

Webex Guide 教程



You can join a meeting in any of the following ways:
您可以用以下任一種方式參加網上課程:

1. Join a meeting from the Cisco Webex website
在網站直接按參加
2. Join a meeting from an email invitation
通過電郵邀請參加
3. Join a meeting from the mobile app
通過手機應用程式參加

Option 1 - Join a meeting from the Cisco Webex website:

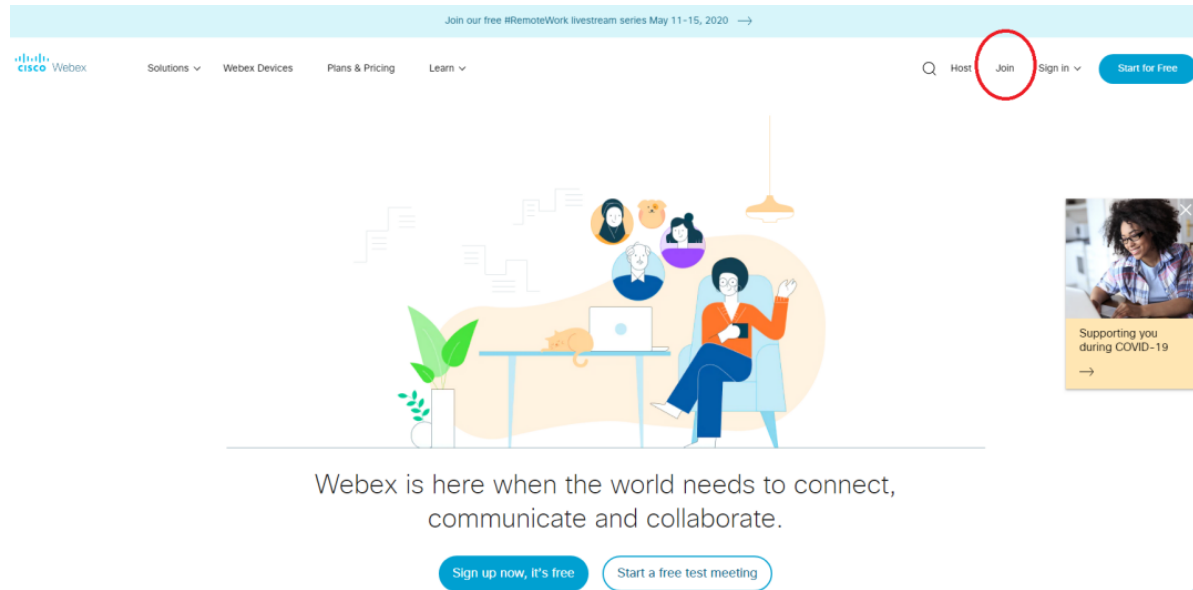
方法一- 在網站直接按參加:

1. Navigate to www.webex.com

打開 Webex 網站

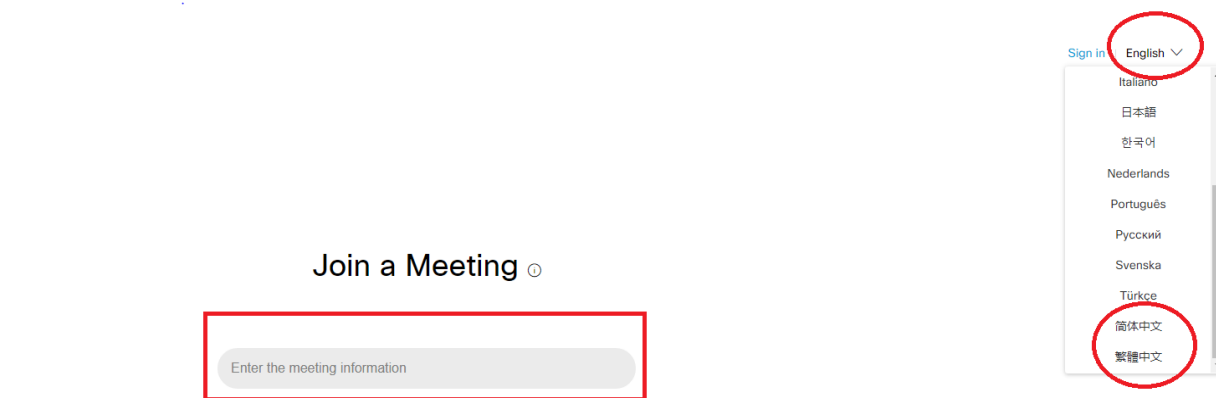
2. Click “Join” on right top corner of the screen

