



Webex Meeting Handbook

Virtual classroom

Webex Meeting

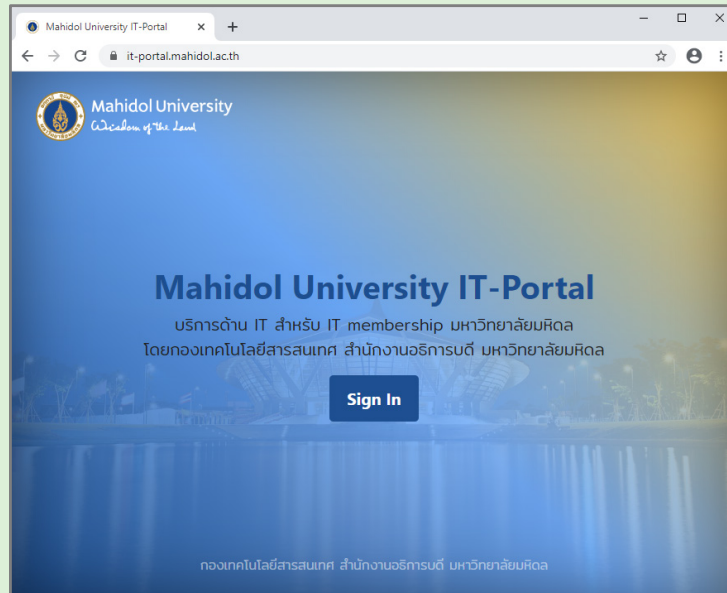
1

Mahidol University has made agreement with The Siam Commercial Bank Public Company Limited to develop university to be Digital Convergence University (DCU). There is virtual classroom system as a part of then agreement. The virtual classroom system uses Cisco Webex Meeting as a technology for teaching and learning, Enabling teachers and students to communicate between wireless compatible.

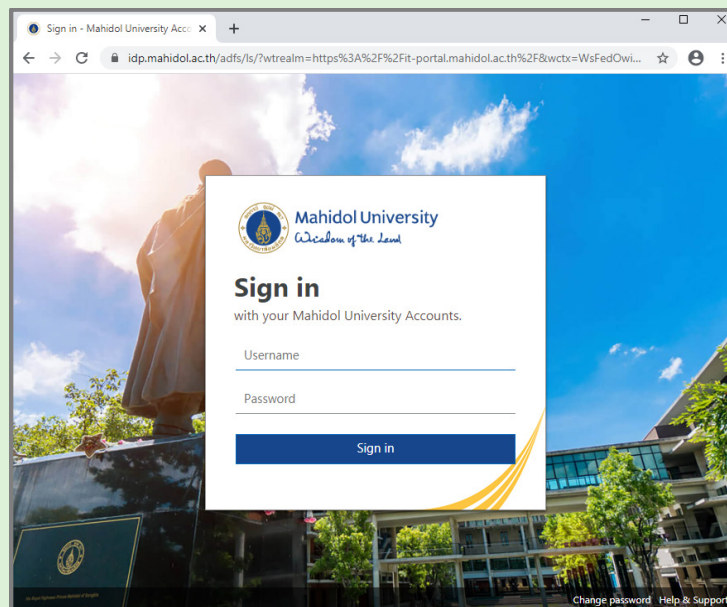
Attendees can see files or documents include, video picture from the admin's computer. And everyone also can communicate with other people from home or university in different campuses. Attendees can view files or documents include, video picture from the admin's computer. And everyone also can communicate with other people from home or university in different campuses; in addition, everywhere, having the internet. There are many devices, being able to operate (PC, Tablet, Notebook, MAC, iPad, Smartphone) with high quality video and can accommodate a maximum of 250 attendees per classroom.

Requesting rights to access Webex Meeting

2



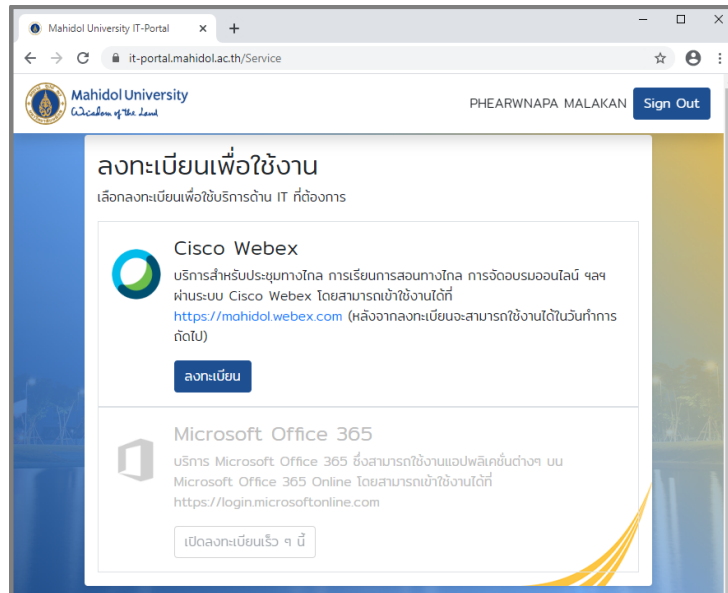
Go to <https://it-portal.mahidol.ac.th> then, click **Sign in**



Enter Username and Password with your Mahidol University internet account, then click **Sign in**

Requesting rights to access

Webex Meeting



Select Cisco webex then, click Register button.



Read Terms and conditions of service

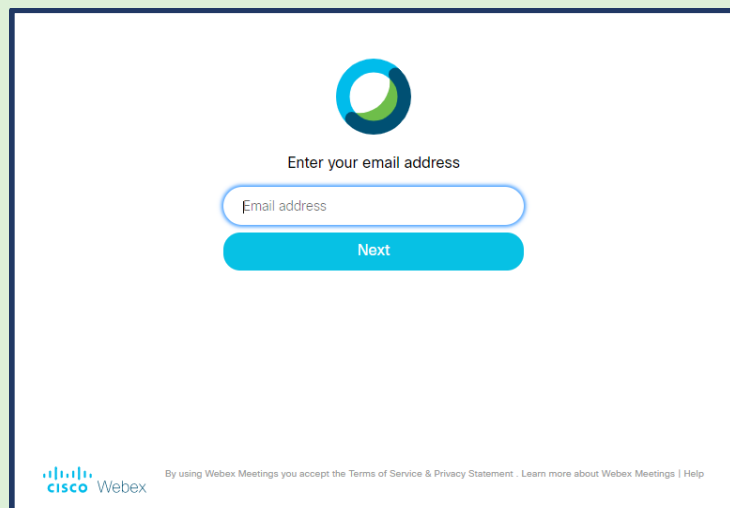
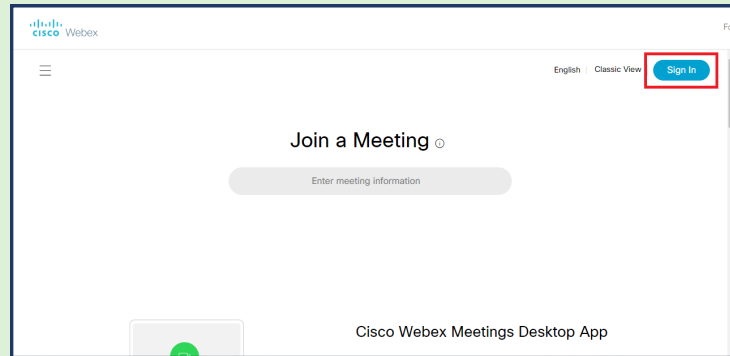
Click accept

Click Register button

Log in via browser

Webex Meeting

3



Your registration has been completed.

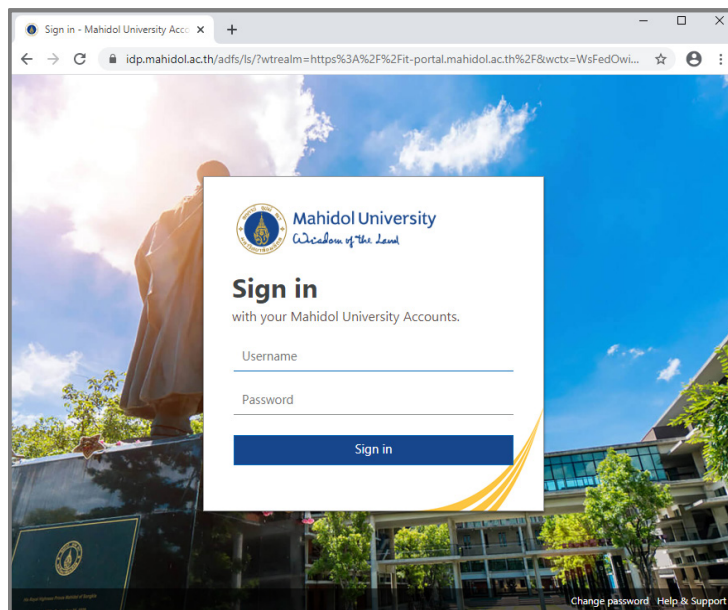
You will be able to access mahidol.webex.com in 24 hours.

The Webex activating email will be sent to your Mahidol email.

<name.sur@mahidol.ac.th>

Log in via browser

Webex Meeting



Go to <https://mahidol.webex.com>

Click **Sign in**

Enter your Mahidol email address <name.sur@mahidol.ac.th>

Click **Next**

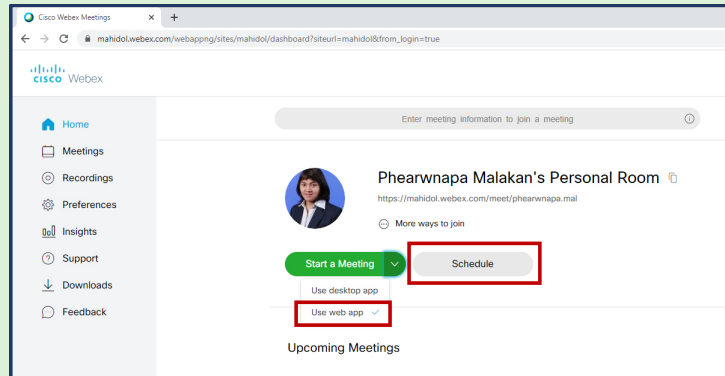
Enter your Mahidol University internet **Username and Password**

Click **Sign in**

Schedule

Webex Meeting

4

Creating Timetable by Schedule

Click on **Start a Meeting**

Choose **Use web app** for open Webex Meeting by Browser

Click **Schedule**

Schedule

Webex Meeting

The screenshot shows the 'Schedule a Meeting' interface. The 'Meeting topic' field contains 'PM2.5' and the 'Meeting password' field contains 'ce4rCkxR'. Both fields are enclosed in a red rectangular box. Other visible fields include 'Date and time' (Monday, Jan 27, 2020 2:40 pm), 'Duration' (3 hours), and 'Attendees' (Separate email addresses with a comma or semicolon). At the bottom, there are buttons for 'Cancel', 'Schedule', and 'Save as template'.

