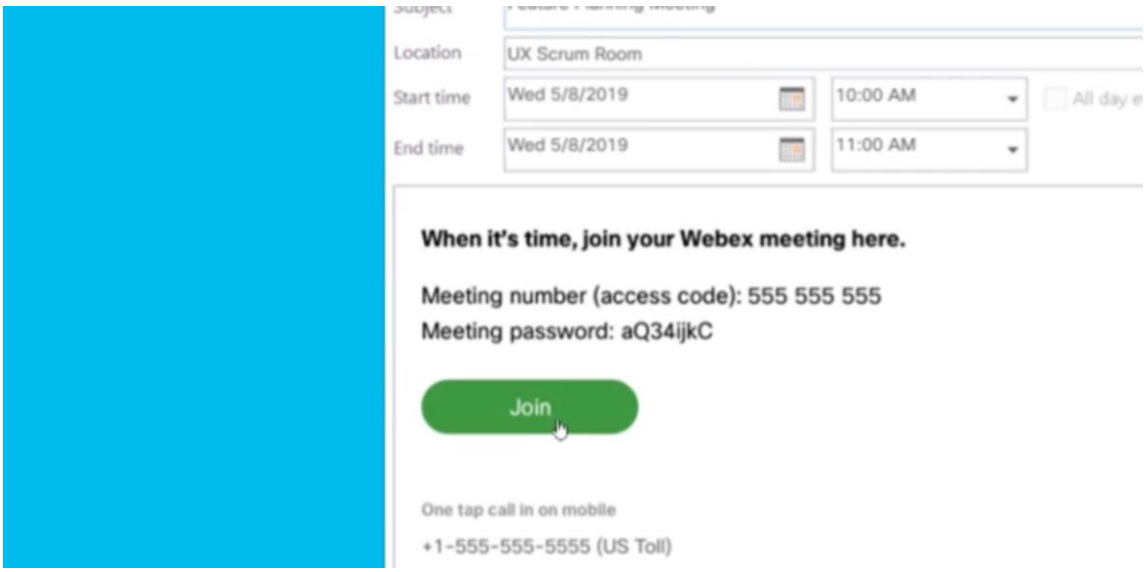
Dear TCCCNA Brothers and Sisters,

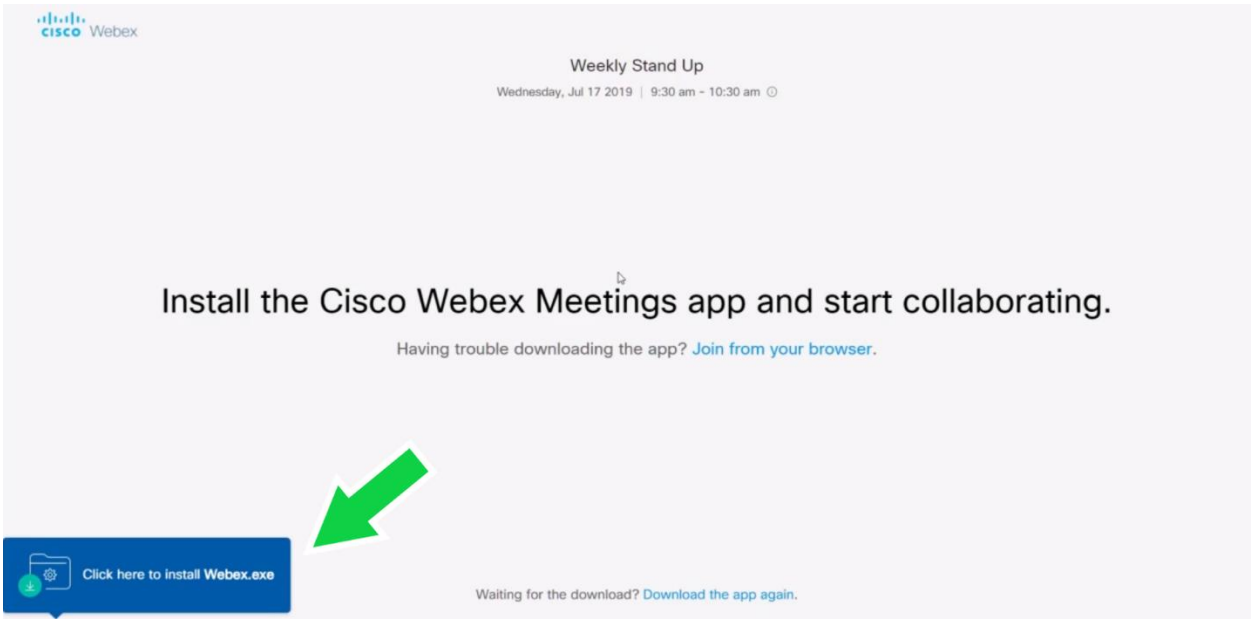
Please see below for guidance on how to use Cisco WebEx. Cisco Webex is a trusted platform that has been active for many years. For more information on WebEx: Visit Cisco WebEx Meetings Video Tutorials

