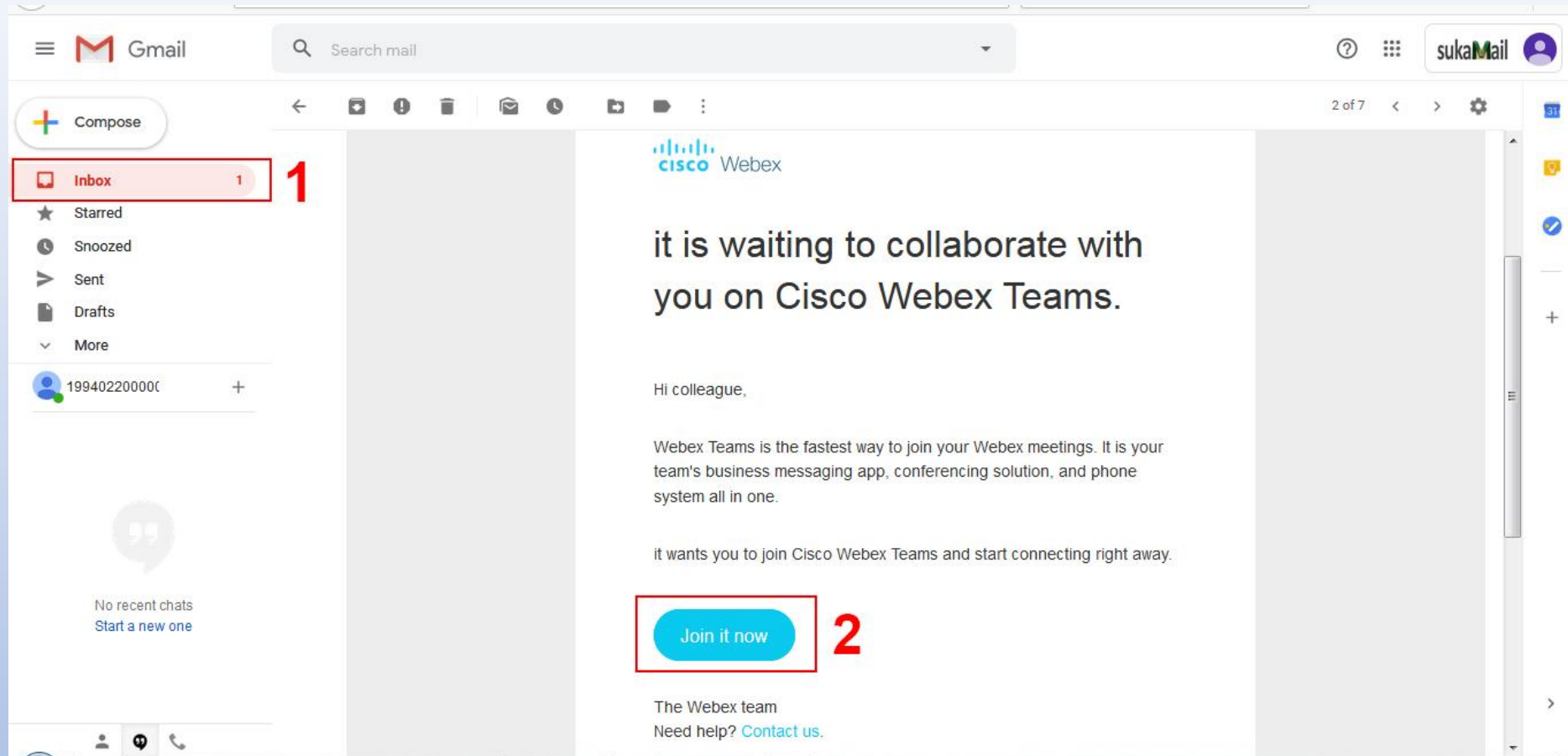





Tutorial Video Conference Menggunakan Cisco Webex

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

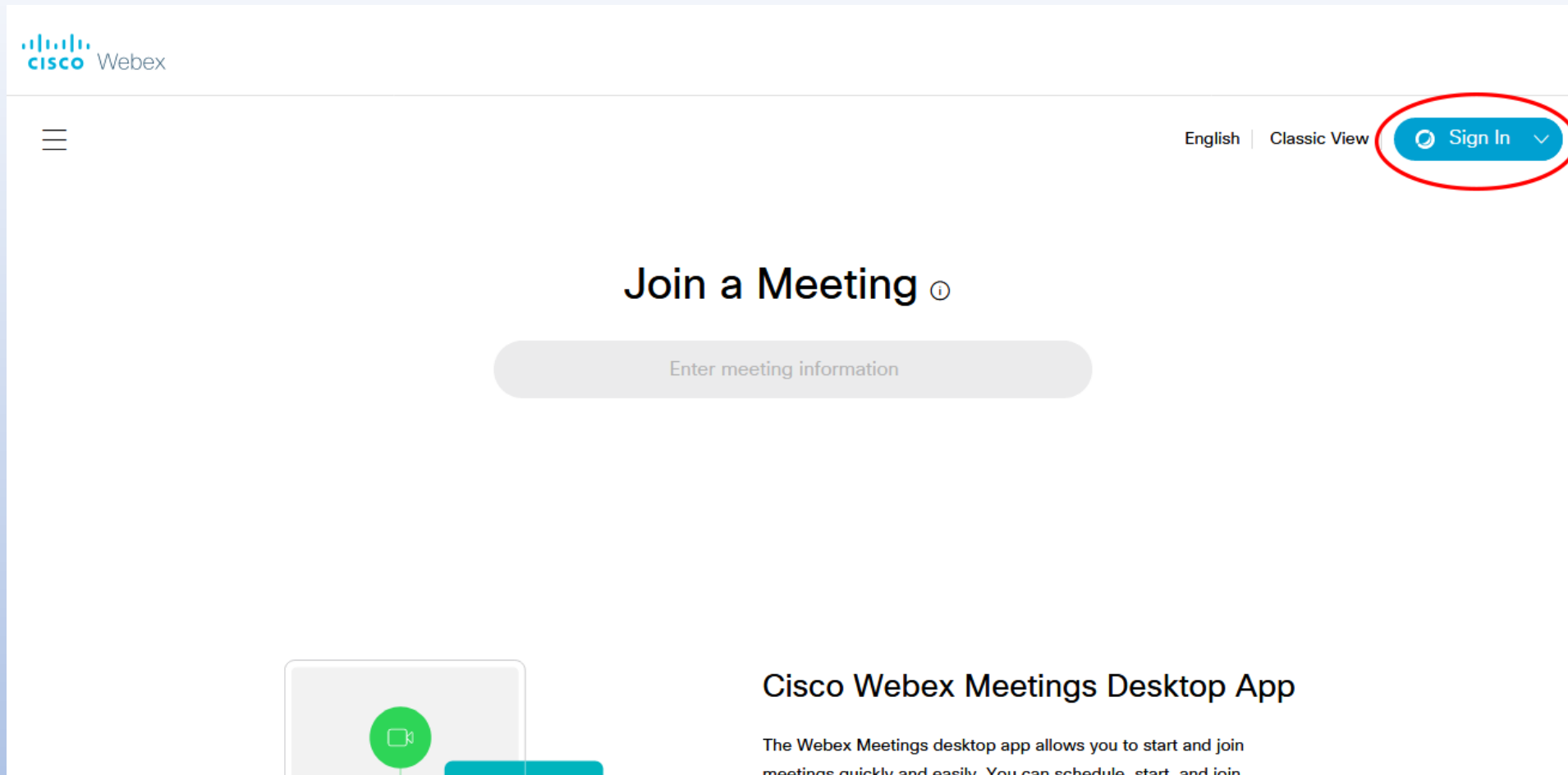
- Isikan password sesuai dengan ketentuan, lalu klik tombol **Create Account**



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

- Masukan **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'. The main area has a search bar 'Enter meeting information to join a meeting' and user settings 'English | Classic View | Herwin'. The 'Meetings' section is active, showing a dropdown menu with 'My Meetings' selected (circled in red with a '2') and a date range '04/27/2020 - 05/03/2020' (circled in red with a '2'). A 'Show past meetings' checkbox is also present. A calendar modal is open, showing 'Apr 2020' and 'May 2020'. The dates 27, 28, 29, and 30 of April are highlighted in black. At the bottom of the modal are 'Cancel' and 'OK' buttons. A 'Schedule' button is circled in red with a '3' in the top right corner of the main area.