Meeting topic for setting up topic or subject which will be started.
password system shall automatically create the password for you, but you are able to set up the password by yourself as well.

This screenshot shows the date and time selection interface. A calendar for January 2020 is displayed, with the 27th highlighted. To the right of the calendar, the 'Time' is set to 2:40 pm and the 'Duration' is set to 3 hours and 0 minutes. A 'Done' button is visible at the bottom of the time selection panel. The entire date and time selection area is enclosed in a red rectangular box.

Setting up a date and time

for example, Monday, Jan 27, 2020 (Active date)

Time: 2:40 pm (starting time) Duration: 3 hours 0 minutes

Schedule

Webex Meeting

The screenshot shows the 'Schedule a Meeting' interface in the Cisco Webex portal. The form is titled 'Schedule a Meeting' and includes a sidebar with navigation options like Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main form fields are: Meeting topic (PM2.5), Meeting password (ce4CkxR), Date and time (Monday, Jan 27, 2020 2:15 pm), and Attendees (yupadee.sut@mahidol.ac.th, nattapon.saw@mahidol.ac.th, weeraphol.mut). The 'Attendees' field is highlighted with a red box.

Enter attendee's email who shall attend the class.

If there are many attendees, uses : or , after each email, then click Enter on the keyboard. The programme will show the attendees' email under the text box.

If you would like to delete someone out, just click x for deleting.

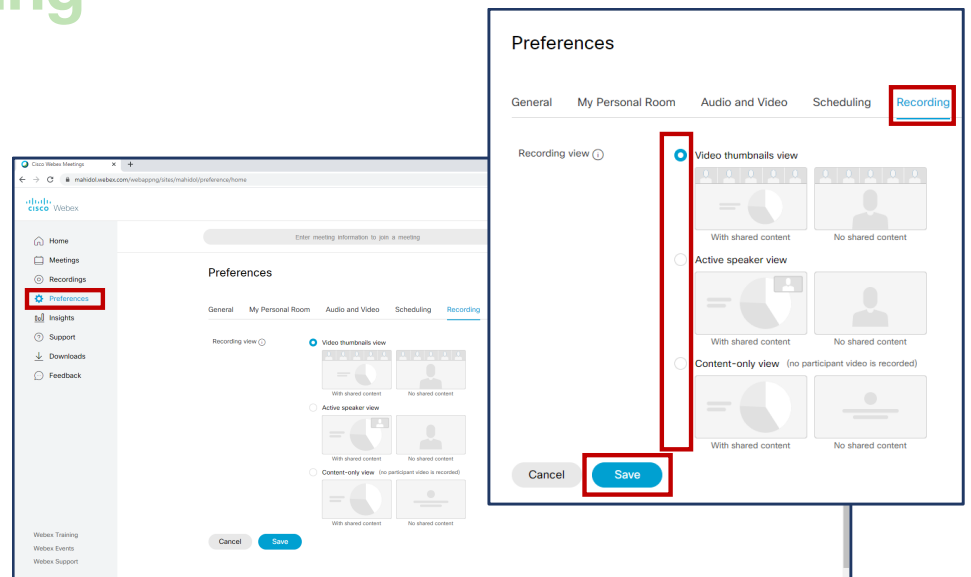
The screenshot shows the 'Show advanced options' section of the Webex meeting scheduler. The 'Automatic recording' option is checked, indicating that recording will start automatically when the meeting begins. Other options include 'Require account', 'Alternate host', 'Exclude password', 'Registration', 'Email reminder', 'Meeting options', and 'Attendee privileges'. The 'Automatic recording' option is highlighted with a red box.

Automatically recording video when you start using Webex Meeting, which you have already set up Schedule, you can set up the recording at Show > advanced options > Scheduling Options > Automatic recording Click in the box in front of this sentence “Automatically start recording when the meeting starts”.

Video of the meeting will be kept at Could Webex Meeting, after finishing a meeting.

Schedule

Webex Meeting



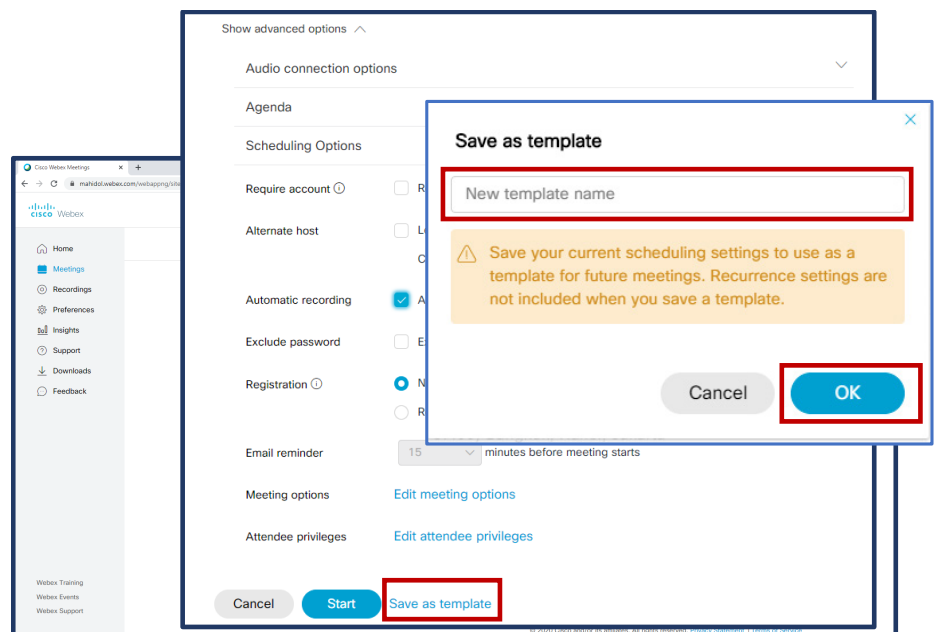
Choosing video format which you would like to record in

the Preferences menu, click Tab Recording

Click in front of the text above the video format, you choose.

Following this, it will show the blue circle.

Click save



Save as Template to use Schedule which you have already set up again without setting next time.

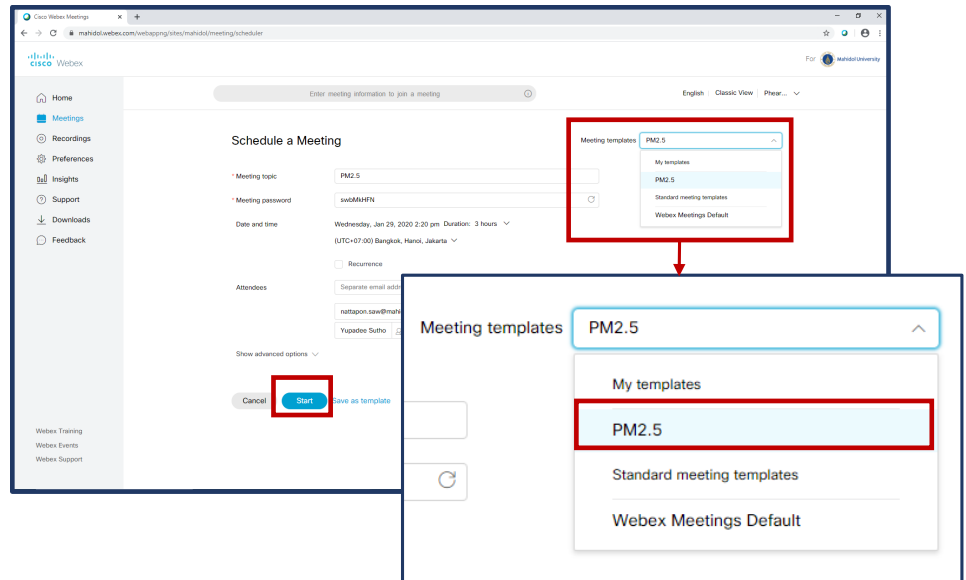
Click Save as Template

There will be a pop up "Save as Template".

Set up Topic/ Subject, then click Save

Schedule

Webex Meeting

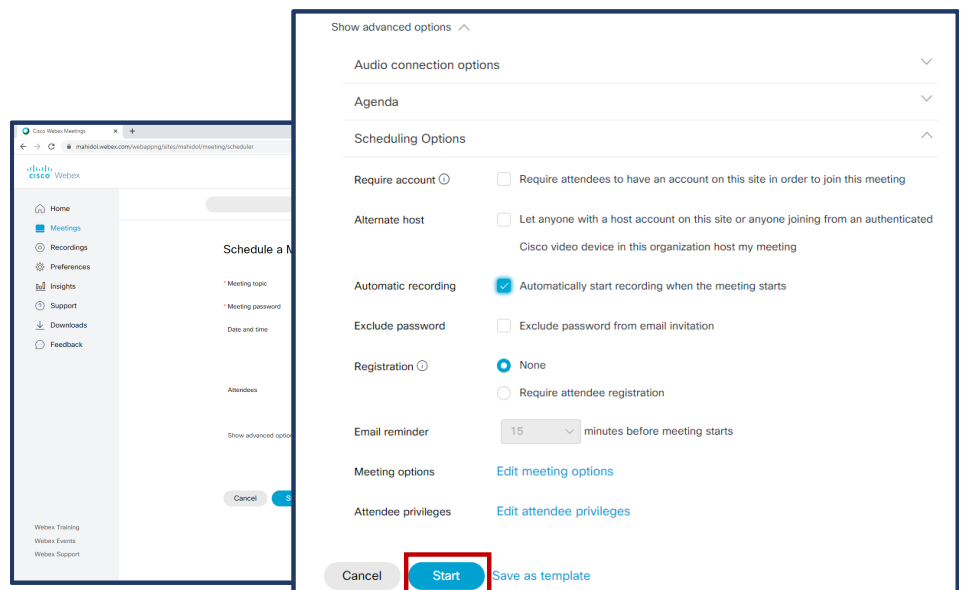
Setting up new Schedule

The programme shall show **new Schedule in the list.**

You can choose the schedule you will use from the list.