Join a Meeting

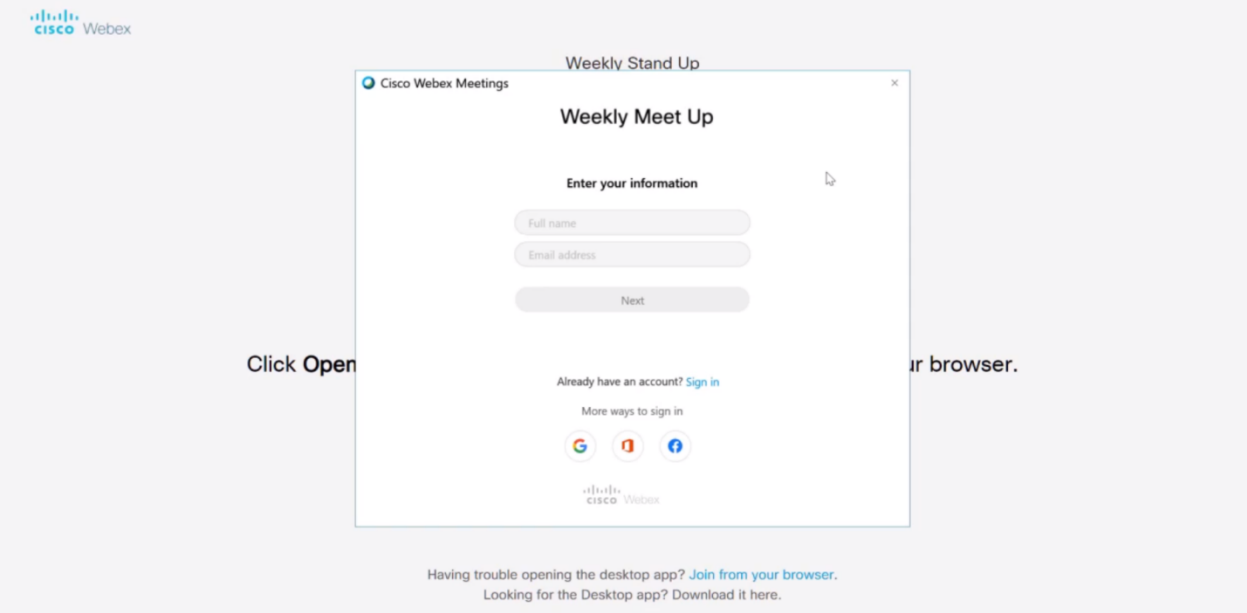
All participants who are registered to the 2021 conference, will receive an email invite. When it's time for the meeting click the **JOIN** button or link.