- 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'.

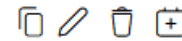
- Bagikan meeting link kepada peserta agar dapat bergabung dalam meeting room.
- Dengan cara klik **tombol copy** kemudian paste pada WhatsApp peserta ataupun melalui e-mail lalu kirimkan.

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

Enter meeting information to join a meeting

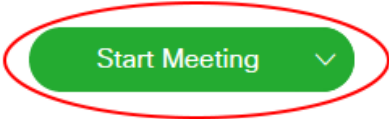
Back to Meeting List

Rapat Evaluasi



Hosted by Herwin ArdicaHYo

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



Who is invited?

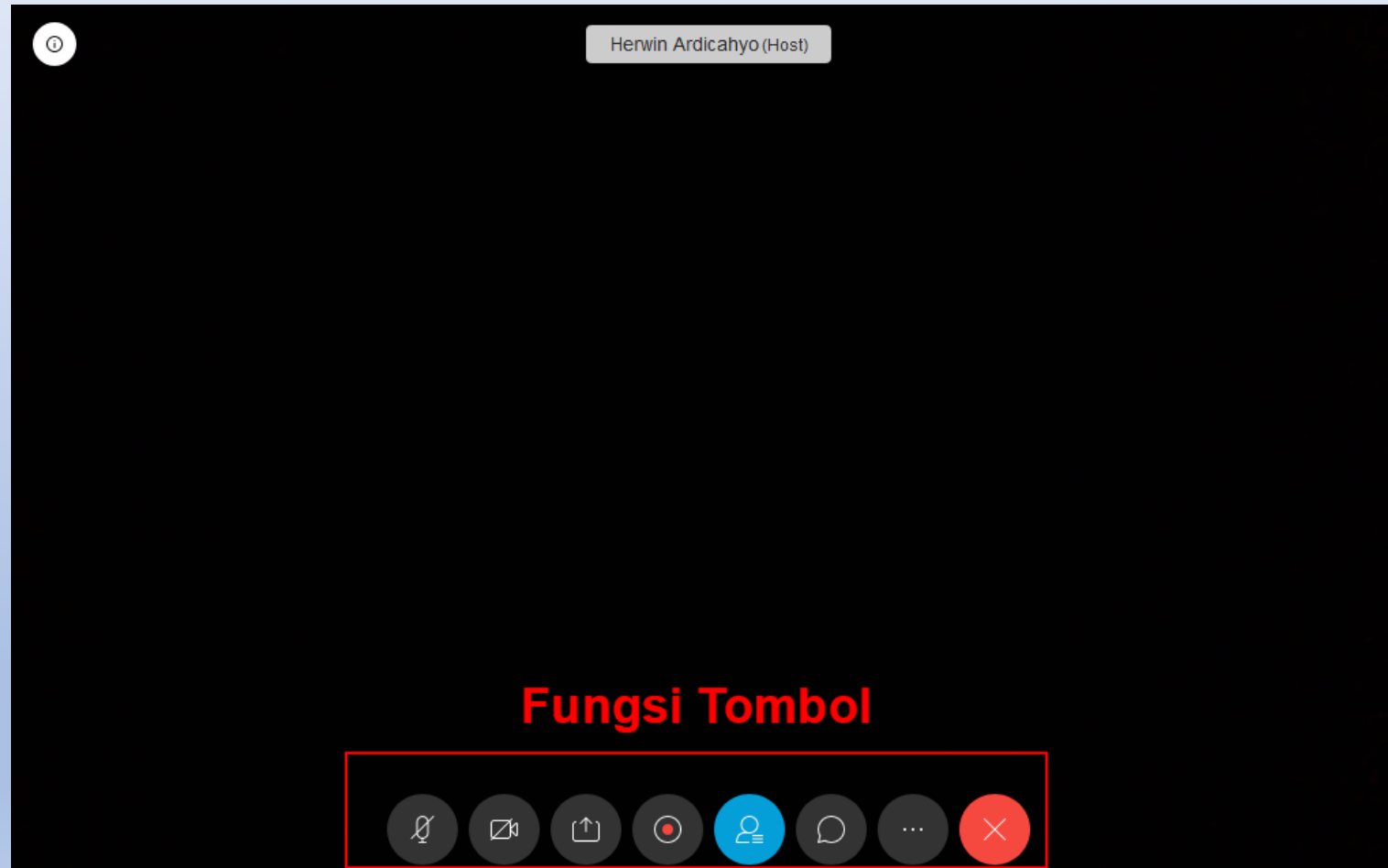
Enter email address to add attendee

Meeting Information

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

- 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

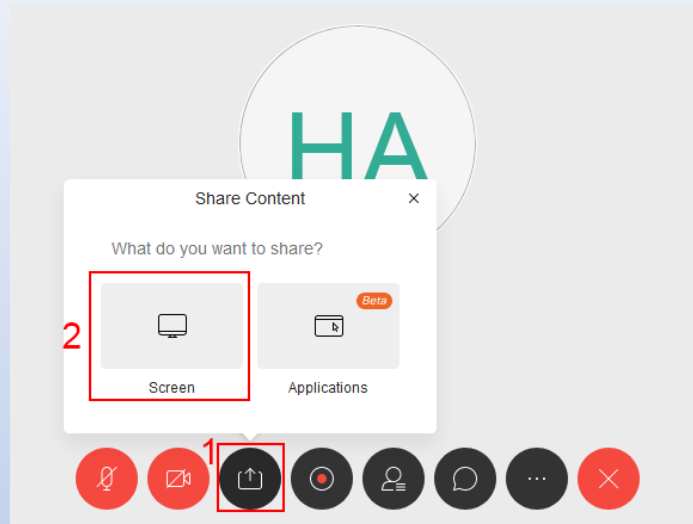


- **Tombol more option:** untuk menampilkan settingan lain-lain