Admin is able to **edit an active date and time.**

Following this, click **Start to generate Schedule.**

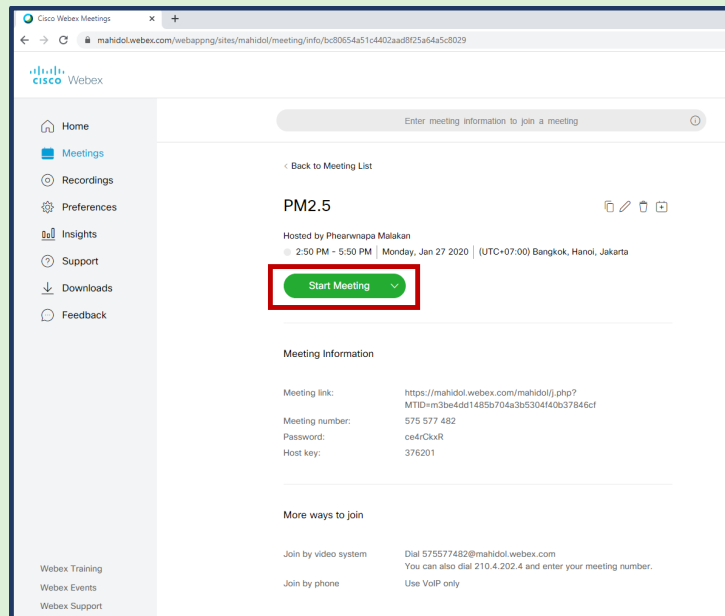


When you have already entered the information,
click **Start for generate Schedule.**

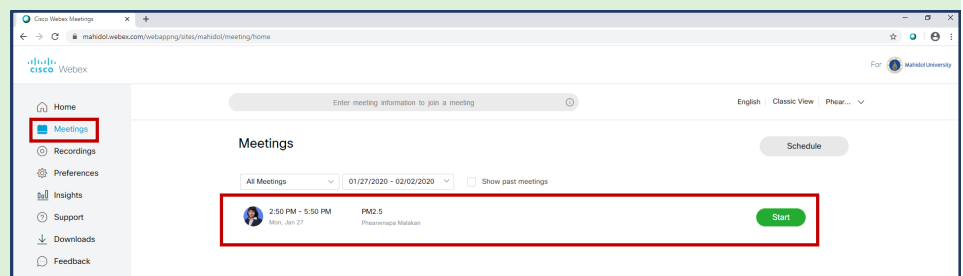
Start

Webex Meeting

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The programme shall show Schedule, that you have already set up.
Administrator click **Start Meeting**, to get started.

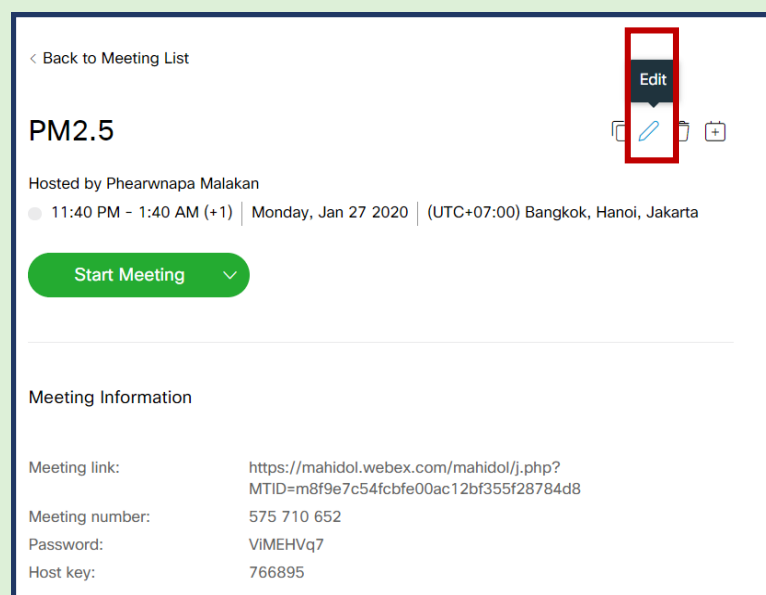
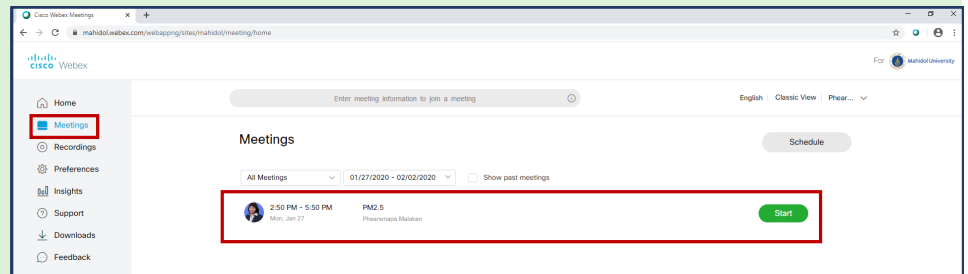


Viewing all Schedules, click Meeting
The programme shall show all Schedules, you have.
When you would like to get started, click **Start**.

Edit Schedule

Webex Meeting

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Edit Schedule

Click on Meeting

Choose Schedule, which you would like to edit.

Click Edit (pencil icon) to edit.

Edit Schedule

Webex Meeting

Schedule a Meeting Meeting templates Webex Meetings Default

* Meeting topic PM2.5

* Meeting password VIMEHVq7

Date and time Monday, Jan 27, 2020 12:40 am Duration: 2 hours
(UTC+07:00) Bangkok, Hanoi, Jakarta

Recurrence

Attendees Separate email addresses with a comma or semicolon

Show advanced options

Cancel **Save** Save as template

Go to [information page](#) > [Setting Schedule](#)


When you have already finished editing Schedule, click [Save](#).


Email to administrator

Webex Meeting

7

Webex meeting scheduled: PM2.5


 Cisco Webex <messenger@webex.com>
Today, 14:44
Phanwapa Malakan ✓

 **When:** Mon 1/27/2020 14:50 - 17:50
Where: <https://mahidol.webex.com/mahidol>

✓ Accept ? Tentative ✗ Decline

No conflicts

The organizer hasn't requested a response for this event. To update your own calendar, select a response.

 Webex_Meeting.ics
6 KB

Download

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.
Meeting number (access code): 575 577 482
Meeting password: ce4rCkxR
Host key: 376201

Monday, January 27, 2020
2:50 pm - 4:07 pm (UTC+07:00) Bangkok, Hanoi, Jakarta | 3 hrs

Start meeting

Join by phone
Use VoIP only

Join from a video system or application
Dial [575577482@mahidol.webex.com](tel:575577482)
You can also dial 210.4.202.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial [575577482.mahidol@lync.webex.com](tel:575577482)

Need help? Go to <http://help.webex.com>

When you have already finished creating Schedule,

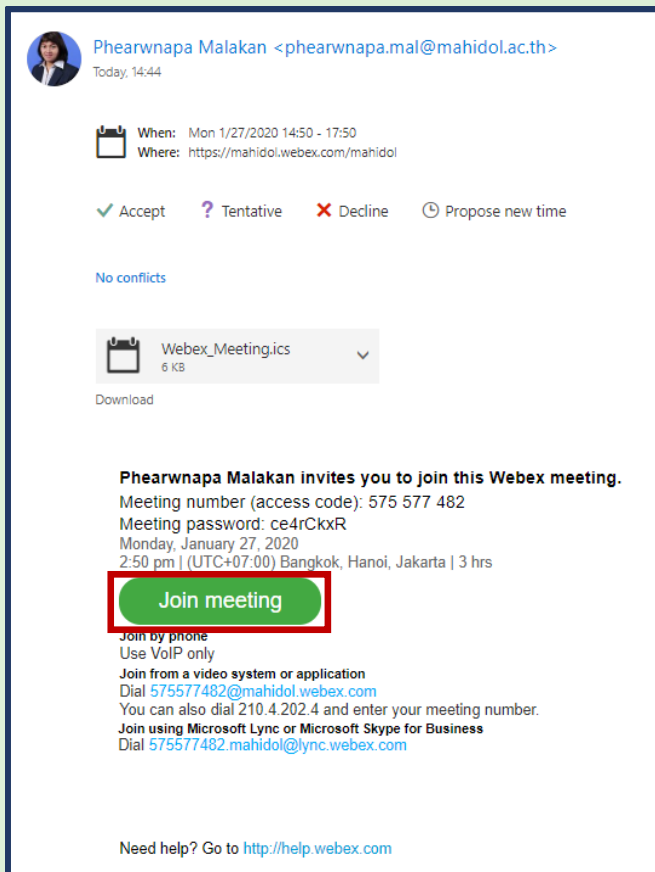
Webex Meeting shall send the email to the administrator's email to inform the usage information.

In addition, the Administrator must click "Start Meeting" to get started.

Email to student

Webex Meeting

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The screenshot shows an email invitation from Phearwnapa Malakan. It includes a calendar icon, meeting details (time and URL), response options (Accept, Tentative, Decline, Propose new time), a 'No conflicts' message, and a download button for a file named 'Webex_Meeting.ics'. Below this is a 'Join meeting' button highlighted with a red box. Further down, there are instructions for joining by phone, video system, or Microsoft Lync/Skype for Business, along with a help link.

Phearwnapa Malakan <phearwnapa.mal@mahidol.ac.th>
Today, 14:44

When: Mon 1/27/2020 14:50 - 17:50
Where: <https://mahidol.webex.com/mahidol>

✓ Accept ? Tentative ✗ Decline ⌚ Propose new time

No conflicts

Webex_Meeting.ics
6 KB

Download

Phearwnapa Malakan invites you to join this Webex meeting.
Meeting number (access code): 575 577 482
Meeting password: ce4rCkxR
Monday, January 27, 2020
2:50 pm | (UTC+07:00) Bangkok, Hanoi, Jakarta | 3 hrs

Join meeting

Join by phone
Use VoIP only

Join from a video system or application
Dial [575577482@mahidol.webex.com](tel:575577482)
You can also dial 210.4.202.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial [575577482.mahidol@lync.webex.com](tel:575577482)

Need help? Go to <http://help.webex.com>

When admin already finished creating Schedule,

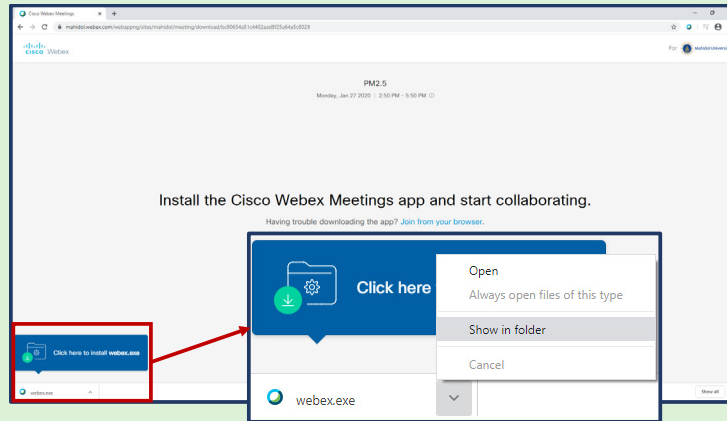
Webex Meeting shall inform usage information to the attendees' email.