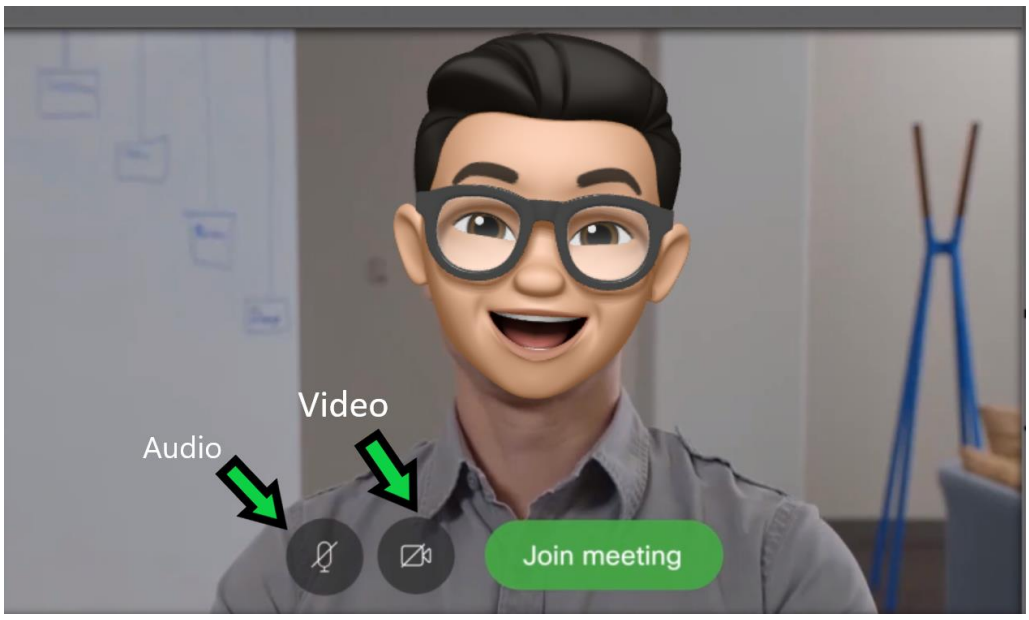
If this is your first time joining a WebEx meeting, you may be prompted to install the Cisco WebEx Meetings desktop app. A pop-up icon displaying the text "Click here to install Webex.exe" should appear. Please click, this is free of charge!

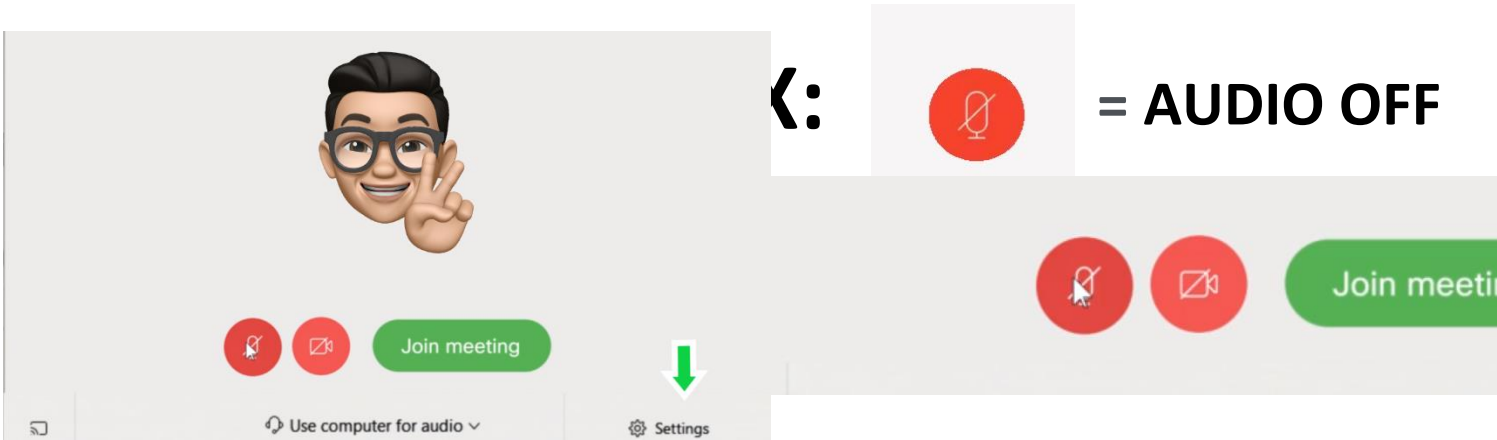


If prompted you will be asked to input your name and email address, afterwards click **Next**