按右上角參加會議



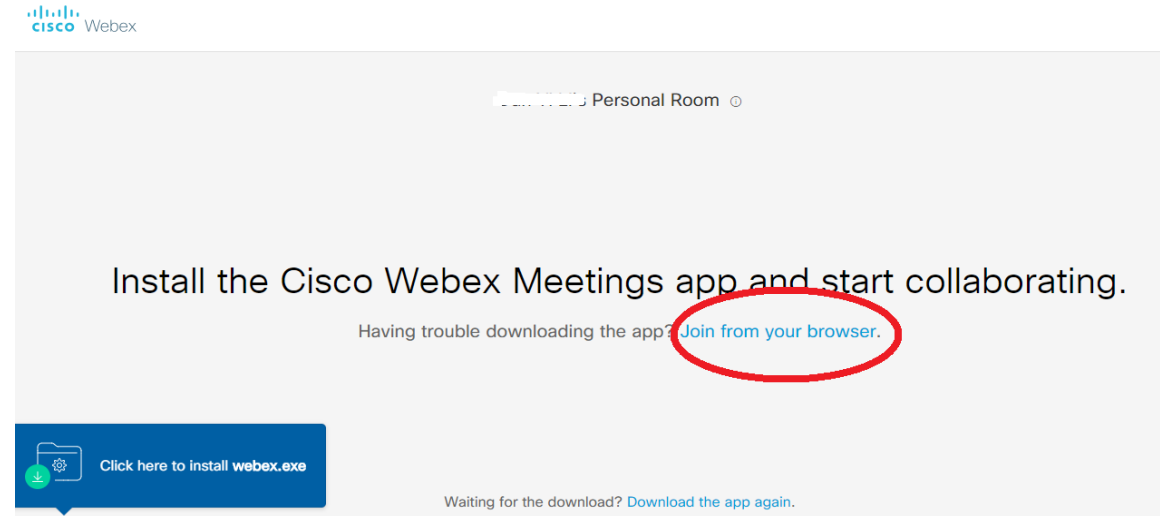
3. Click the language icon; select your Language. Enter meeting information

按語言選擇；選擇中文；輸入課程訊息



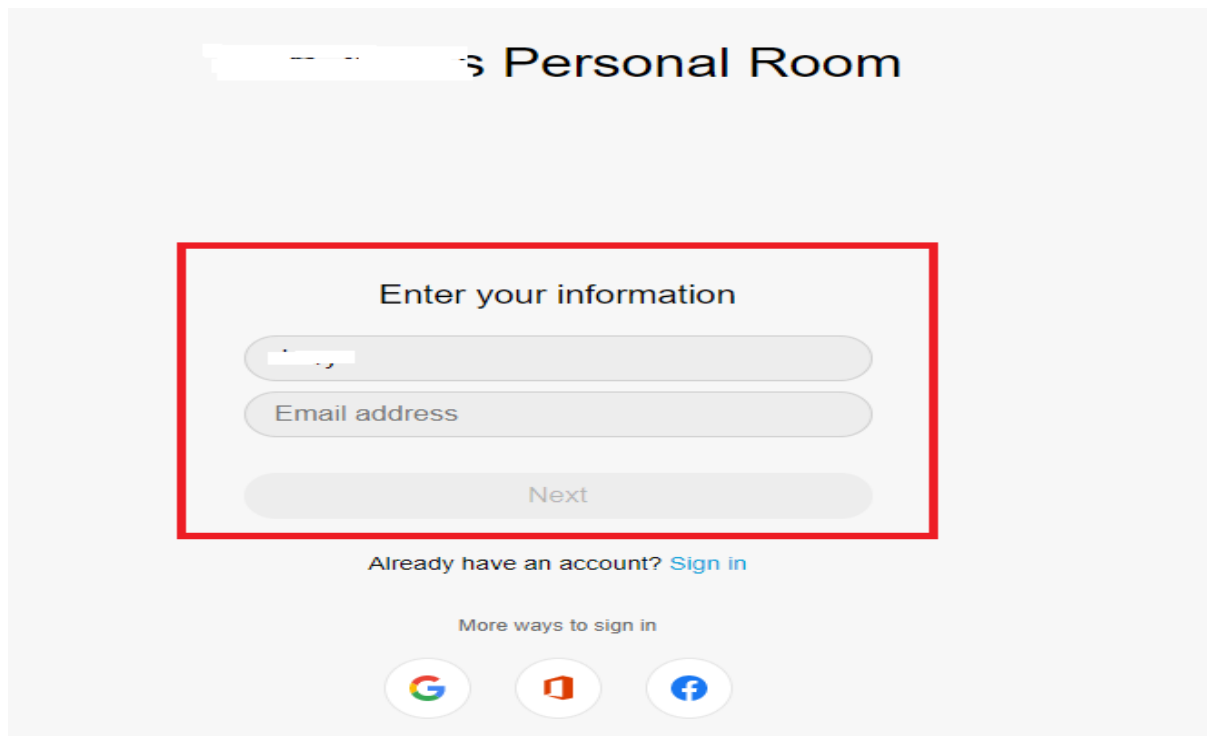
4. You will be directed to an installation portal. Click “Join from your browser” so you don’t have to download the app.

