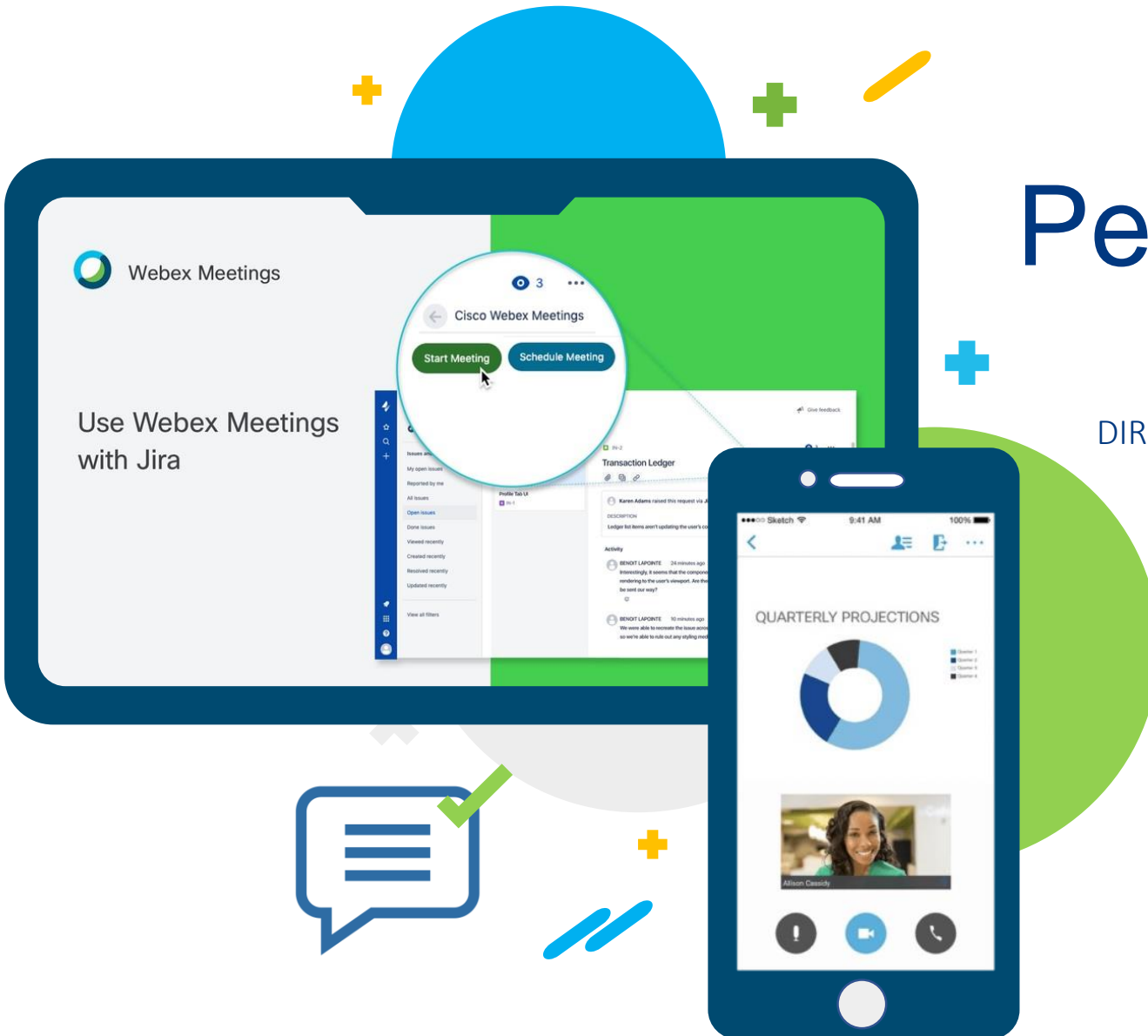
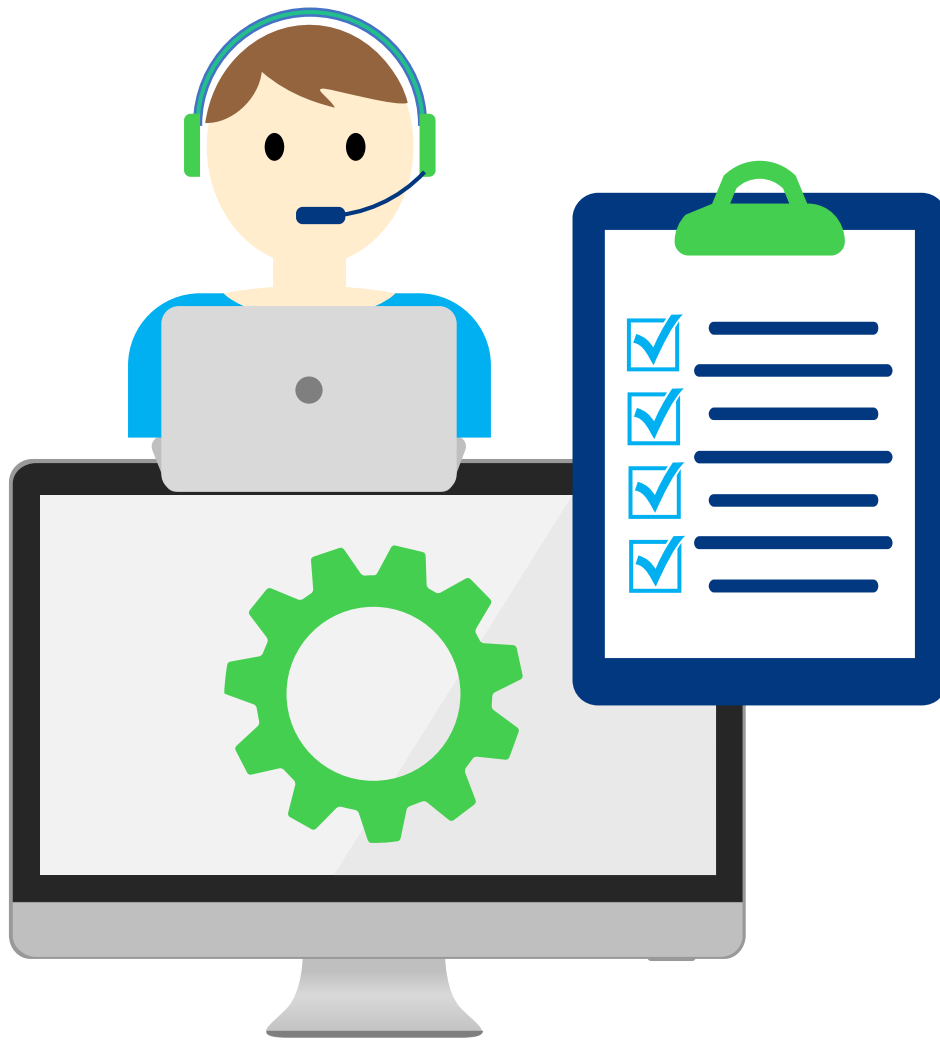