Click "Join Meeting" to get started

Program installation

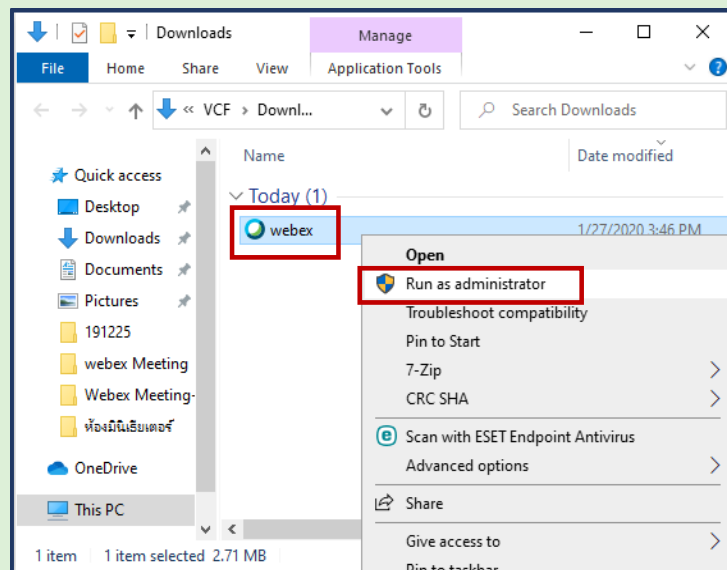
Webex Meeting

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Click “Start a Meeting” to begin

Then download the program from the provided website.



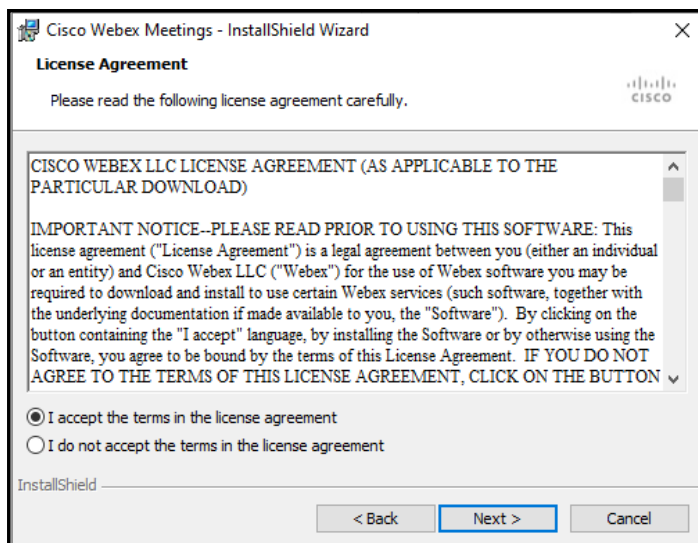
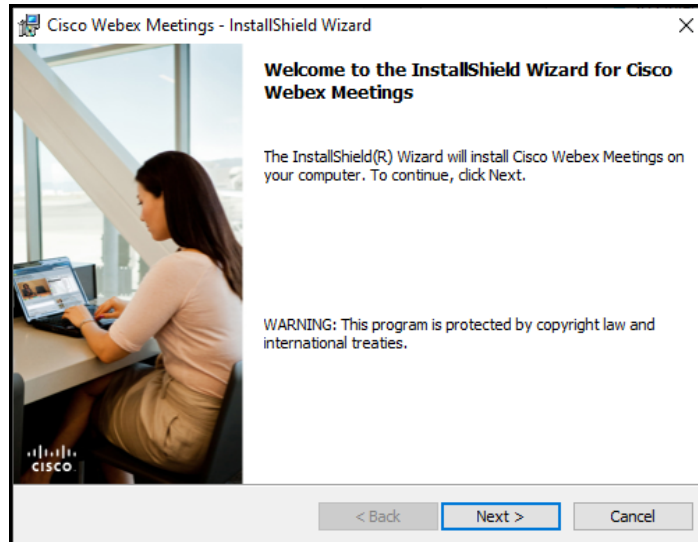
Open the folder “webex.exe”

Right click on **webex.exe**.

Select “run as administrator”

Program installation

Webex Meeting



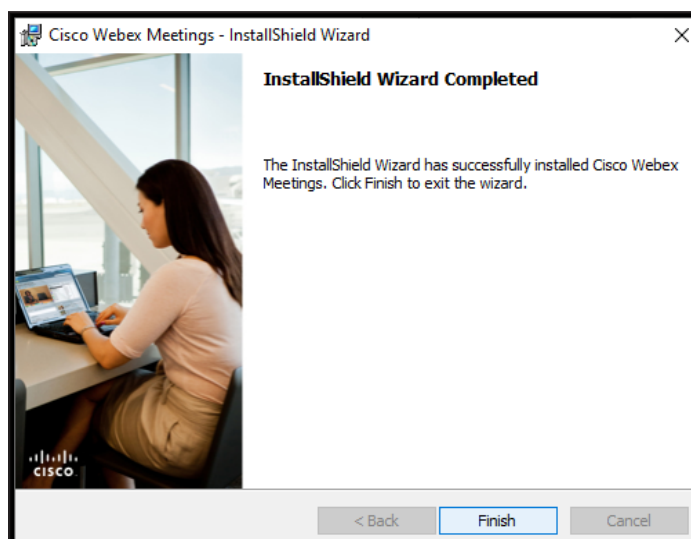
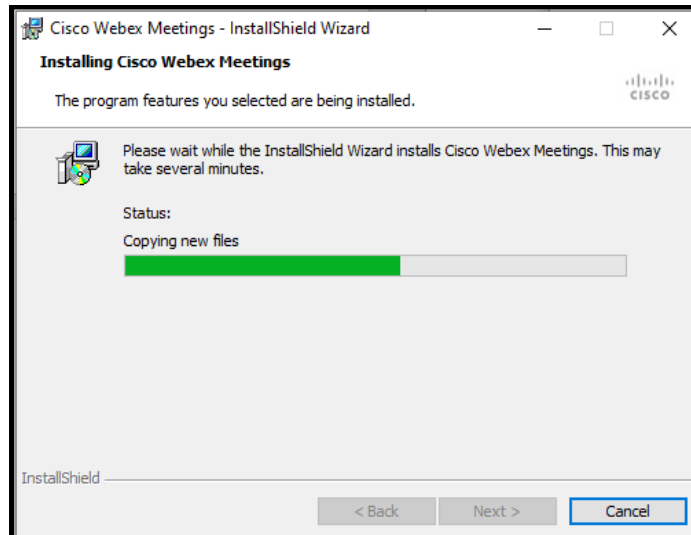
Click **Next**

Choose "I accept the terms in license agreement"

Click **Next**

Program installation

Webex Meeting



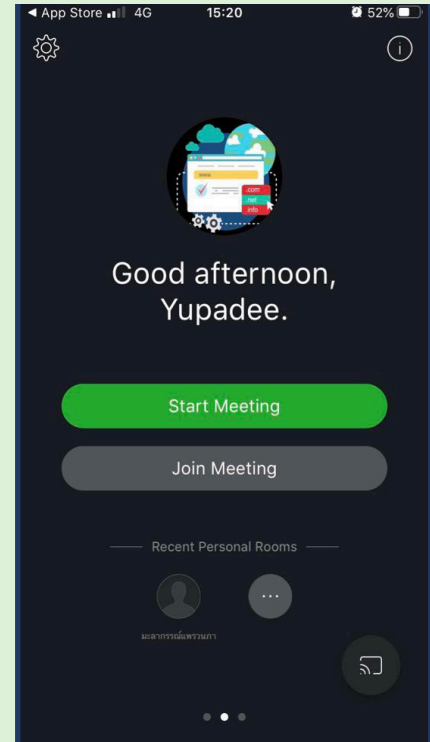
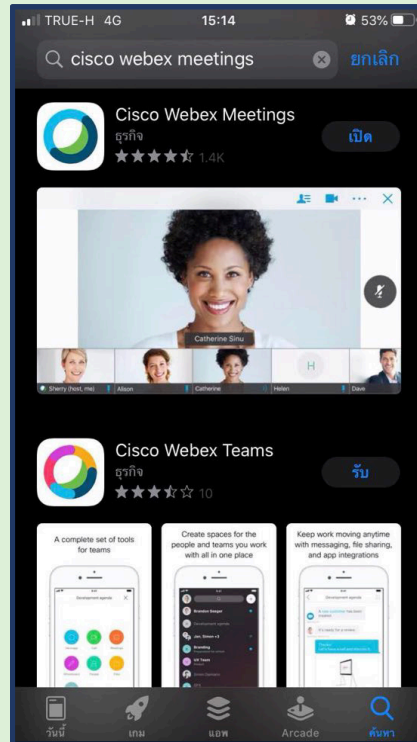
Programme shows installation status.

When the programme has already finished installation, click **Finish**

Installation on the IOS system

Webex Meeting

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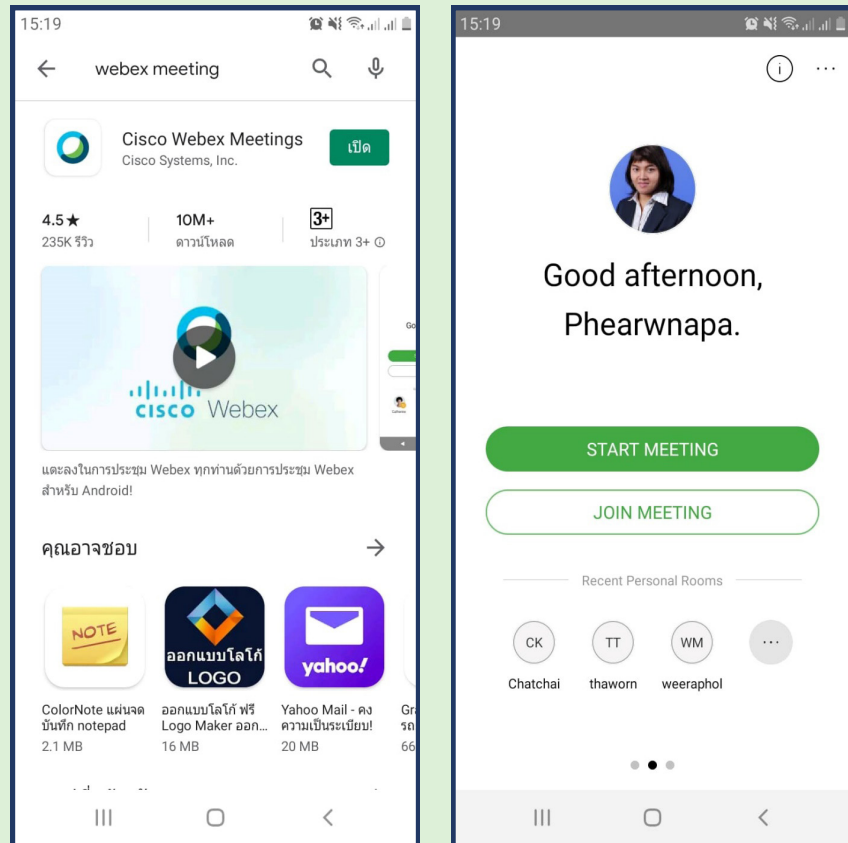
First using, **click Join Meeting** by open the email which you will get.