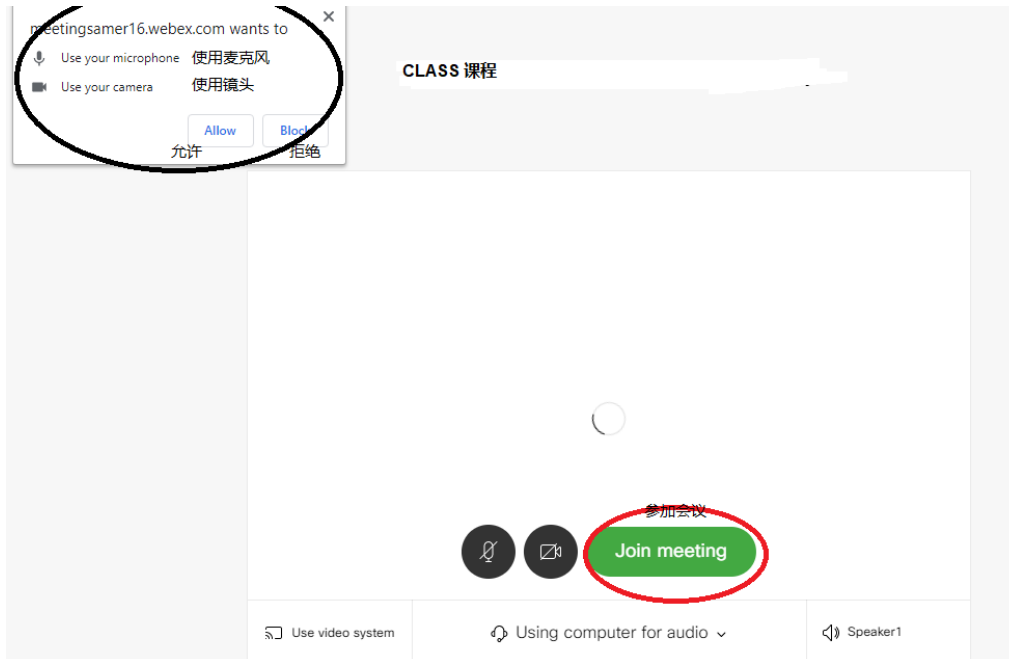
你會被轉到軟件安裝界面。如不想下載請按“從你的瀏覽器參加”。



5. You will automatically be directed to the class sign-in portal. Enter your full name and email address, then click the “Next” button.