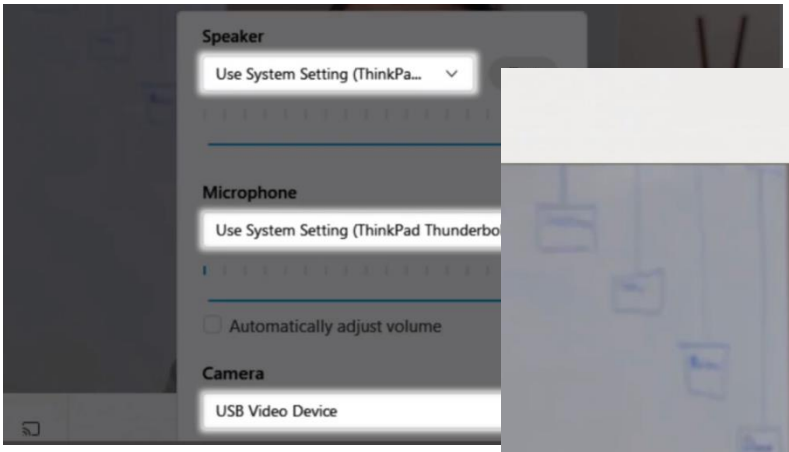


Before you join the meeting you will prompted to select options for your audio or video. Please note that your computer audio and video is ON, when the icon is gray. The audio and video is OFF when the icon is **red.**