Programme shall inform you to install the application by App Store, then **click Join Meeting**

Installation on the Android system

Webex Meeting

11

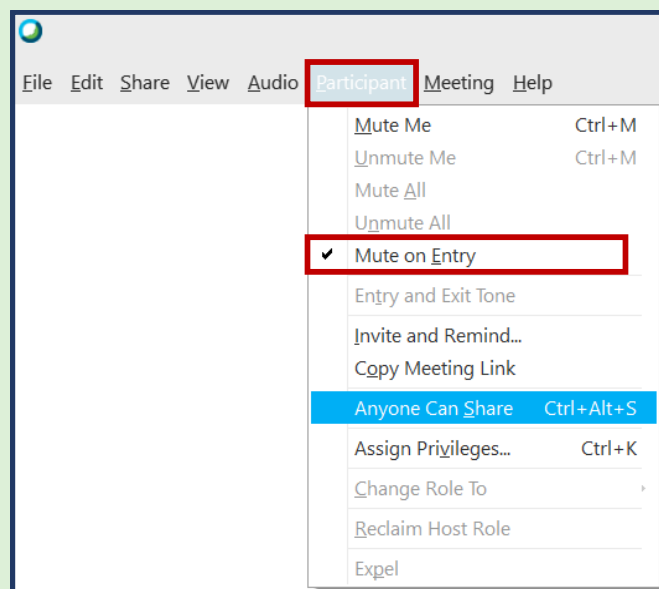
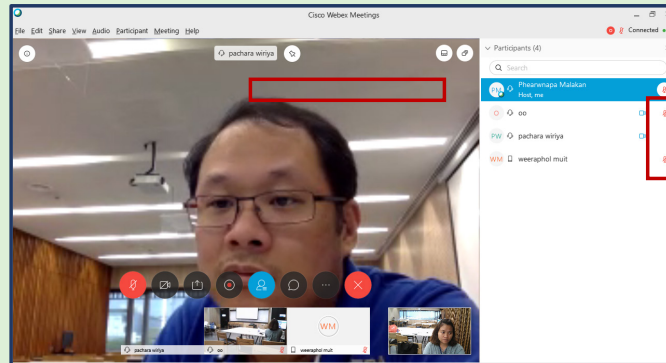


First using, [click Join Meeting](#) by open the email which you will get. Program shall inform you to install the application by Play Store, then [click “Join Meeting”](#)

Mute on Entry

Webex Meeting

12



For avoiding reverse sound from some devices,

which attendees use with out headphone.

If you would like to turn off microphone of all attendees

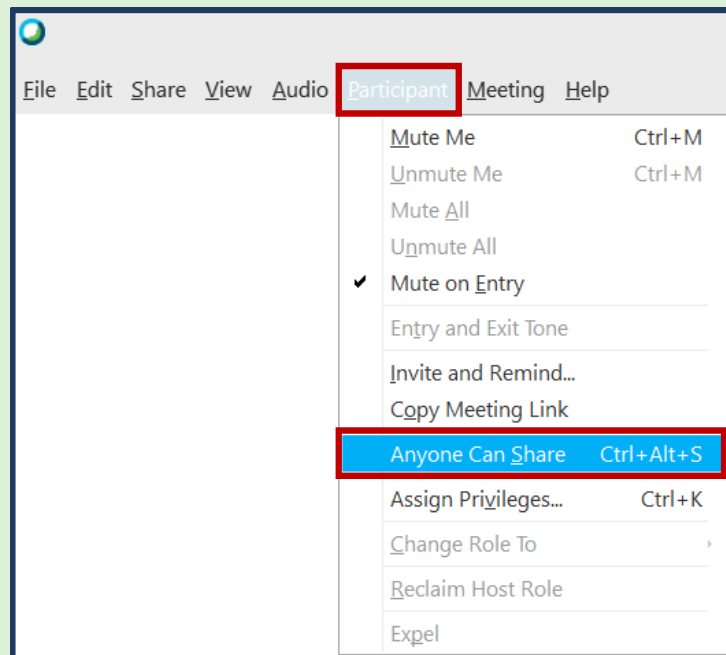
Click menu Participant “**Choose Mute on Entry**”

(there will be correct symbol in front of this text).

Anyone can share

Webex Meeting

13



For avoiding disruption from attendees who might share their screen, while meeting operates.

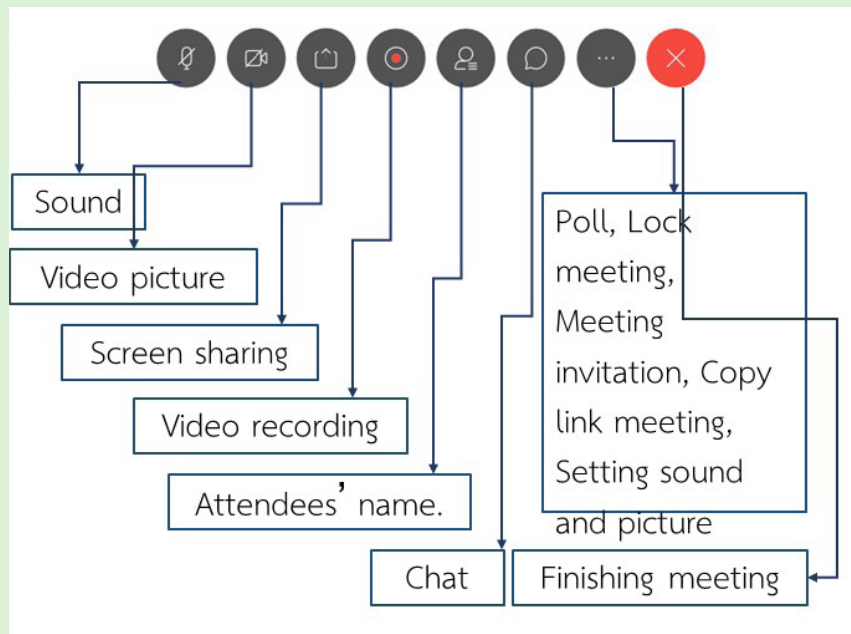
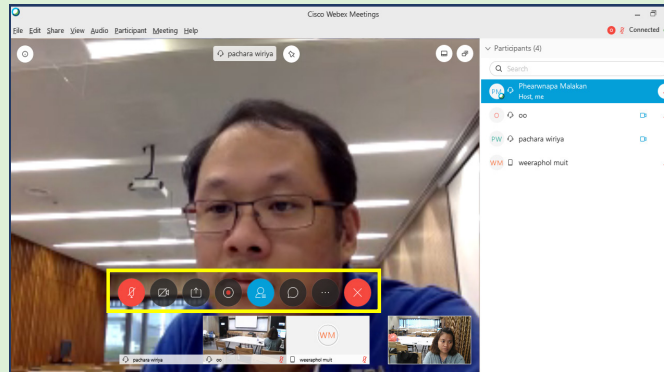
Click **Menu Participant**

Click check in the font of the text **“Anyone Can Share”** out.

Tools

Webex Meeting

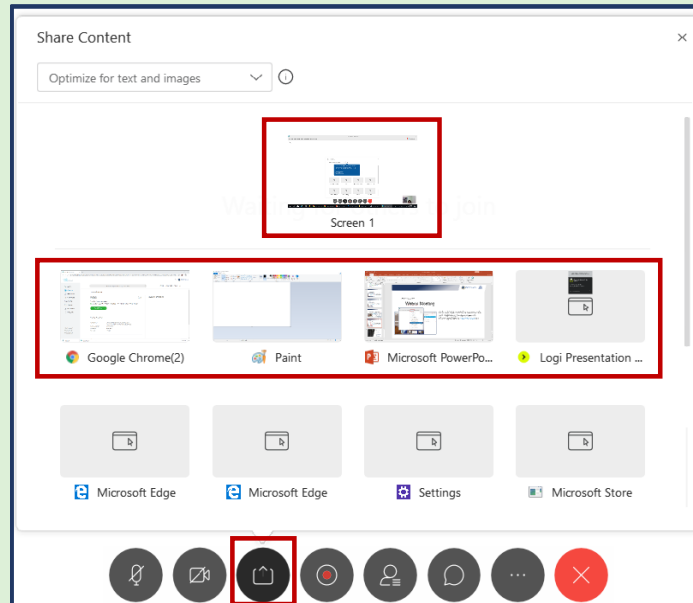
14



Share content

Webex Meeting

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Sharing Instructor screen

Click share content chooses screen 1 for sharing screen and open file, which you prepared for the class.

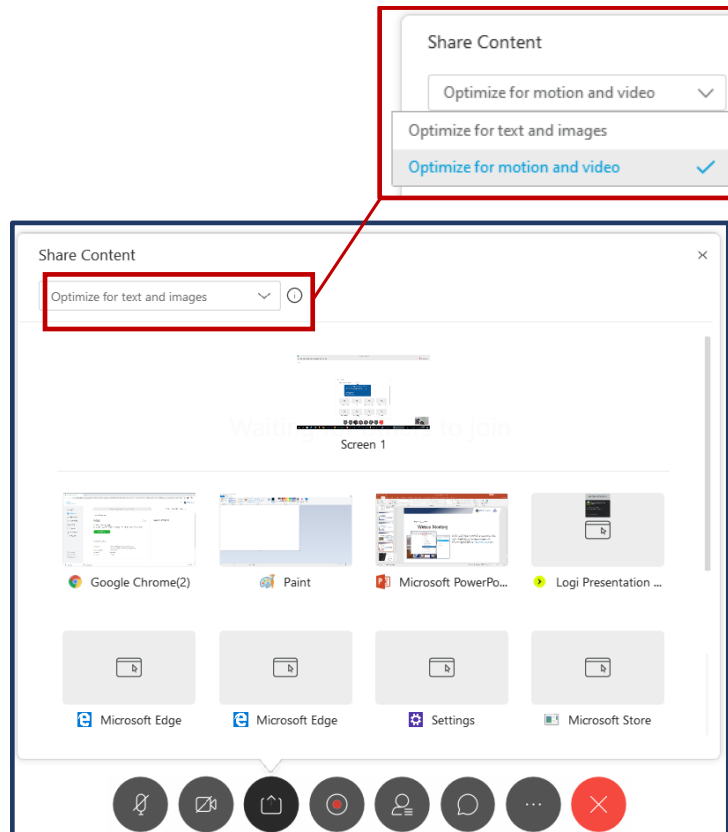
This will help attendees to reach to all class materials.