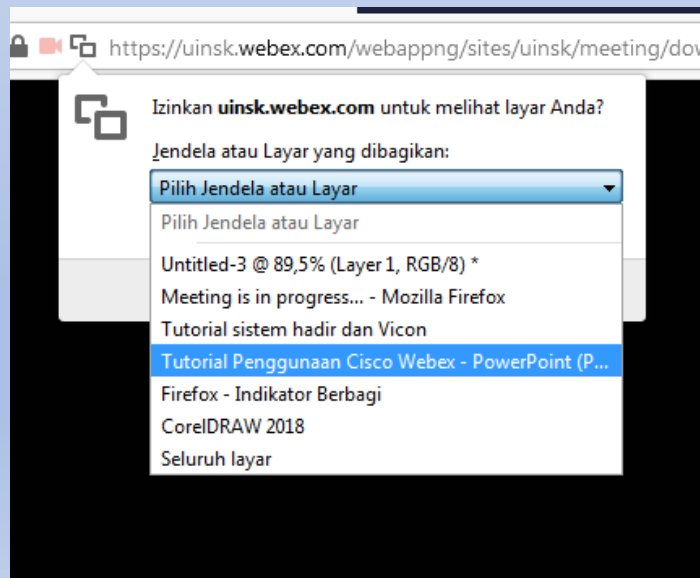


- **Tombol Leave:** untuk keluar/meninggalkan meeting room

Cara Untuk Melakukan Presentasi Menggunakan Cisco Webex

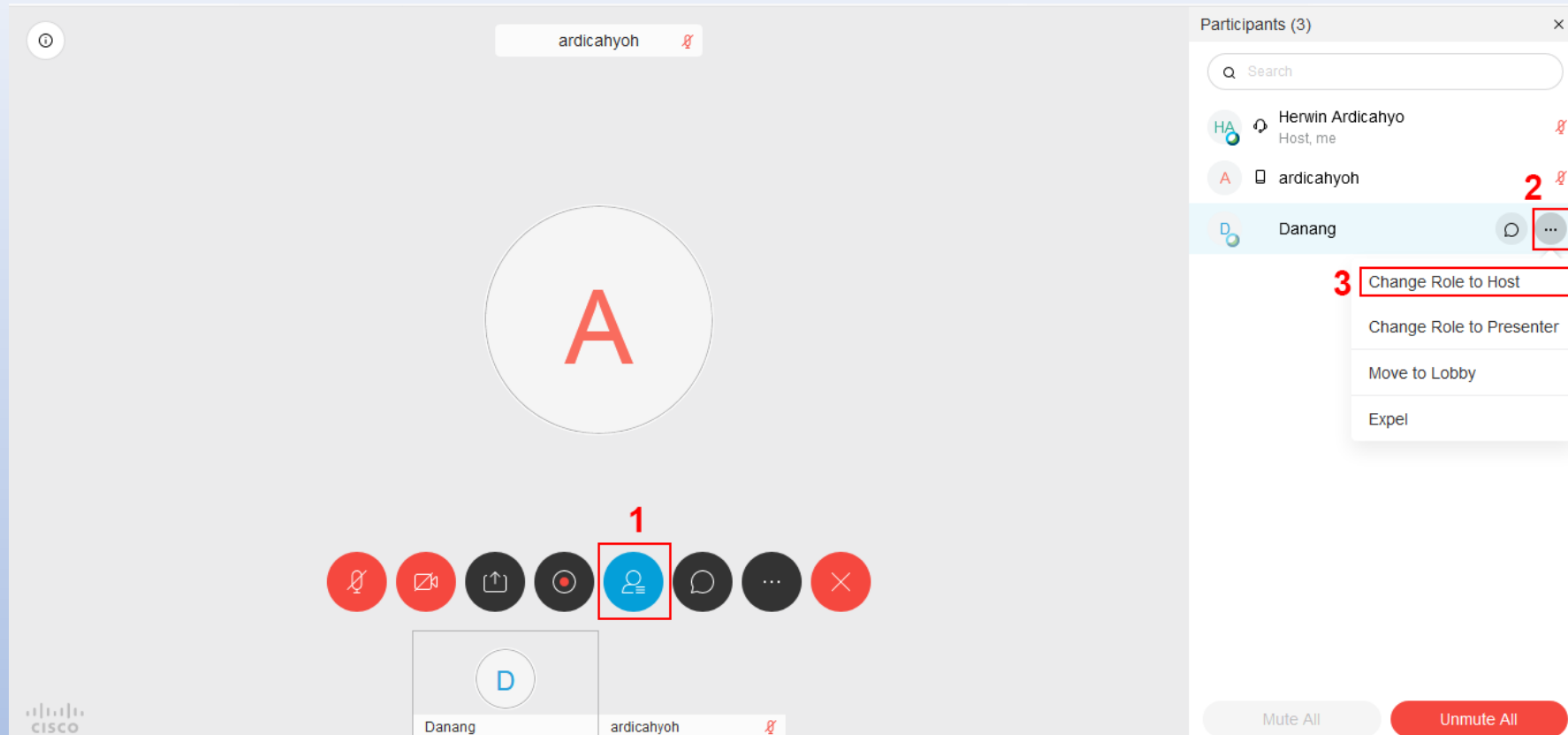


- Pertama buka file slide presentasi terlebih dahulu (bisa juga dengan file yang lain seperti pdf, word, jpg dll)
- Kemudian kembali pada aplikasi cisco webex, lalu Klik tombol **Share Content** kemudian pilih **Screen**