Petunjuk Penggunaan Cisco Webex Meetings

DIREKTORAT PENGEMBANGAN TEKNOLOGI DAN SISTEM INFORMASI



Deskripsi



Nama Panduan : Petunjuk Penggunaan Cisco Webex Meetings

Tujuan Panduan : Memberikan langkah-langkah registrasi dan penggunaan aplikasi Cisco Webex Meetings

Pengguna : Dosen, Mahasiswa, Tendik

Penulis : Ernis Desna Pratami

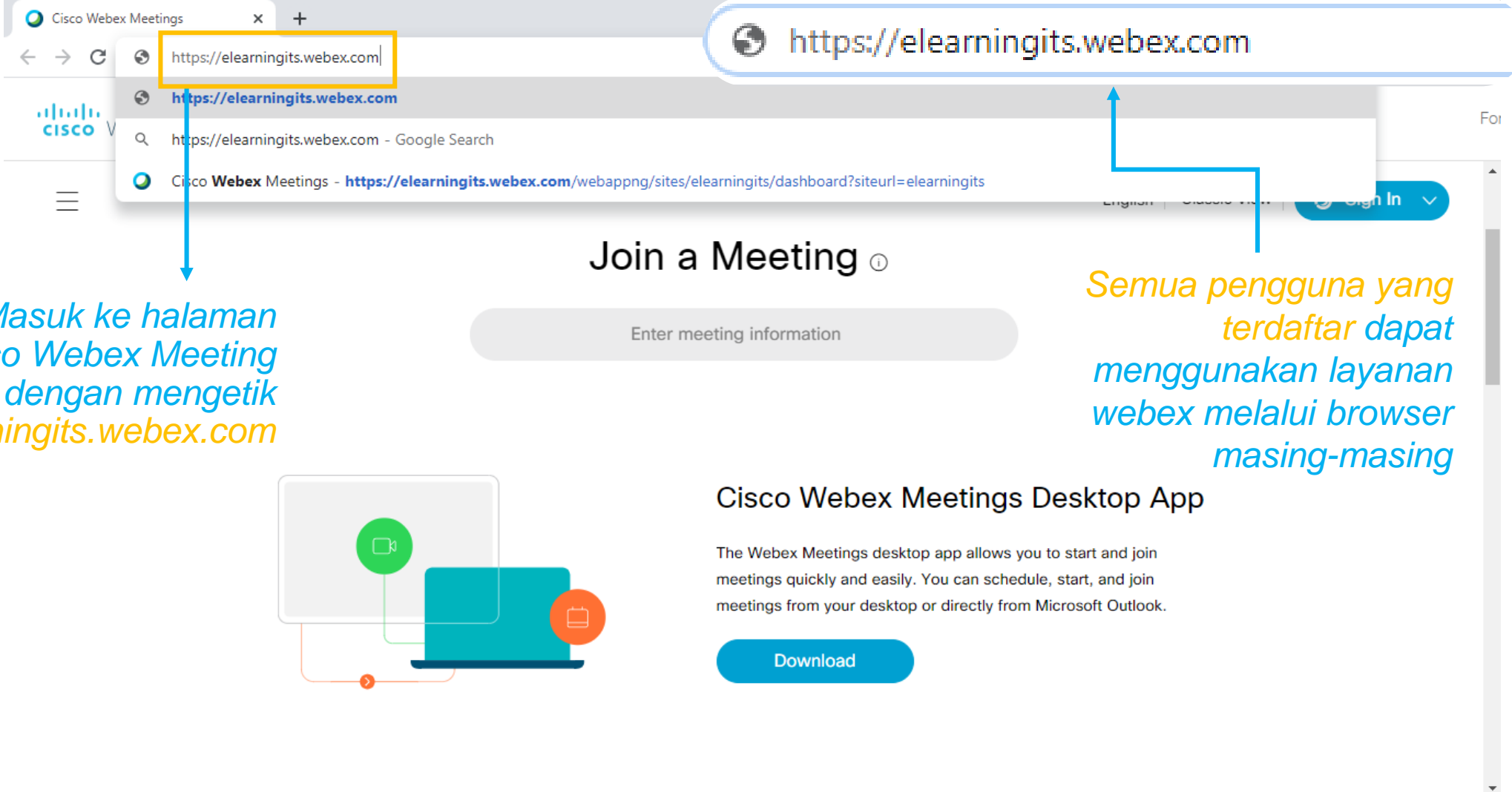
Unit : Direktorat Pengembangan Teknologi dan Sistem Informasi

Keterangan :

Panduan dapat diunduh melalui website
its.ac.id/dptsi/id/panduan



Sign in (Dari Website)



*Masuk ke halaman Cisco Webex Meeting dengan mengetik **elearningits.webex.com***

Semua pengguna yang terdaftar dapat menggunakan layanan webex melalui browser masing-masing