If you share an application in the app but, you open some files or programme to cover it. The attendees will not be able to view what you share.

They will see only black window.

Share content

Webex Meeting



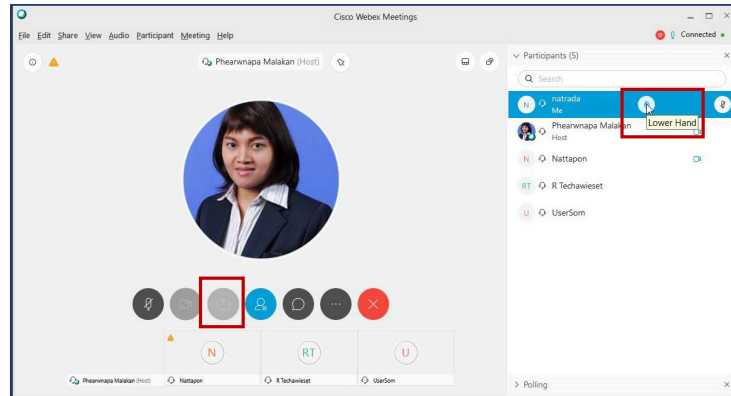
Sharing video, having sound

Attendees will be able to watch and listen when admin click drop down list.

Choose "Optimize for motion and video"

Share content

Webex Meeting



Attendee screen sharing

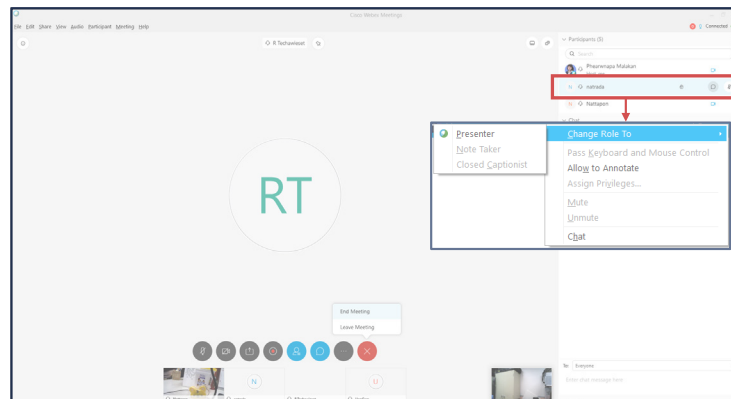
Admin has to give the permission to the attendee to share the screen

Attendee click Lower Hand. 

If admin allows the attendee to share screen,

the sharing button shall show in **dark grey colour**.

Sharing content method is same as sharing admin screen.



Giving permission to attendee screen sharing

Right click on the attendee's name.

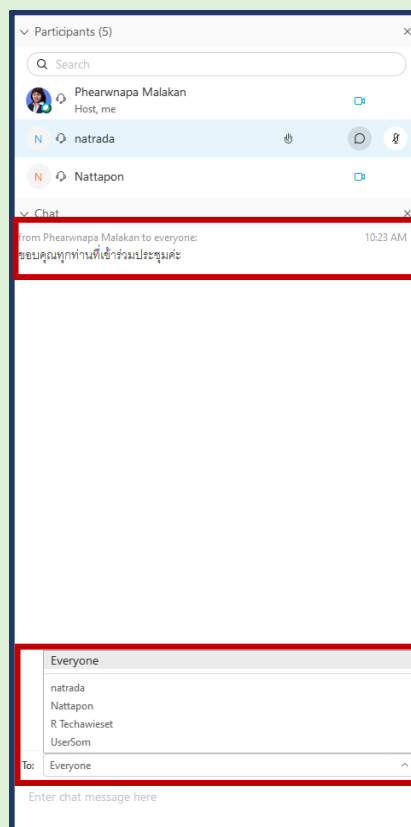
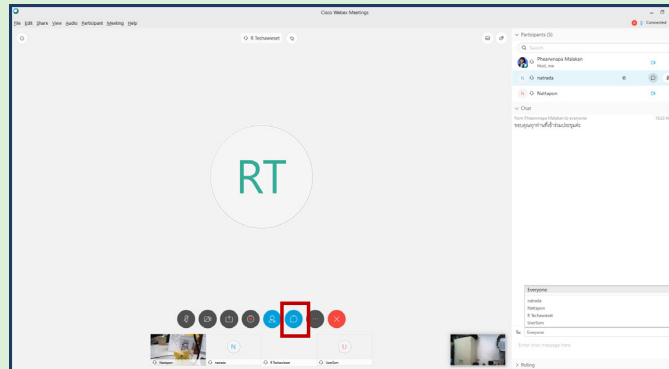
Choose **Change Role To**

Choose **Presenter**

Chat

Webex Meeting

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At Tools

Click Chat Icon

Admin can communicate with all attendees or specific person by,

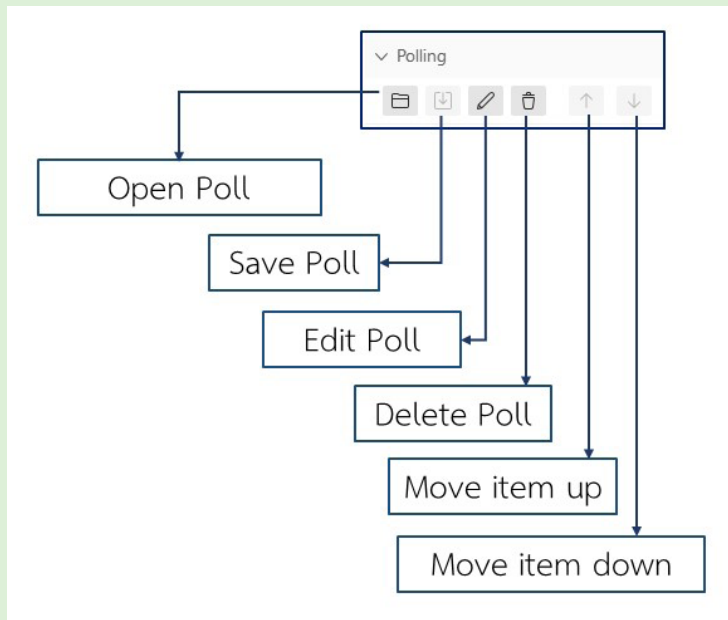
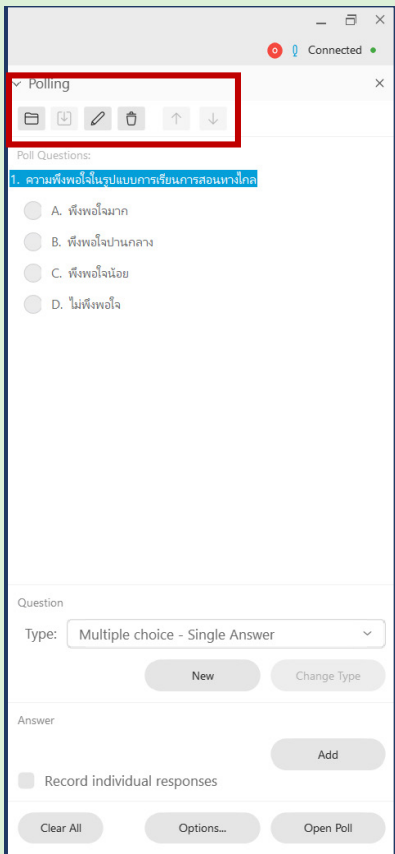
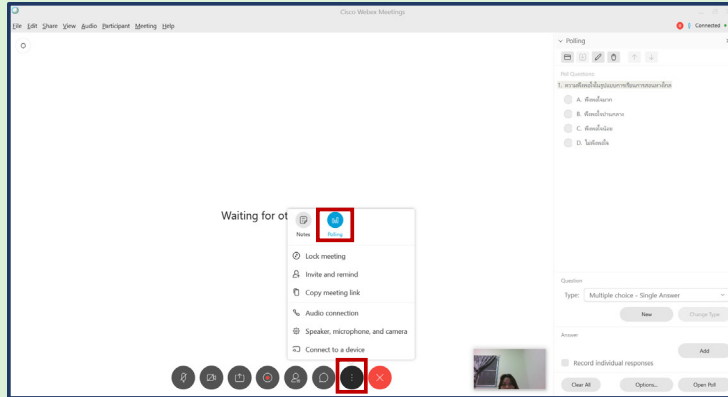
Click To: > text messages > Press enter

The message will be sent only to specific people.

Polling

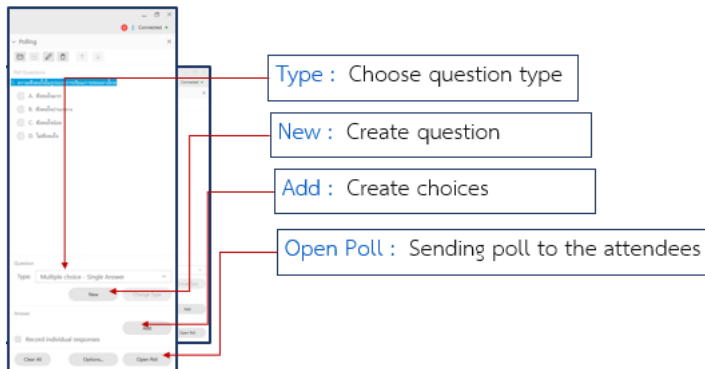
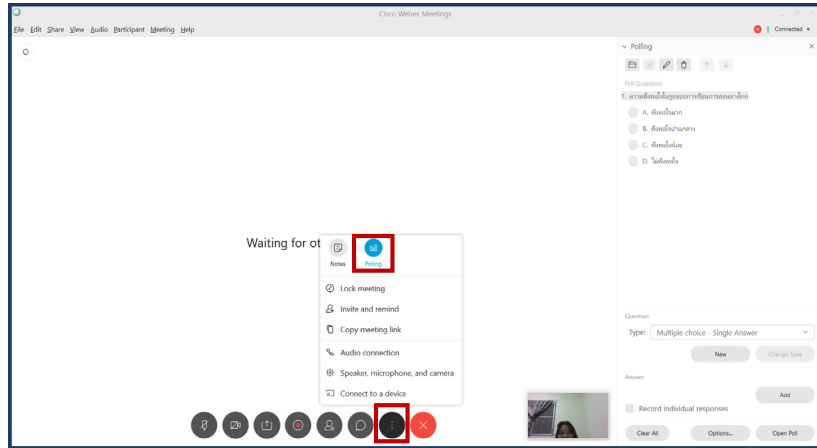
Webex Meeting

