeting.

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

- Webex Training
- Webex Events
- Webex Support

Enter meeting information to join a meeting

English | Classic View | Herwin

* Meeting topic

* Meeting password

Date and time

Monday, Apr 27, 2020 1:35 pm Duration: 1 hour

(UTC+07:00) Bangkok, Hanoi, Jakarta

Recurrence

Attendees

Show advanced options

Cancel **Schedule** Save as template

- Klik tombol **Schedule** untuk menyimpan penjadwalan meeting

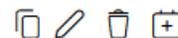
The screenshot shows the Cisco Webex user interface. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. Below these are links for Webex Training, Webex Events, and Webex Support. The main content area features a search bar at the top with the text 'Enter meeting information to join a meeting'. Below the search bar is a 'Back to Meeting List' link. The meeting title 'Rapat Evaluasi' is displayed, along with the host 'Herwin ArdicaHYO' and the meeting time '1:40 PM - 2:40 PM | Monday, Apr 27 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta'. A green 'Start Meeting' button is visible. A red circle highlights a 'tombol copy' button (copy icon) next to the meeting title. Below this is a 'Meeting Information' section with the following details:

Meeting link:	https://uinsk.webex.com/uinsk/j.php?MTID=maa1b7c969b4bbe116e510b36eb330752
Meeting number:	782 770 310
Password:	12345678
Host key:	995463

On the right side of the interface, there is a 'Who is invited?' section with a text input field labeled 'Enter email address to add attendee'.

- Bagikan meeting link kepada peserta agar dapat bergabung dalam meeting room.
- Dengan cara klik **tombol copy** kemudian paste pada WhatsApp peserta ataupun melalui e-mail lalu kirimkan.

Rapat Evaluasi



Hosted by Herwin ArdicaHYo

1:40 PM - 2:40 PM | Monday, Apr 27 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Start Meeting

Meeting Information

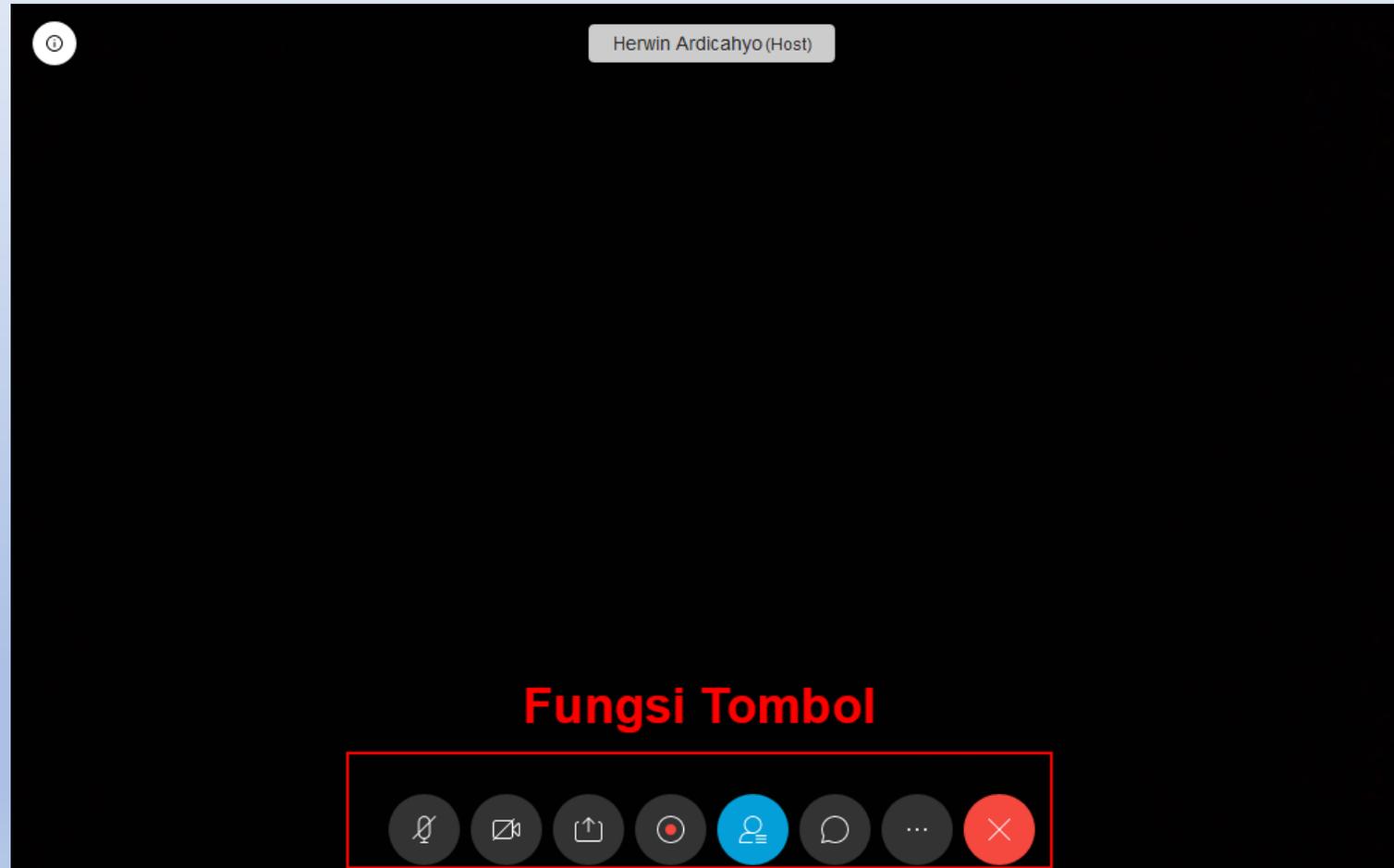
Meeting link:	https://uinsk.webex.com/uinsk/j.php?MTID=maa1b7c969b4bbe116e510b36eb330752
Meeting number:	782 770 310
Password:	12345678
Host key:	995463