Join a Meeting ⓘ

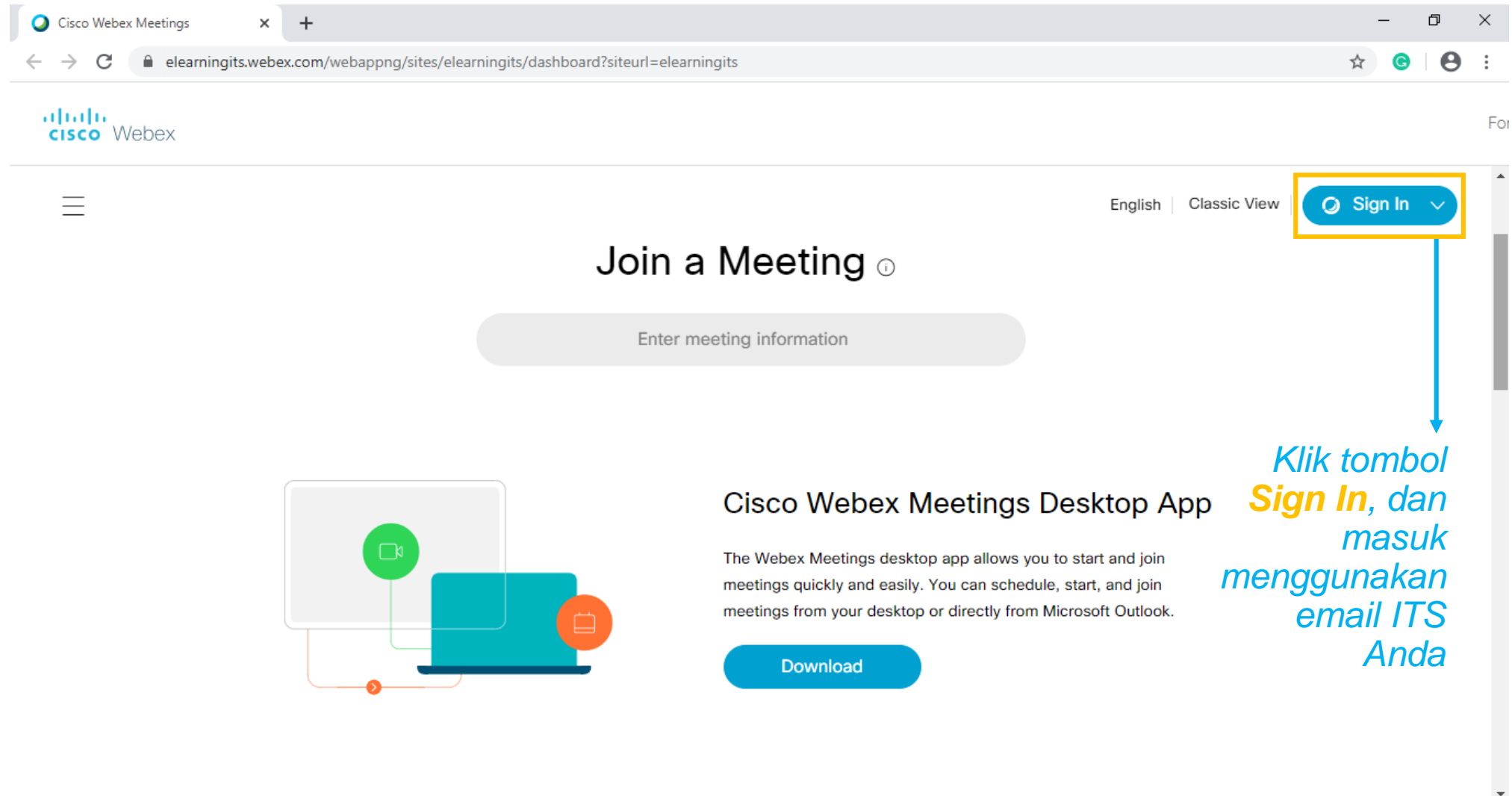
Enter meeting information

Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download

Sign in (Dari Website)



The screenshot shows the Cisco Webex Meetings website dashboard. The browser's address bar displays the URL: `elearningits.webex.com/webappng/sites/elearningits/dashboard?siteurl=elearningits`. The Cisco Webex logo is in the top left. In the top right, there are links for 'English' and 'Classic View', and a 'Sign In' button with a dropdown arrow. The 'Sign In' button is highlighted with a yellow rectangle. A blue arrow points from the 'Sign In' button to a text instruction on the right. The main heading is 'Join a Meeting' with an information icon. Below it is a grey button labeled 'Enter meeting information'. At the bottom left, there is an illustration of a laptop and a monitor connected by lines, with a green video camera icon and an orange document icon. To the right of this illustration is the text 'Cisco Webex Meetings Desktop App' followed by a description: 'The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.' Below this text is a blue 'Download' button.

English | Classic View **Sign In**

Join a Meeting ⓘ

Enter meeting information

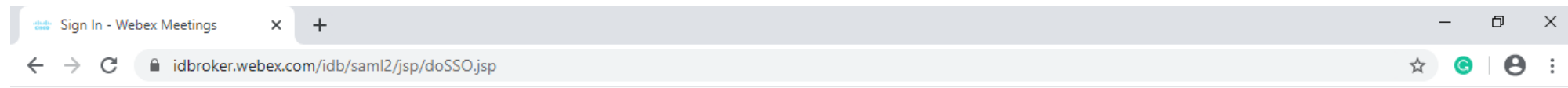
Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download

*Klik tombol **Sign In**, dan masuk menggunakan email ITS Anda*

Sign in (Dari Website)



Masukkan alamat email ITS

Enter your email address

Email address

Next

Lalu klik Next




By using Webex Meetings you accept the Terms of Service & Privacy Statement . Learn more about Webex Meetings | Help

Sign in (Dari Website)

Sign In - Webex Meetings x +

idbroker.webex.com/idb/globalLogin




Hello

Masukkan password Anda dengan benar →

.....

Sign In → Lalu klik Sign In

Forgot password?