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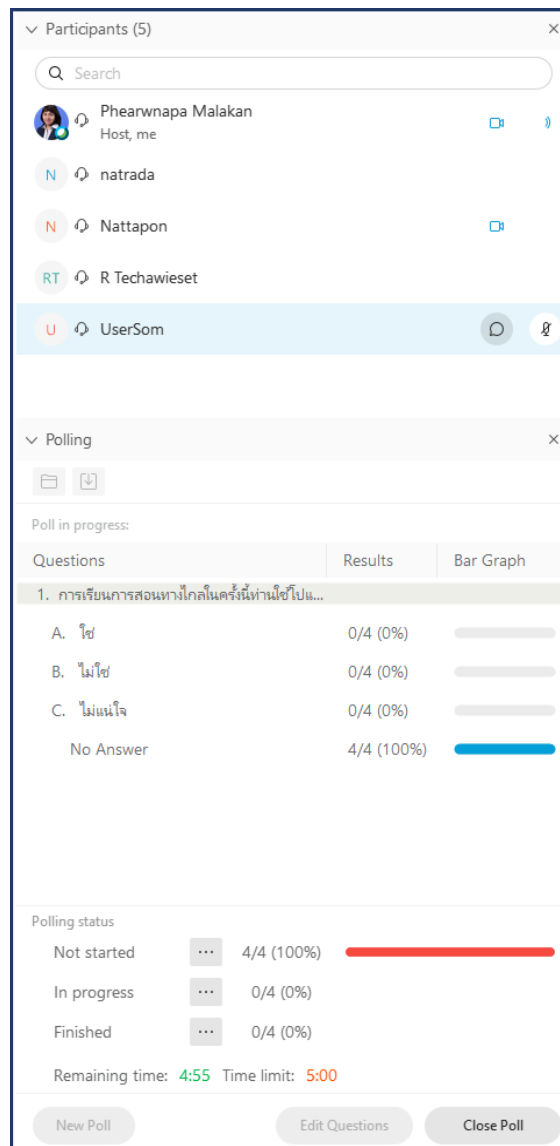
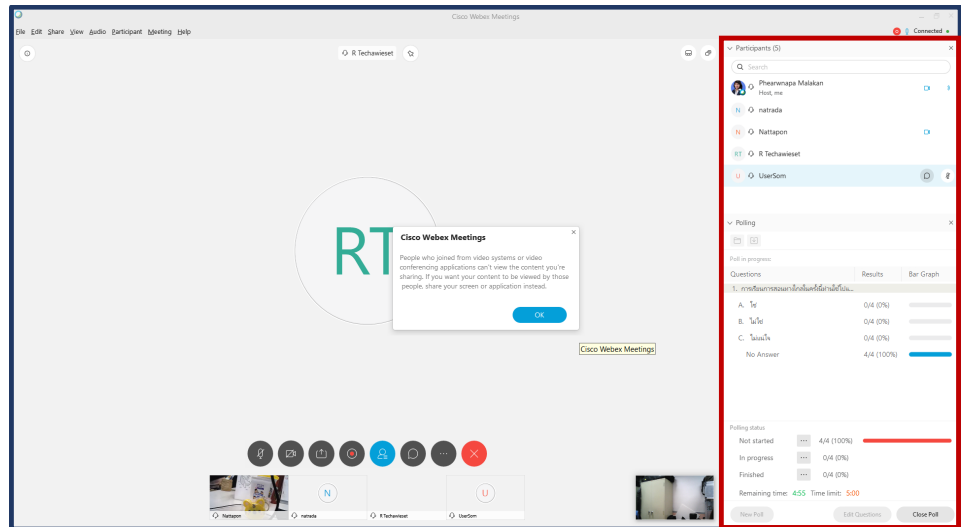
Polling

Webex Meeting



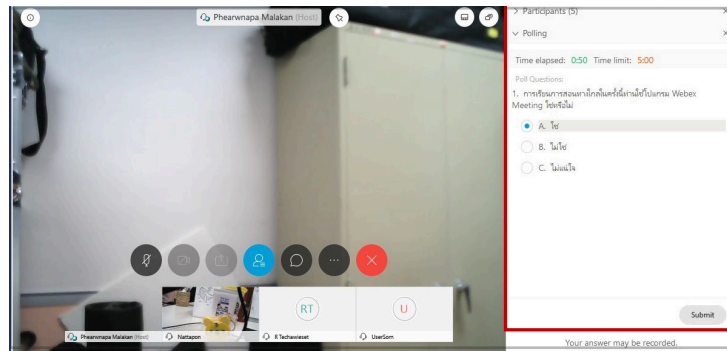
Polling

Webex Meeting



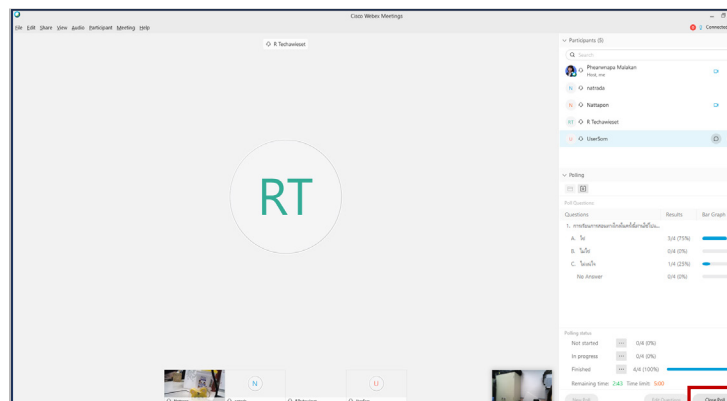
Polling

Webex Meeting



Polling show at Attendees' computer.

Answering the poll, then **submit**

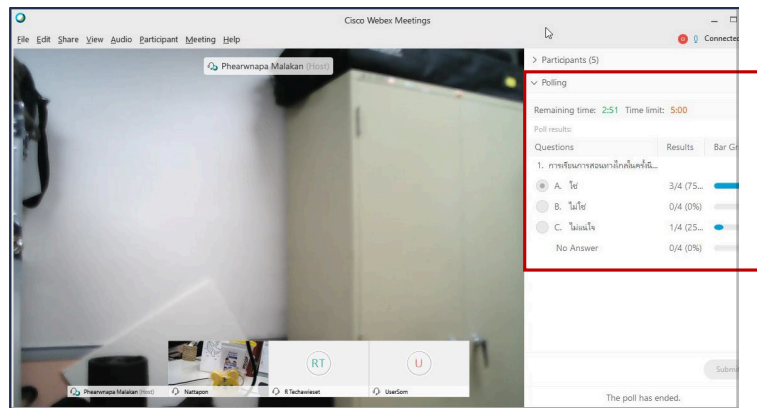
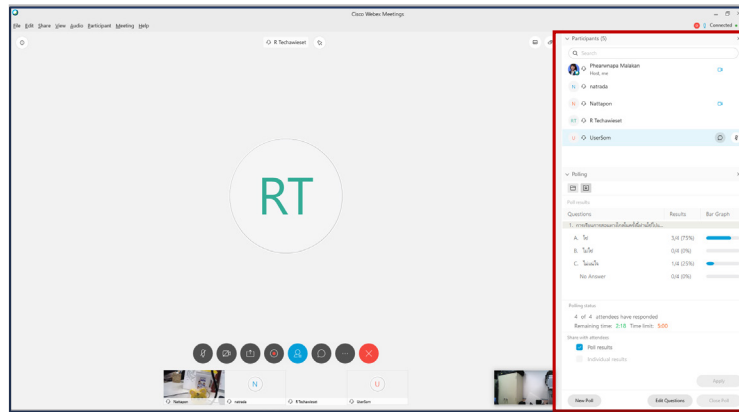


Closing Poll

When entire attendees have already answered the poll, click **“Close Poll”**.

Polling

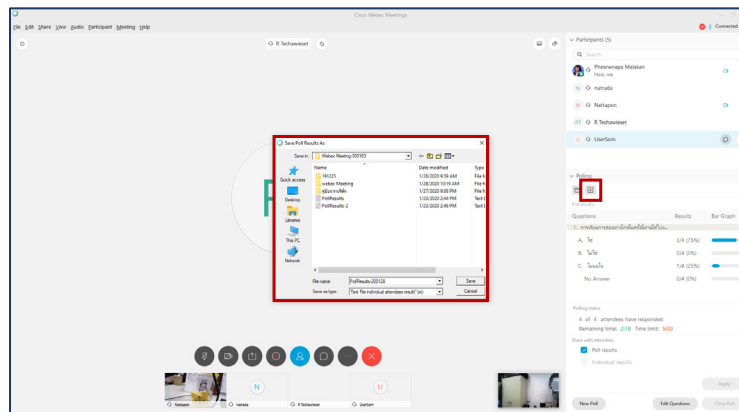
Webex Meeting




Programme shall show poll results on attendees' screen.

Polling

Webex Meeting

Saving Poll Results to view poll results

Click at, 

There is a pop up “Save poll results as”

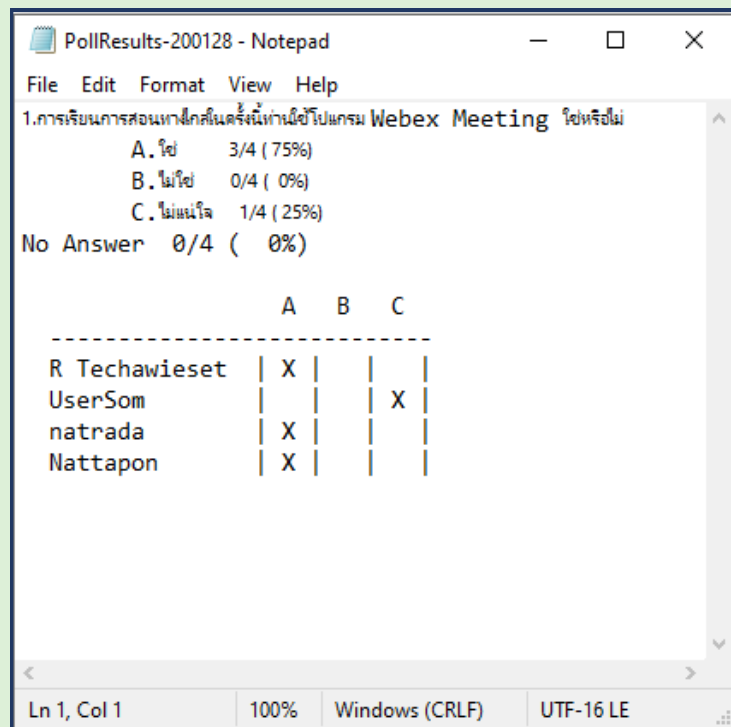
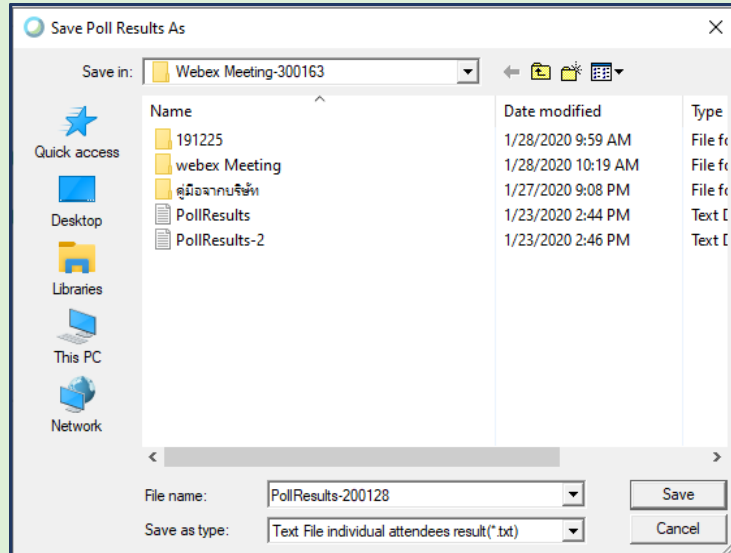
Choose file location and file type