Who is invited?

Enter email address to add attendee

- Klik tombol **Start Meeting** untuk memulai meeting.

Fungsi tombol-tombol pada saat video conference berlangsung



Fungsi Tombol-Tombol Pada Saat Video Conference Berlangsung



- **Tombol Mute/Unmute** : untuk mengaktifkan dan menonaktifkan suara pada saat meeting sedang berlangsung



- **Start My Video/ Stop My Video**: untuk mengaktifkan dan menonaktifkan tampilan video pada webcam



- **Share Content**: untuk membagikan tampilan aplikasi yang sedang dibuka pada peserta lain. Seperti contoh untuk melakukan presentasi menggunakan Power Point



- **Recorder**: untuk merekam video dan suara pada saat meeting

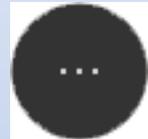


- **Participant**: untuk melihat siapa saja dan berapa peserta yang bergabung dalam meeting room

Fungsi Tombol-Tombol Pada Saat Video Conference Berlangsung



- **Tombol Chat with all:** untuk mengirimkan pesan teks kepada seluruh peserta

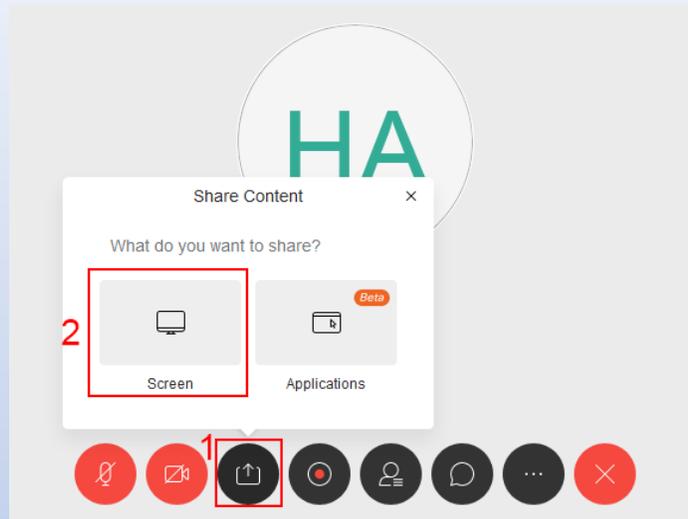


- **Tombol more option:** untuk menampilkan settingan lain-lain

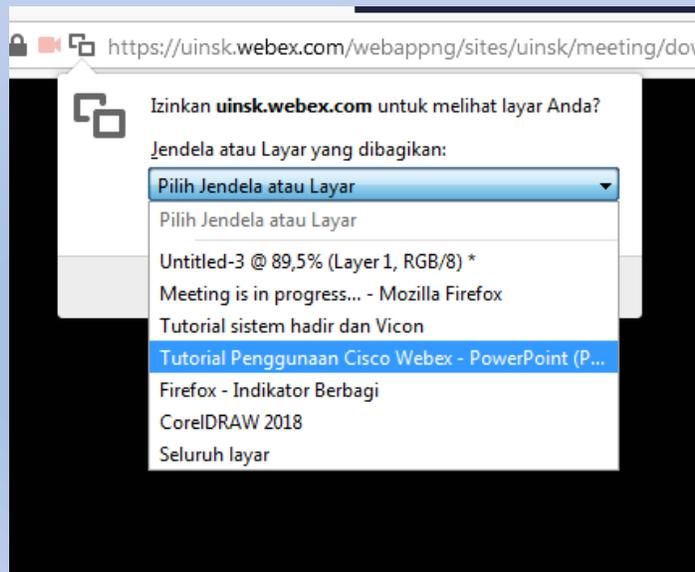


- **Tombol Leave:** untuk keluar/meninggalkan meeting room

Cara Untuk Melakukan Presentasi Menggunakan Cisco Webex

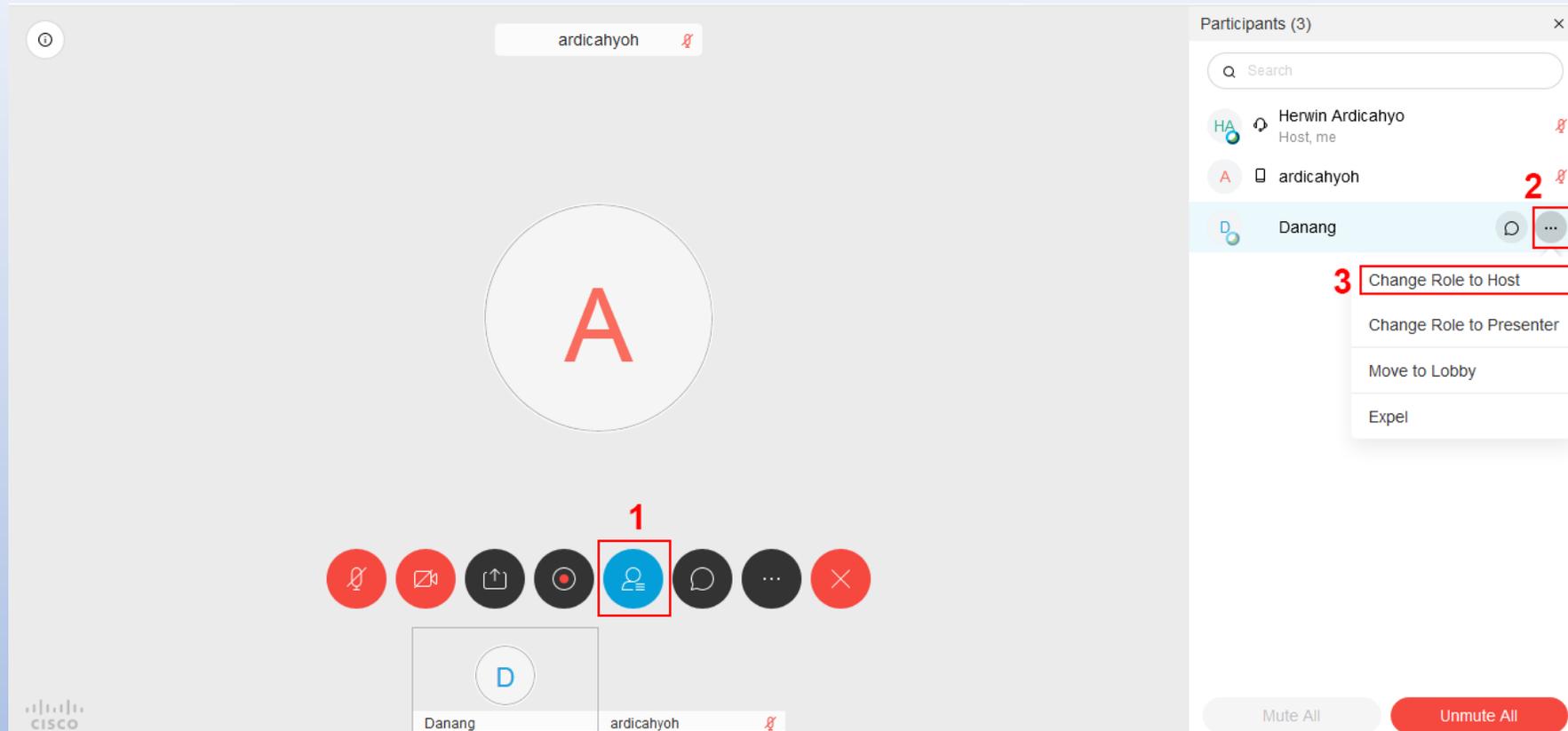


- Pertama buka file slide presentasi terlebih dahulu (bisa juga dengan file yang lain seperti pdf, word, jpg dll)
- Kemudian kembali pada aplikasi cisco webex, lalu Klik tombol **Share Content** kemudian pilih **Screen**