 By using Webex Meetings you accept the Terms of Service & Privacy Statement . Learn more about Webex Meetings | Help

Tampilan Home

Cisco Webex Meetings

+

← → ↺

elarningits.webex.com/webappng/sites/elarningits/dashboard/home

☆

cisco

Webex

For

Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Enter meeting information to join a meeting

Bahasa

English

Classic View

Profil

Ernis

Tampilan

Personal Info

ED

Ernis Desna's Personal Room

https://elarningits.webex.com/meet/ernis

More ways to join

Start a Meeting

Schedule

Upcoming Meetings

Anda dapat melakukan pertemuan secara langsung dengan klik **Start a Meeting** atau menjadwalkan pertemuan dengan klik **Schedule**

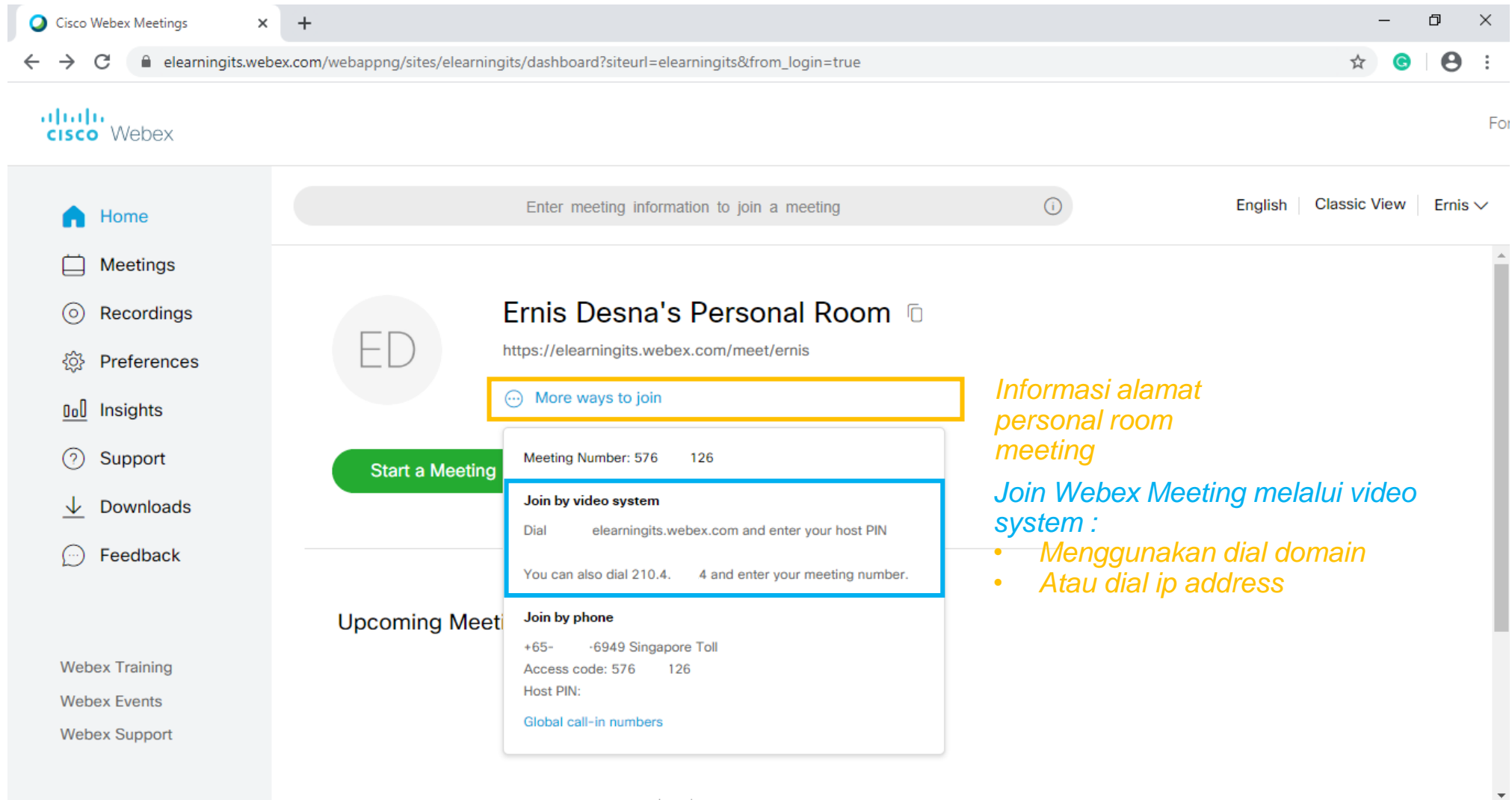
Hubungi Layanan DPTSI : servicedesk.its.ac.id | Website : its.ac.id/dptsi

ITS

ITS

ITS

Join Meeting (melalui alamat personal room meeting)



Cisco Webex Meetings

elarningits.webex.com/webappng/sites/elearningits/dashboard?siteurl=elearningits&from_login=true

Webex

Home

Meetings

Recordings

Preferences

Insights

Support

Downloads

Feedback

Webex Training

Webex Events

Webex Support

Enter meeting information to join a meeting

English | Classic View | Ernis

Ernis Desna's Personal Room

<https://elearningits.webex.com/meet/ernis>

More ways to join

Start a Meeting

Meeting Number: 576 126

Join by video system

Dial elearningits.webex.com and enter your host PIN

You can also dial 210.4. 4 and enter your meeting number.

Join by phone

+65- -6949 Singapore Toll

Access code: 576 126

Host PIN:

[Global call-in numbers](#)

Upcoming Meetings

Informasi alamat personal room meeting

Join Webex Meeting melalui video system :

- Menggunakan dial domain
- Atau dial ip address

Menjadwalkan pertemuan

The screenshot shows the Cisco Webex Meetings web application. The browser address bar indicates the URL: `elearningits.webex.com/webappng/sites/elearningits/meeting/home`. The interface features a sidebar on the left with navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'Meetings' and includes a search bar with the placeholder text 'Enter meeting information to join a meeting'. Below the search bar, there are two dropdown menus: 'My Meetings' and '03/30/2020 - 04/05/2020'. A checkbox labeled 'Show past meetings' is also present. A yellow box highlights the date range dropdown. To the right of the search bar, there are links for 'English', 'Classic View', and a user profile 'Ernis'. A blue arrow points to a 'Schedule' button in the top right corner. Below the search bar, there is a calendar icon and the text 'You don't have any upcoming meetings.'