Click **save**

Polling results

Webex Meeting

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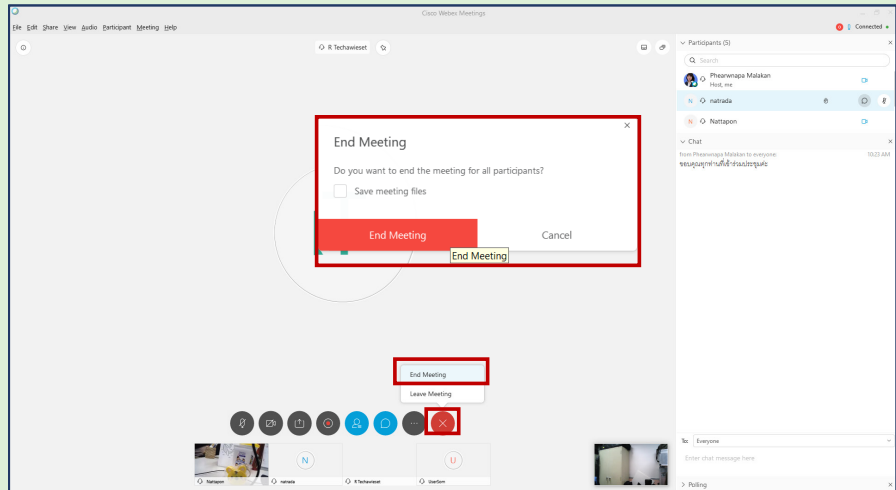


Poll Results saving and file from the poll saving

End meeting


Webex Meeting

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Finishing meeting

At Tools,

Choose “end meeting” 

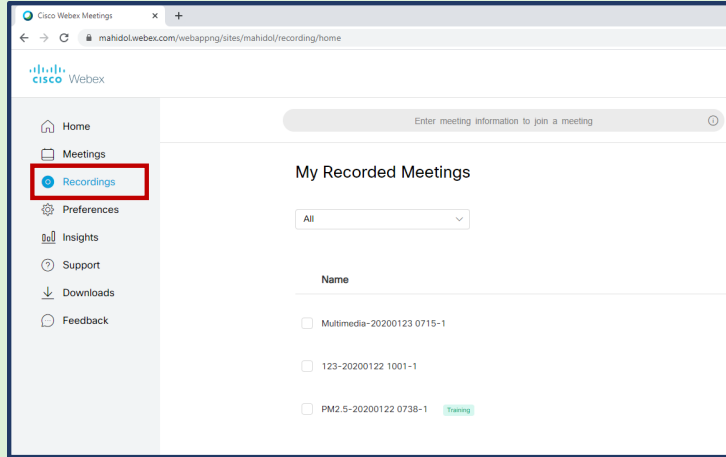
The programme will open the pop up to ensure end meeting.

Click “end meeting”

My recorded meetings

Webex Meeting

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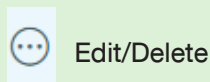
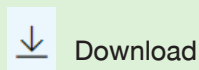


My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> PM2.5-20200128 0303-1		01/28/2020 10:31 AM	0:21:46	43.1 MB	MP4	
<input type="checkbox"/> Multimedia-20200123 0715-1		01/23/2020 04:17 PM	1:33:18	387.5 MB	MP4	
<input type="checkbox"/> PM2.5-20200122 0738-1 Training		01/22/2020 03:26 PM	0:39:59	30.9 MB	ARF	

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Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> PM2.5-20200128 0303-1		01/28/2020 10:31 AM	0:21:46	43.1 MB	MP4	
<input type="checkbox"/> Multimedia-20200123 0715-1		01/23/2020 04:13 PM	1:33:18	387.5 MB	MP4	
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Type : Choose question type

New : Create question

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My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format
<input type="checkbox"/> PM2.5-20200128 0303-1	🔒	01/28/2020 10:31 AM	0:21:46	43.1 MB	MP4
<input type="checkbox"/> Multimedia-20200123 0715-1	🔒	01/23/2020 04:17 PM	1:33:18	387.5 MB	MP4
<input type="checkbox"/> PM2.5-20200122 0738-1 Training	🔒	01/22/2020 03:26 PM	0:39:59	30.9 MB	ARF

Edit

Delete

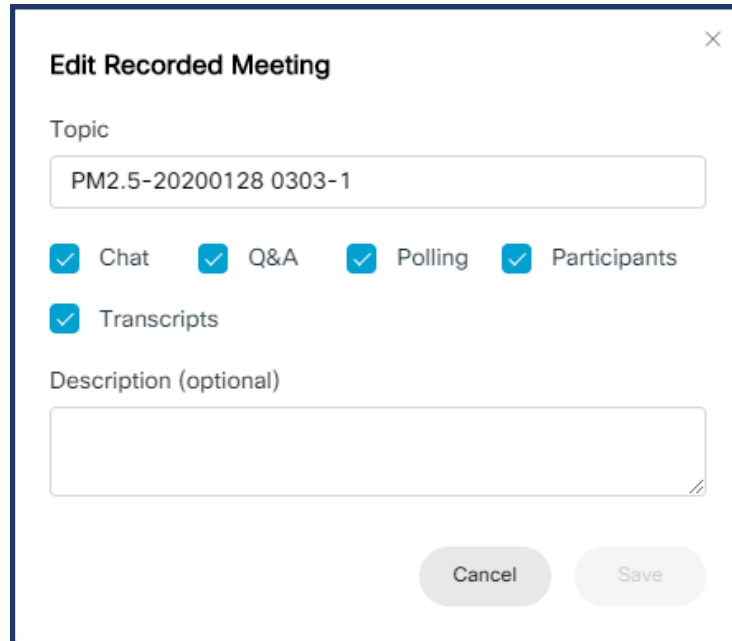
Editing file's detail

Click

Choose edit to edit file

End meeting

Webex Meeting



Edit Recorded Meeting ✕

Topic

PM2.5-20200128 0303-1

Chat Q&A Polling Participants

Transcripts

Description (optional)

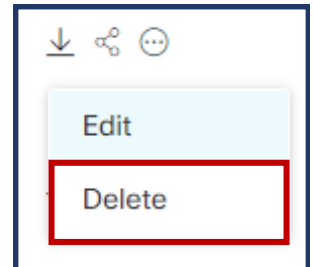
Cancel Save

[Edit and choose file's detail](#) and/or give the description

Click [save](#)

End meeting

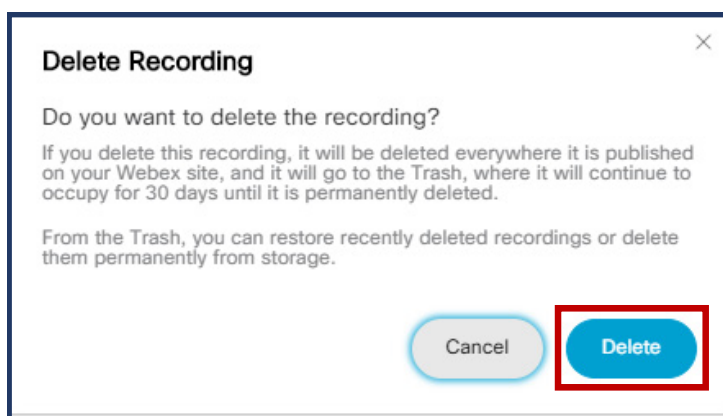
Webex Meeting




My Recorded Meetings

All

Name	Security	Date	Duration	Size	Format	
<input type="checkbox"/> PM2.5-20200128 0303-1		01/28/2020 10:31 AM	0:21:46	43.1 MB	MP4	
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<input type="checkbox"/> PM2.5-20200122 0738-1 Training		01/22/2020 03:26 PM	0:39:59	30.9 MB	ARF	



Delete Recording

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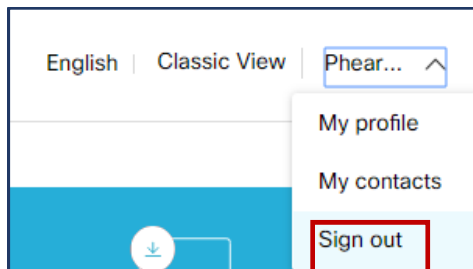
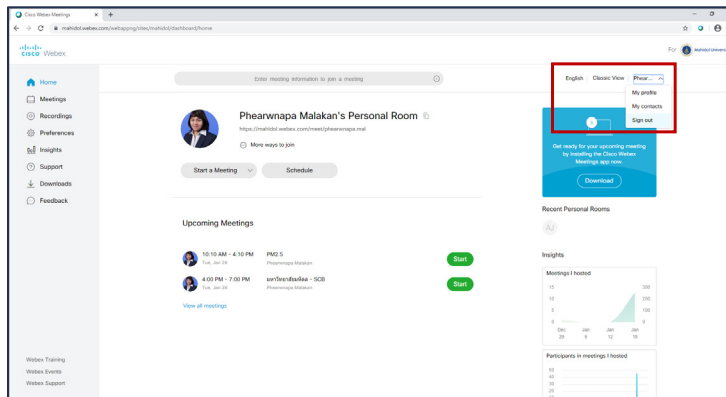
Choose Delete

There is an pop up "Delete Recording".

Click "Delete" to delete file

End meeting

Webex Meeting



Admin sign out from Webex Meeting

Content

Miss Phearwnapa Malakan
Audio Visual Technical Officer

Cover and translations

Miss Rujiradha Techawieset
Audio Visual Technical Officer



มหาวิทยาลัยมหิดล





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