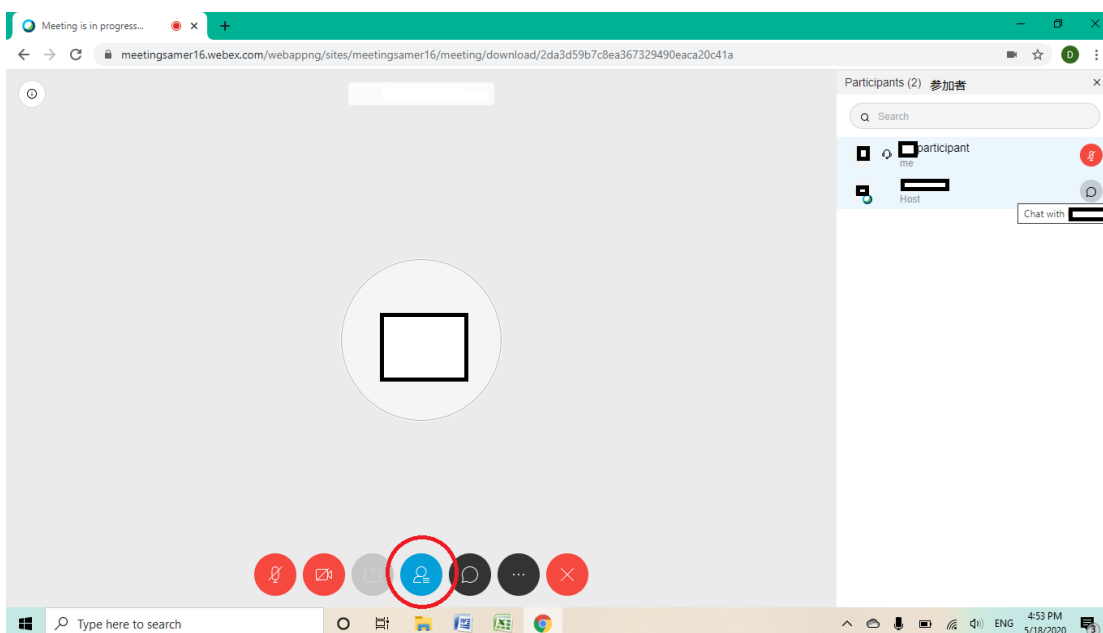
你會被自動轉去登錄課程界面。請輸入你的姓名和電郵地址然後按“下一步”。

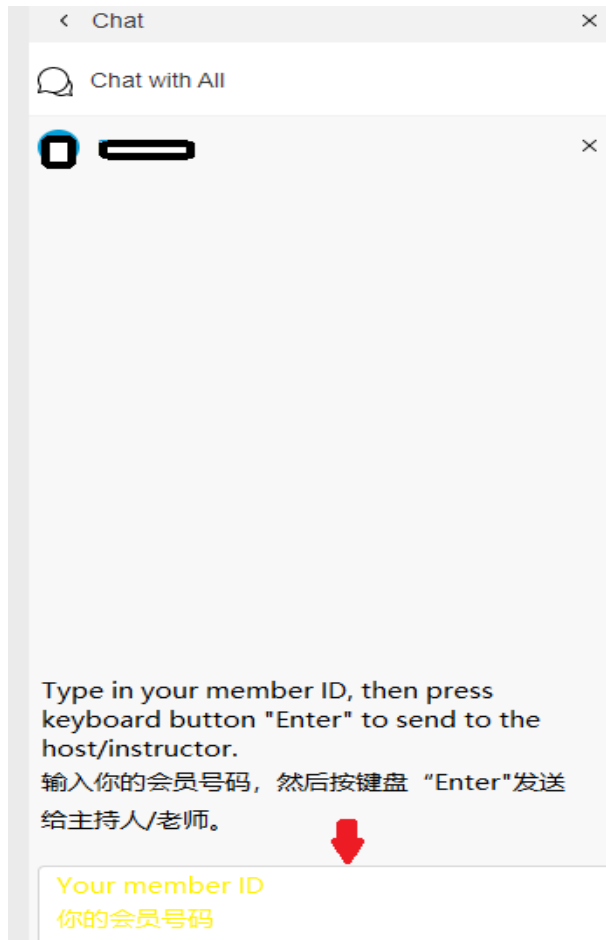





6. In order for the instructor to take your attendance, please be sure to click the participant/blue icon at the bottom of screen, press the chat icon with host/instructor on the right side, and enter your full name and CCHP member ID.