Home
Meetings
Recordings
Preferences
Insights
Support
Downloads
Feedback

Webex Training
Webex Events
Webex Support

Enter meeting information to join a meeting

English | Classic View | Ernis

Meetings

My Meetings 03/30/2020 - 04/05/2020 Show past meetings

Menampilkan jadwal rapat berdasarkan range tanggal

*Klik **Schedule** untuk membuat jadwal rapat*

You don't have any upcoming meetings.

Menjadwalkan pertemuan

Cisco Webex Meetings

elarningits.webex.com/webappng/sites/elarningits/meeting/scheduler

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Webex Training Webex Events Webex Support

Enter meeting information to join a meeting

English | Classic View | Erniss

Schedule a Meeting

Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: Webex Meetings Pro Meeting

* Meeting password: WebEx Personal Conference

Date and time: Monday, Mar 31 02:00 pm Duration: 1 hour (UTC+07:00) Bangkok, Hanoi, Jakarta

☐ Recur

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Pilih meeting type sesuai kebutuhan meeting.

- Webex meeting memungkinkan anggota untuk join sebelum meeting dimulai
- Sedangkan Webex personal tidak memungkinkan anggota untuk join sebelum rapat dimulai

Menjadwalkan pertemuan

Cisco Webex Meetings

elarningits.webex.com/webappng/sites/elarningits/meeting/scheduler

Webex

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Webex Training Webex Events Webex Support

Enter meeting information to join a meeting

English | Classic View | Ernir

Schedule a Meeting

Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: Rapat Koordinasi Pusat Layanan

* Meeting password: bmZUmpGm832

Date and time: Monday, Mar 3 020 1:00 pm Duration: 1 hour (UTC+07:00) Bangkok, Hanoi, Jakarta

☐ Recur e

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Isi dengan judul agenda rapat

Atur tanggal, waktu, dan durasi pertemuan

Menjadwalkan pertemuan

Cisco Webex Meetings

elearningits.webex.com/webappng/sites/elearningits/meeting/scheduler

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Webex Training Webex Events Webex Support

Schedule a Meeting

Meeting type

* Meeting topic

* Meeting password

Date and time

Monday, Mar 30, 2020 1:00 pm Duration: 1 hour (UTC+07:00) Bangkok, Hanoi, Jakarta

Attendees

Show advanced options

Meeting password requirements

Must Contain

- ✓ At least 4 characters

Must Not Contain

- ✓ Easy-to-guess keywords, such as your company name, username, or meeting topic
- ✓ Spaces or unsupported special characters, such as \, ` , /, &, <, >, =, [, and]

Meeting templates Webex Meetings Default

Anda dapat memakai meeting password yang sudah digenerate otomatis dari webex atau memasukkan password baru sesuai dengan ketentuan alfanumeriknya

Menjadwalkan pertemuan

Cisco Webex Meetings x +

← → ↻ elearningits.webex.com/webappng/sites/elearningits/meeting/scheduler ☆ G ⓘ

Webex For

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Webex Training Webex Events Webex Support

Enter meeting information to join a meeting ⓘ

English | Classic View | Erniss ▾

Date and time Monday, Mar 30, 2020 1:00 pm Duration: 1 hour ▾
(UTC+07:00) Bangkok, Hanoi, Jakarta ▾

☒ Recurrence

*Jika anda mencentang tombol **Recurrence** jadwal rapat akan berulang sesuai setting pengulangan Anda*

Recurrence pattern Weekly ▾

Recurrence on Every 1 week(s)

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Ending

☒ No end date

☐ Ending 03/30/2020 ▾

☐ After 10 meetings

Attendees

Separate email addresses with a comma or semicolon

Masukkan email peserta rapat

Menjadwalkan pertemuan

Cisco Webex Meetings

Enter meeting information to join a meeting

English | Classic View | Erniss

Date and time: Monday, Mar 30, 2020 1:00 pm Duration: 1 hour

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

☐ Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

Audio connection options

Agenda

Scheduling Options

Cancel Start Save as template

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Advanced options untuk mengatur opsi detail meeting

Klik Start untuk menjadwalkan pertemuan

Melihat *Recordings Meeting*

Klik *Recordings* untuk
melihat rekaman
rapat Anda



The screenshot shows the Cisco Webex Meetings web application. The browser tab is 'Cisco Webex Meetings' and the URL is 'elearningits.webex.com/webappng/sites/elearningits/recording/home'. The Cisco Webex logo is at the top left. A sidebar menu on the left contains: Home, Meetings, Recordings (highlighted with a yellow box), Preferences, Insights, Support, Downloads, and Feedback. Below the sidebar are links for Webex Training, Webex Events, and Webex Support. At the top right, there is a search bar with the placeholder text 'Enter meeting information to join a meeting'. The main content area is titled 'My Recorded Meetings'. It features a dropdown menu currently set to 'All', with a list of options: 'All', 'Shared with me', and 'Deleted'. To the right of the dropdown are filters for 'Security' and 'Date'. At the bottom of the main area, there is a large play button icon and the text 'You don't have any recordings.'

Melakukan Start a Meeting

The screenshot shows the Cisco Webex Meetings dashboard for a user named Ernisa Desna. The left sidebar contains navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area features a search bar at the top and a section titled 'Ernisa Desna's Personal Room' with the URL <https://elearningits.webex.com/meet/ernisa>. Below this, there is a 'More ways to join' section. The 'Start a Meeting' button is highlighted with a green box and a dropdown arrow. A blue arrow points from the 'Start a Meeting' button to the 'Schedule' button. Two yellow arrows point from the 'Start a Meeting' dropdown to the 'Use desktop app' and 'Use web app' options. The 'Upcoming Meetings' section is visible at the bottom.