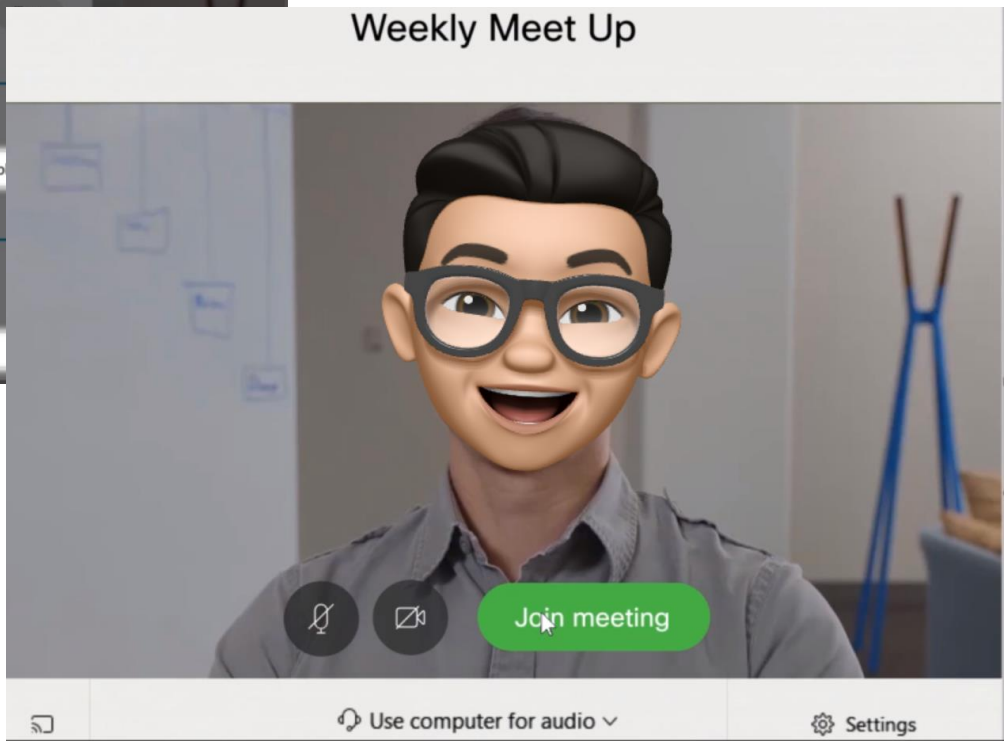




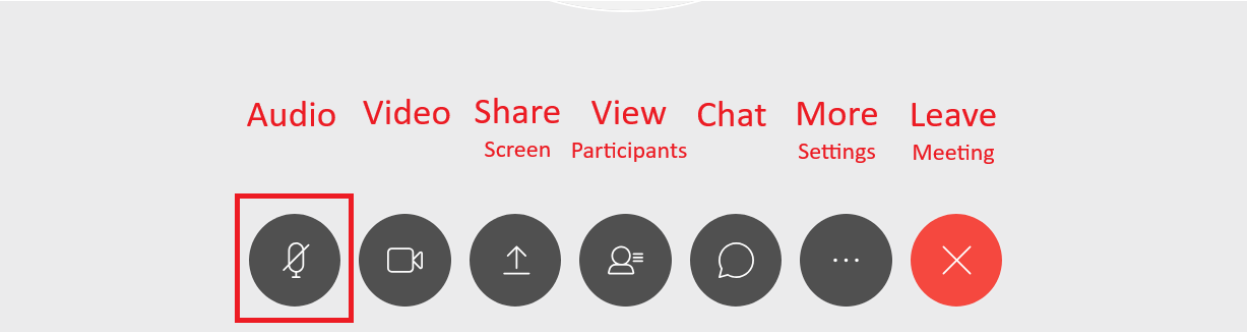
When your audio and video is off, an icon with your initials and/or picture (that you upload), will appear. You can adjust your video and audio by selecting **SETTINGS** on the bottom right of your screen. Once you select SETTINGS, a pop up will appear and allow you to adjust your audio and video source.



Once your settings are complete, select **JOIN MEETING**

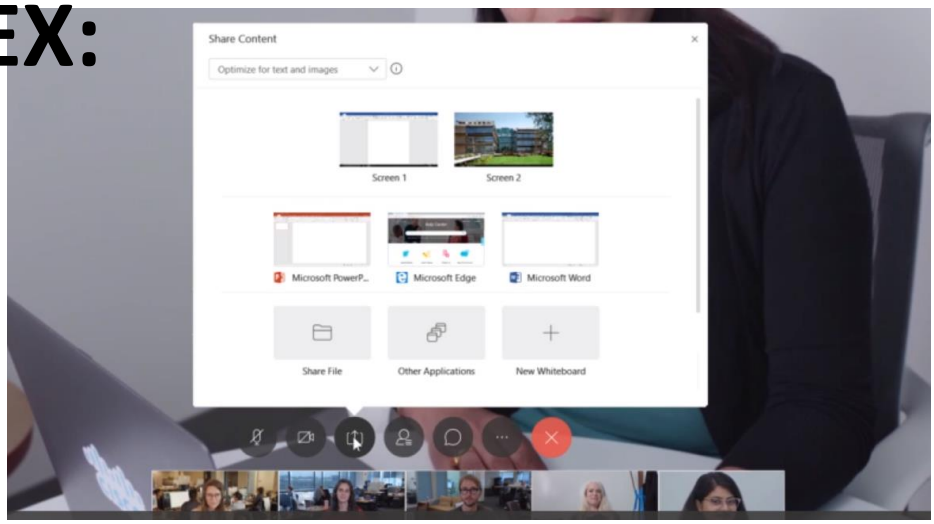


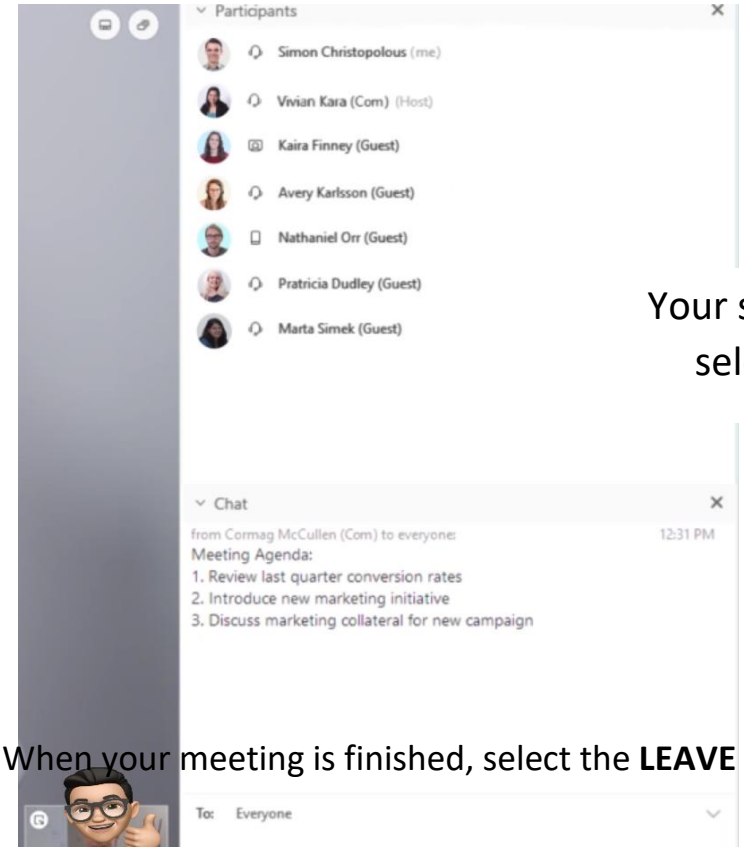
After joining the meeting, you will see some selections on the bottom of your screen.