为了登记你的出席，请在界面下面按蓝色按钮，然后在右边选老师的名字按“Chat with”，将你的会员号码发送给老师。





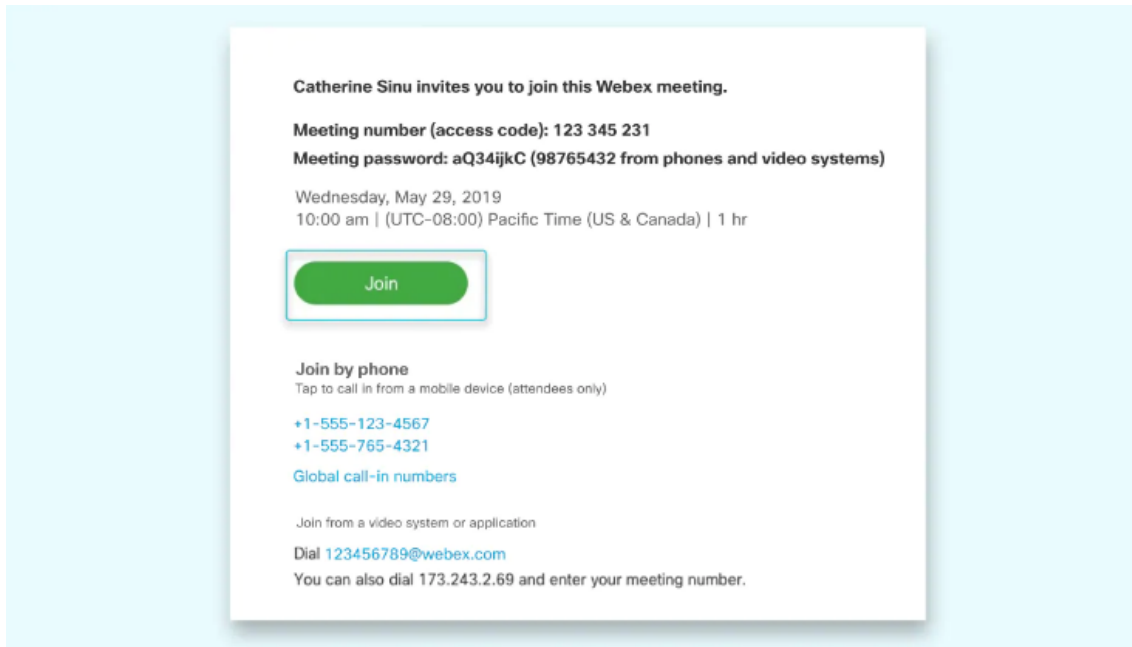
7. Click the "X"  icon to leave meeting.

離開課程請按 。

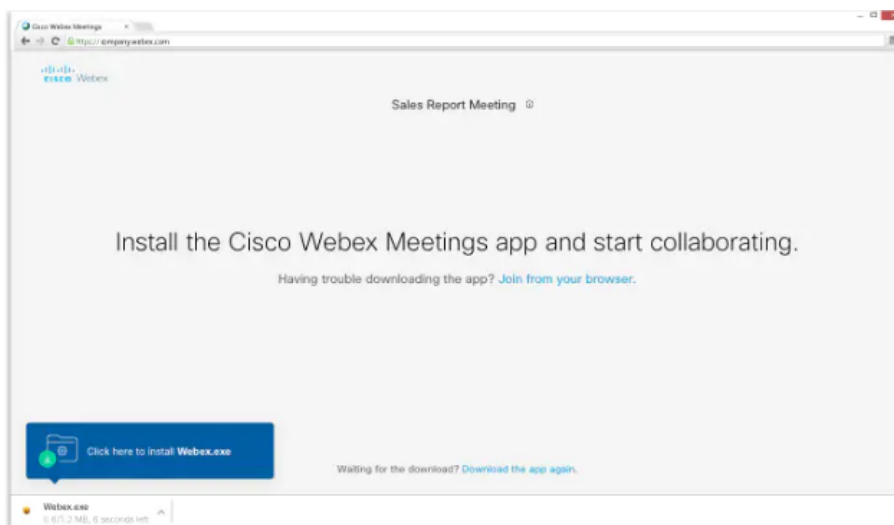
Option 2 - Join a meeting from an email invitation:

方法二 - 通過電郵邀請參加:

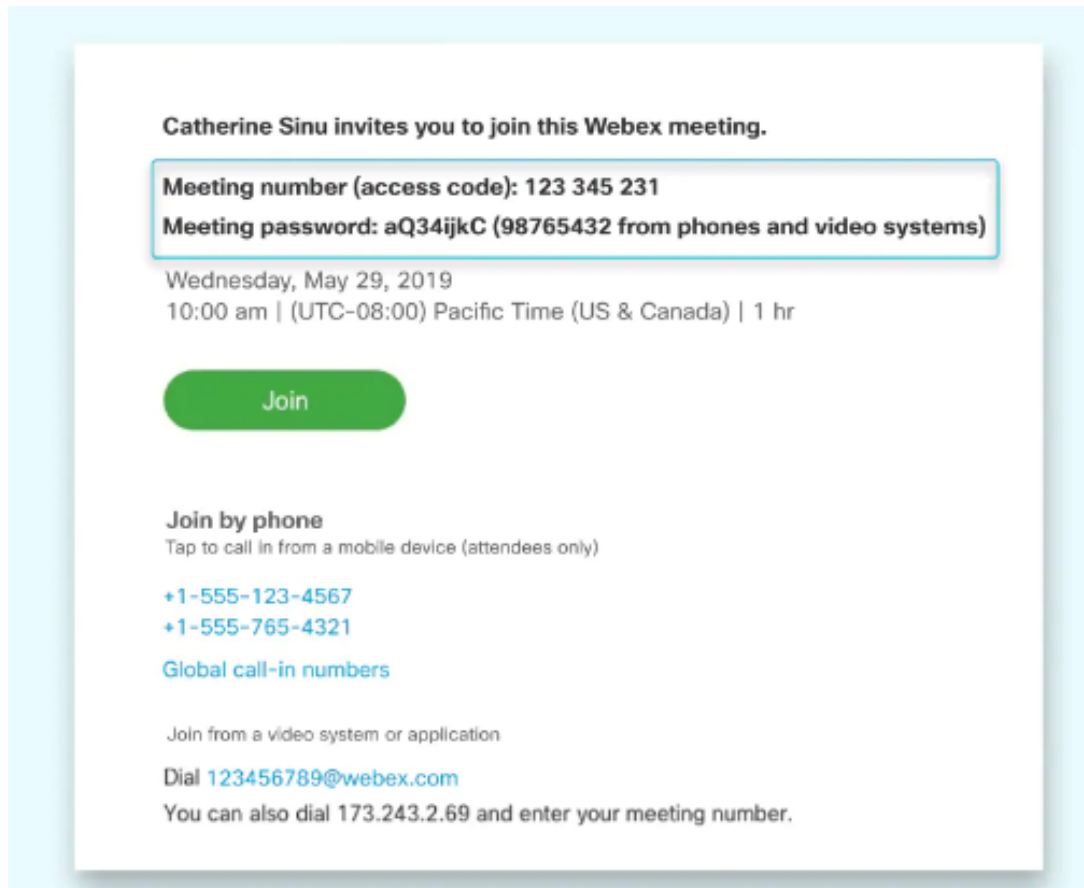
1. Open your email invite, and click Join.
開啟您的電子郵件邀請，然後按一下加入。



2. If this is your first time joining a Webex meeting, Webex will automatically download the app. Click the installer file to install the app.
如果這是您第一次加入 Webex 會議，Webex 將自動下載該應用程式。按一下安裝程式檔案以安裝該應用程式。



3. Enter your name and email address and click “Next”.
請輸入您的姓名和電子郵件地址，然後按一下下一步。
4. Enter the meeting password and click Next. The meeting password can be found in your email invitation.
請輸入會議密碼（從您的電子郵件邀請中可以獲取）然後按一下下一步。

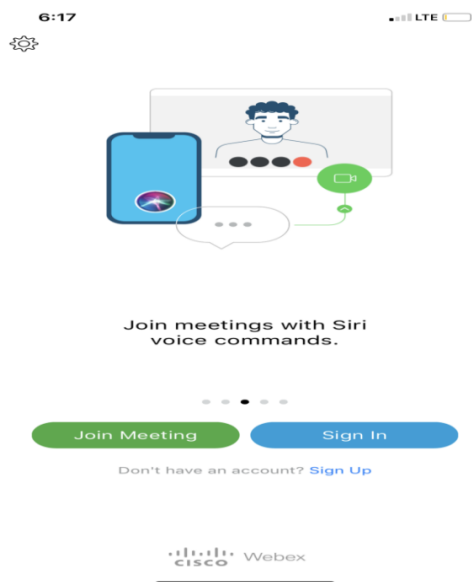


5. Click Join Meeting.
按一下加入會議。

Option 3 - Install the Cisco Webex Meetings Mobile App:

方法三 - 安裝 Cisco Webex Meetings 應用程式:

1. Download and install the Webex Meetings app.
請下載並安裝 Webex Meetings 應用程式。
2. Open the app and either choose “Join Meeting” or “Sign In.”
打開應用程式，你可以選擇直接參加或者註冊帳戶。



3. Tap Join Meeting, enter the meeting number, and then tap Join.
點選加入會議，輸入會議編號然後點選加入