Start a Meeting

Schedule

Use desktop app

Use web app

Upcoming Meetings

Start a Meeting menggunakan aplikasi desktop atau website

Aplikasi Desktop

Aplikasi Website

Download aplikasi Webex Desktop

The screenshot shows the Cisco Webex Meetings interface. The sidebar on the left contains the following menu items: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads (highlighted with a yellow box and a mouse cursor), and Feedback. Below these are links for Webex Training, Webex Events, and Webex Support. The main content area has a search bar at the top with the text 'Enter meeting information to join a meeting'. Below the search bar is an illustration of a laptop with a green video camera icon and an orange calendar icon. To the right of the illustration is the heading 'Cisco Webex Meetings Desktop App' followed by a paragraph of text. At the bottom of the main content area is a blue 'Download' button. An annotation with a blue arrow points to the 'Download' button with the text: 'Pada menu Downloads, klik Download untuk mengunduh aplikasi Webex Desktop'.

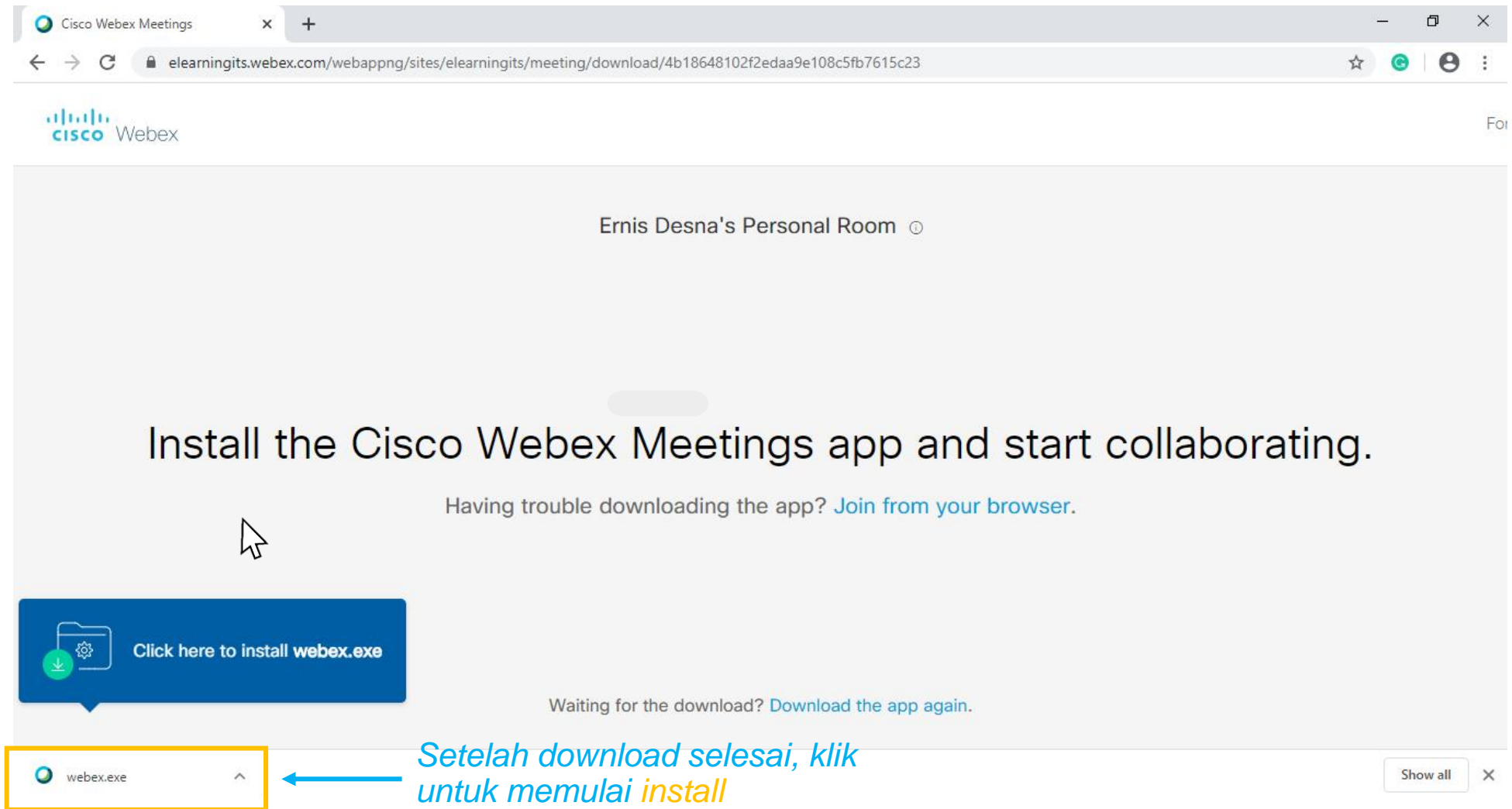
Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

[Download](#)

Pada menu Downloads, klik Download untuk mengunduh aplikasi Webex Desktop

Install aplikasi Webex Desktop



Cisco Webex Meetings

elarningits.webex.com/webappng/sites/elarningits/meeting/download/4b18648102f2edaa9e108c5fb7615c23

Ernis Desna's Personal Room

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)