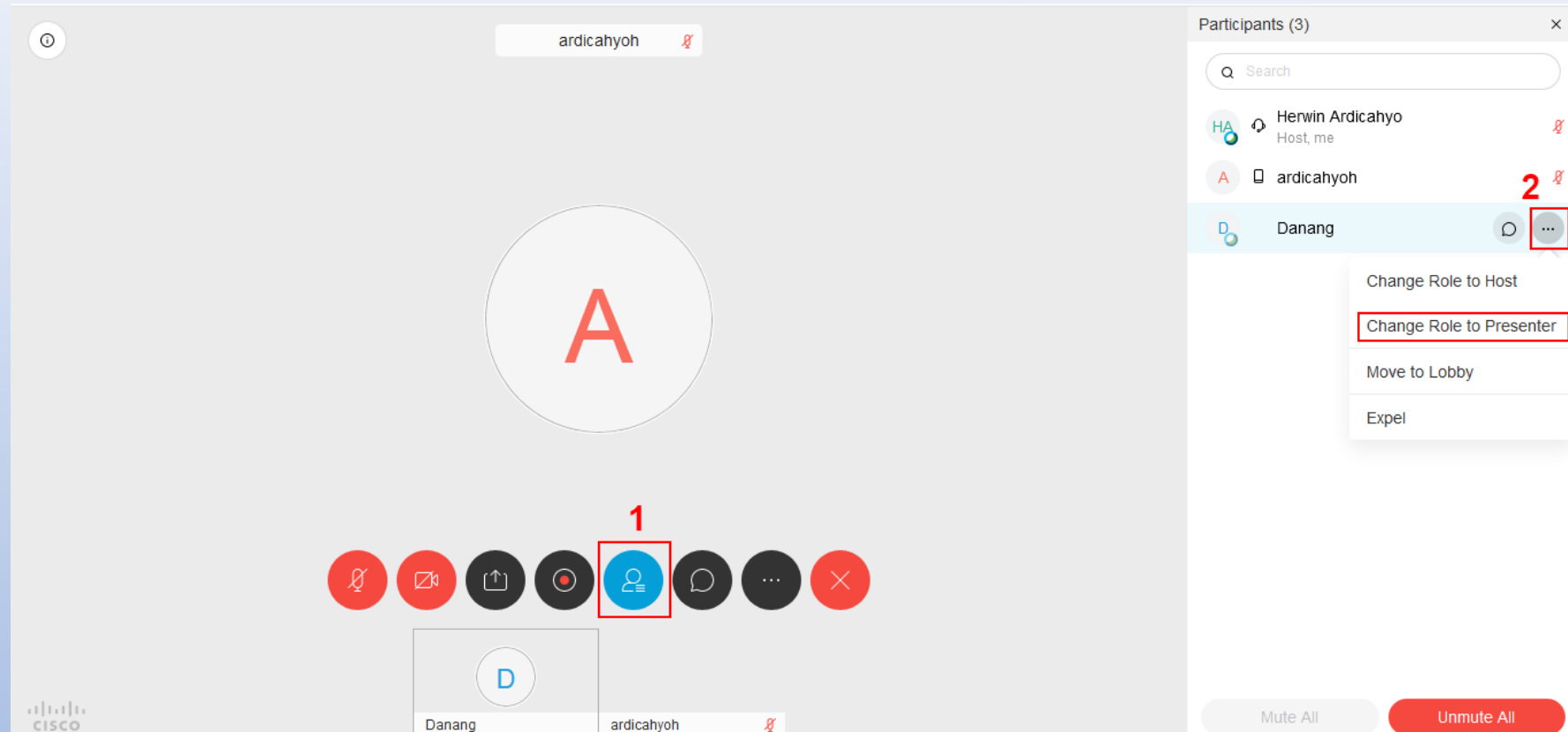
- Kemudian akan tampil pop-up seperti gambar disamping
- Cari nama file yang akan dishare kepada peserta
- Klik tombol **Izinkan** untuk memulai membagikan file presentasi

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