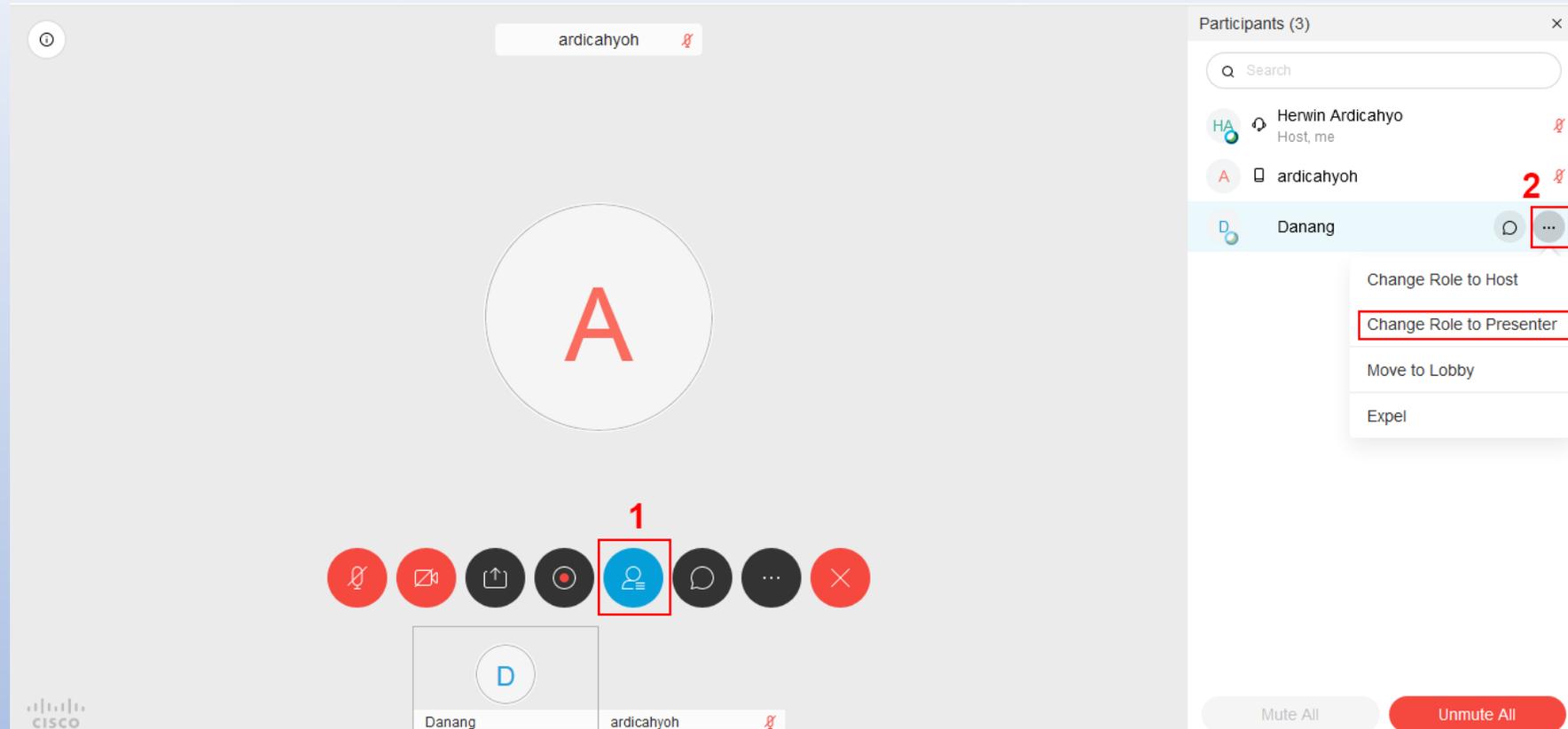
- Kemudian akan tampil pop-up seperti gambar disamping
- Cari nama file yang akan dishare kepada peserta
- Klik tombol **Izinkan** untuk memulai membagikan file presentasi

Cara Untuk Memindahkan Host Kepada Peserta



- Klik tombol **Participant**, pilih nama salah satu peserta, kemudian klik tombol option di samping nama peserta
- Pilih **Change Role to Host**, maka nama peserta yang dipilih akan menggantikan host sebelumnya

Cara Untuk Menjadikan Peserta Sebagai Presenter



- Klik tombol **Participant**, pilih nama salah satu peserta, kemudian klik tombol option di samping nama peserta
- Pilih **Change Role to Presenter**, maka nama peserta yang dipilih akan menjadi presenter dalam meeting room



Terima kasih