EX:

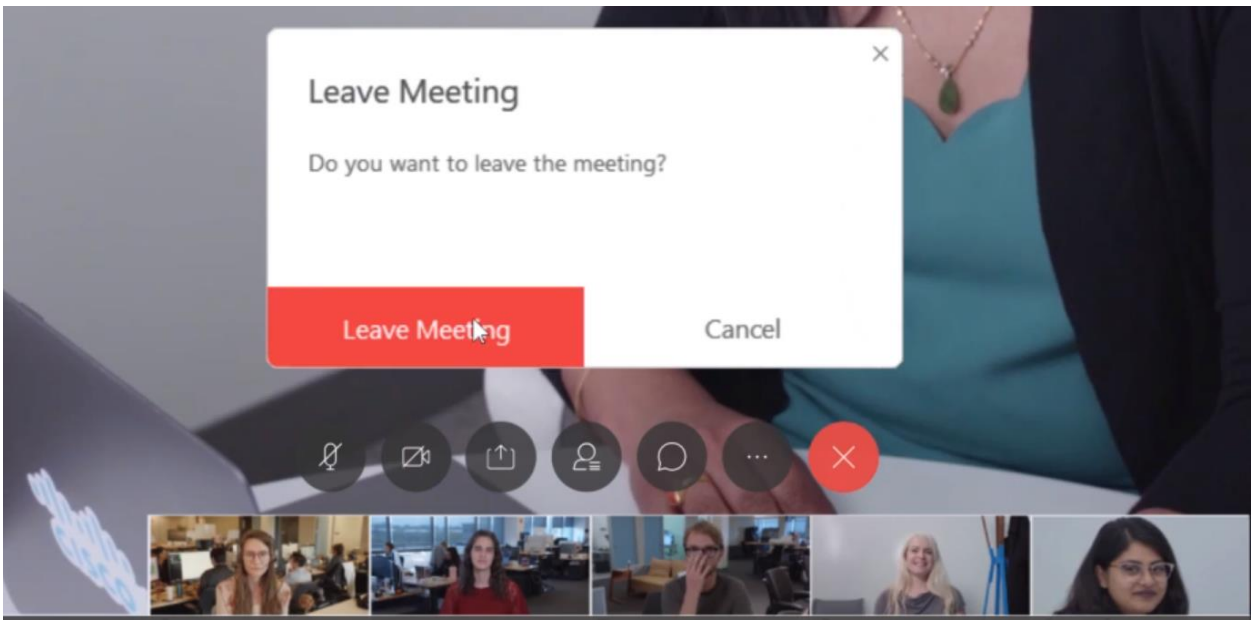
Your screen when you select **SHARE SCREEN** icon





Your screen when you select **CHAT** icon

When your meeting is finished, select the **LEAVE MEETING** icon

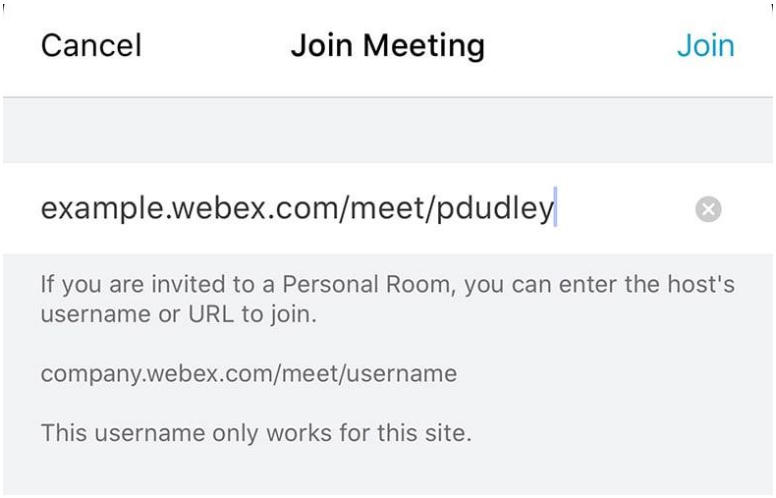


Accessing WebEx via your mobile device

iOS Devices

You can join a WebEx meeting from your iOS device in any of the following ways:

- Sign in to your WebEx account and:
  - Swipe left to My Meetings and tap Join on the meeting entry
  - Tap Join Meeting, enter the meeting number, Personal Room URL, or host's username, and then tap Join

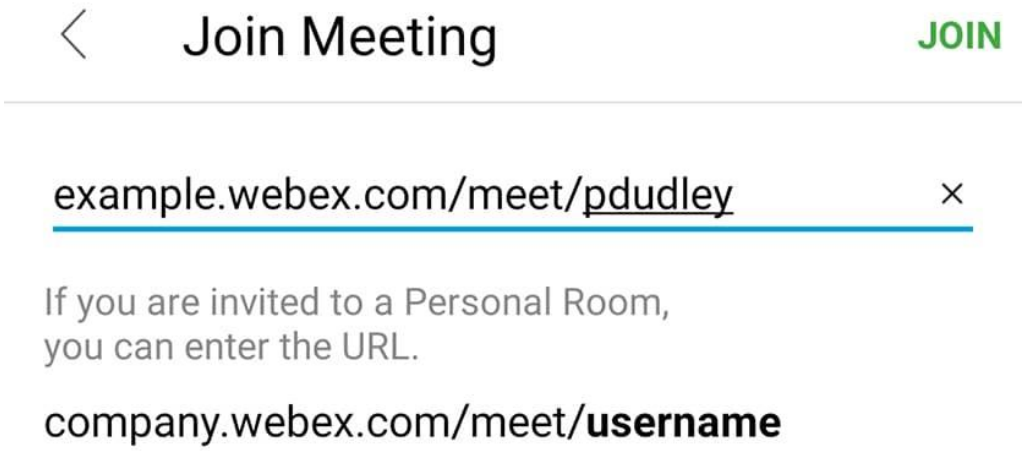


- Without a WebEx account, open the WebEx Meetings app and tap Join Meeting. Enter the meeting number or host's Personal Room URL, enter your name and email, and then tap Join.
- From your iOS calendar, tap Join on the meeting entry.

Android Devices

You can join a WebEx meeting from your Android device in any of the following ways:

- Sign in to your WebEx account and:
  - Swipe left to **My Meetings** and tap **Join** on the meeting entry
  - Tap **Join Meeting**, enter the meeting number, Personal Room URL, or host's username, and then tap **Join**