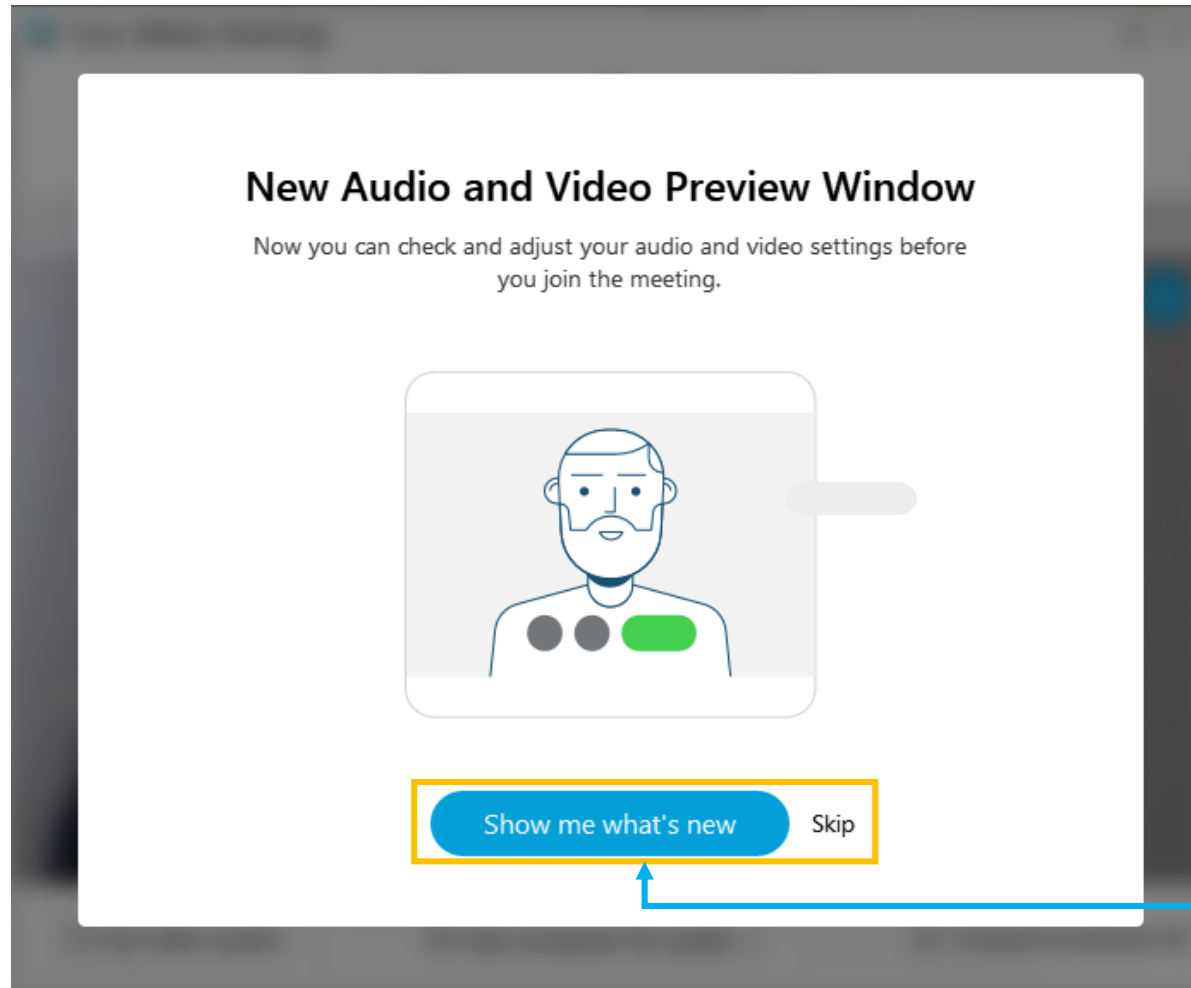
Click here to install webex.exe

Waiting for the download? [Download the app again.](#)

webex.exe

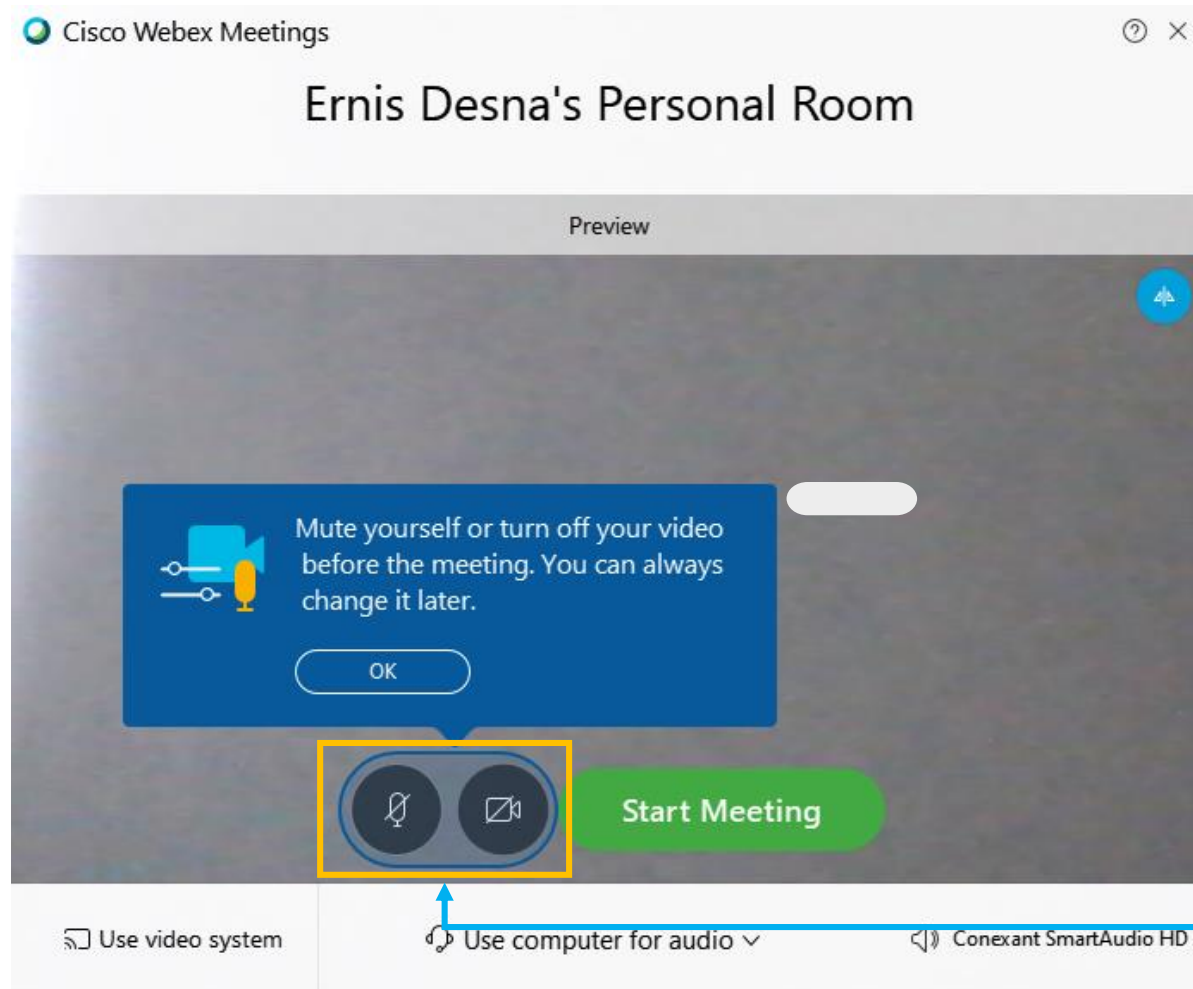
Setelah download selesai, klik untuk memulai install

Join Meeting melalui Webex Desktop



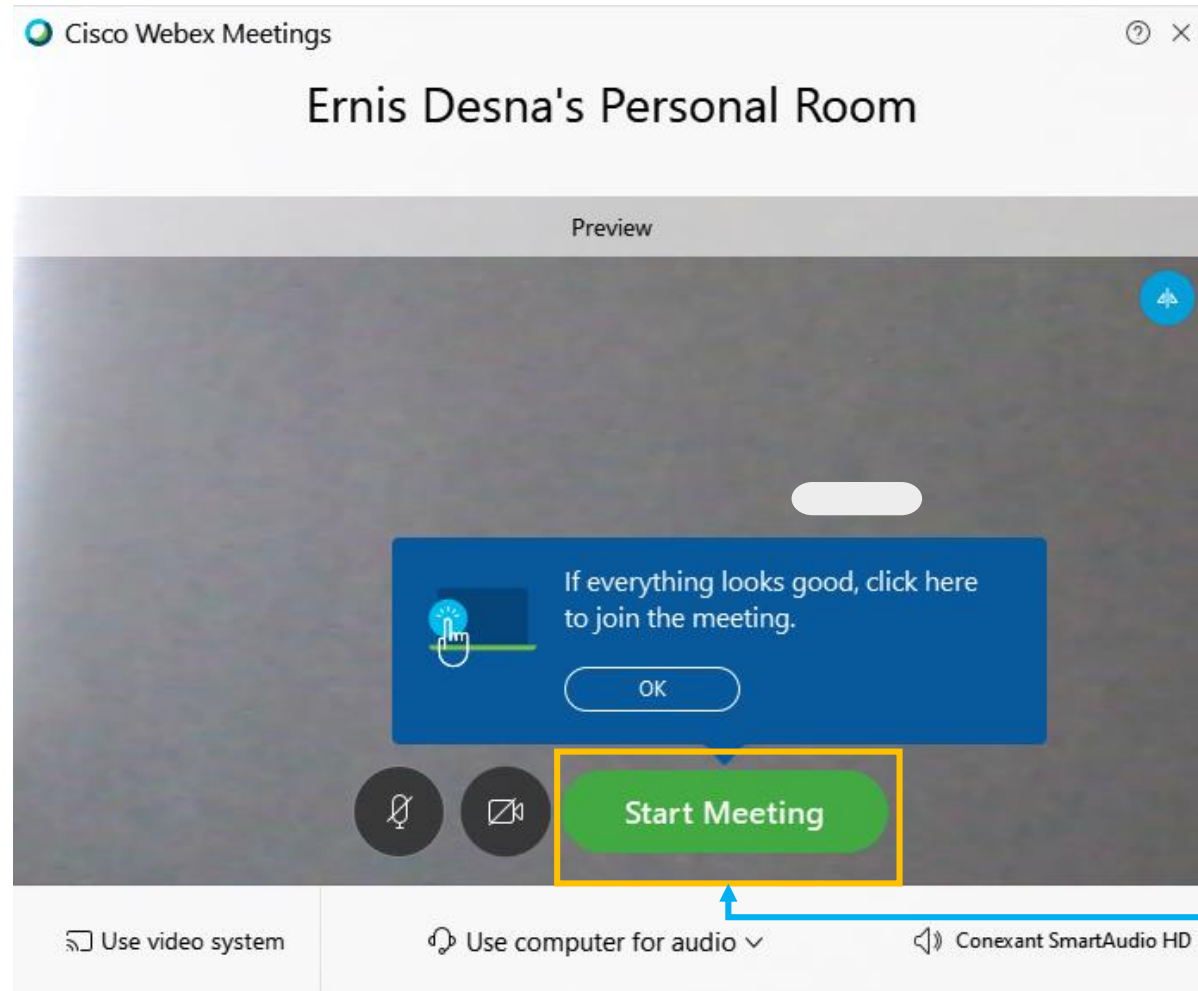
Show me what's new untuk
memulai tutorial singkat, atau
Skip untuk melewati tutorial

Join Meeting melalui Webex Desktop



Atur audio dan video Anda sebelum memulai pertemuan

Join Meeting melalui Webex Desktop



*Jika pengaturan sudah dirasa sesuai, klik **Start Meeting** untuk memulai join*

Kontak Kami

Website : its.ac.id/dptsi
Keluhan/Permintaan : servicedesk.its.ac.id
Email : dptsi@its.ac.id
Telepon : (031) 5947270
Penanggung Jawab : Subdit Layanan Teknologi Sistem Informasi



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dan Sistem Informasi**