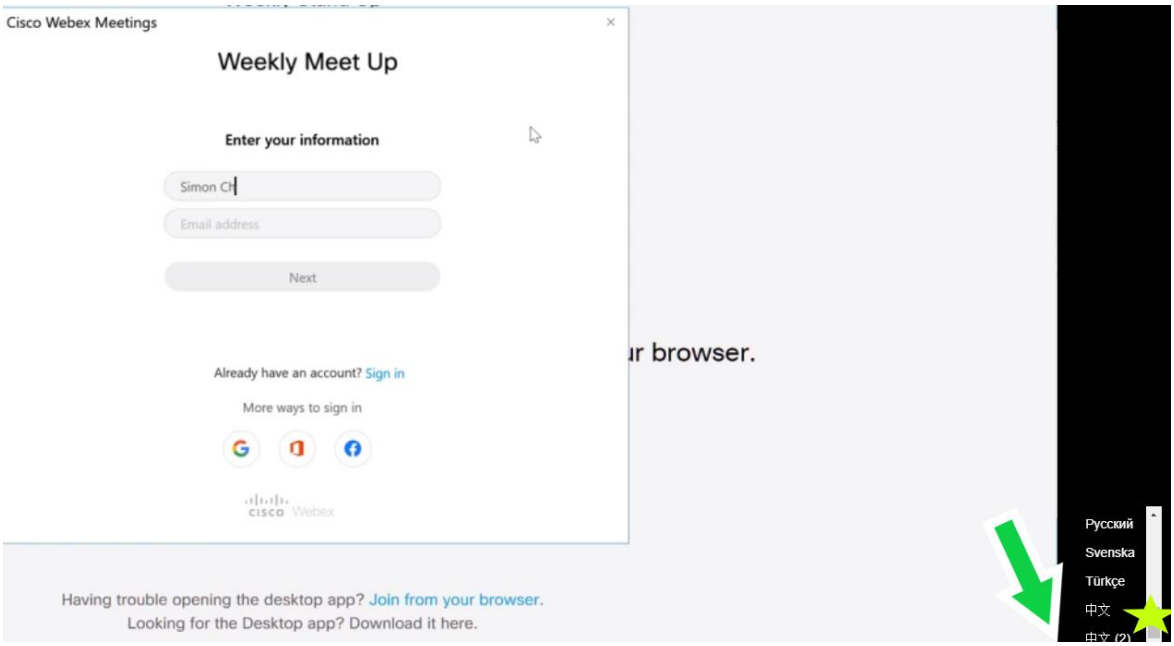


- Without a WebEx account, open the WebEx Meetings app and tap **Join Meeting**. Enter the meeting number or host's Personal Room URL, enter your name and email, and then tap **Join**.
- From the meeting invitation email, tap the linked video address to join the meeting. **If you don't have the app installed, you can still join the audio portion of the meeting.**

For more information on WebEx

Visit Cisco WebEx Meetings Video Tutorials

Please note that the tutorial offers **中文字幕 (Mandarin Closed Captions).** To access the 中文字幕, please select " 中文" in the [CC] icon on the bottom right bar of your video screen. Note: you will have to scroll down. Do not select 中文 (2), as that is 簡體中文. Please see below for a screenshot, I have highlighted the [CC] button with a green arrow and star.

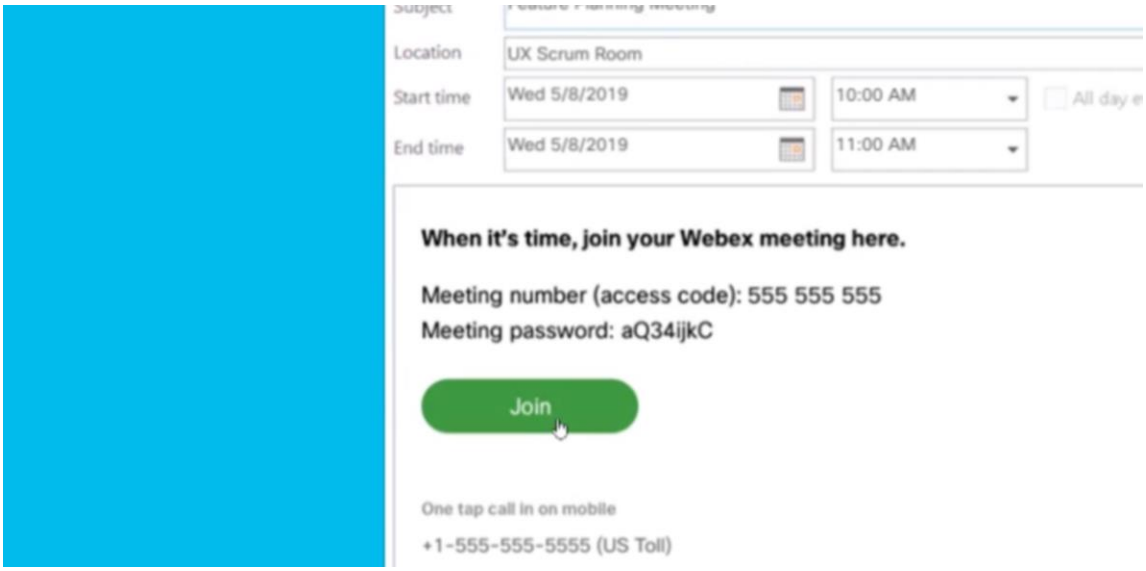


敬愛的 TCCCNA 兄姊平安

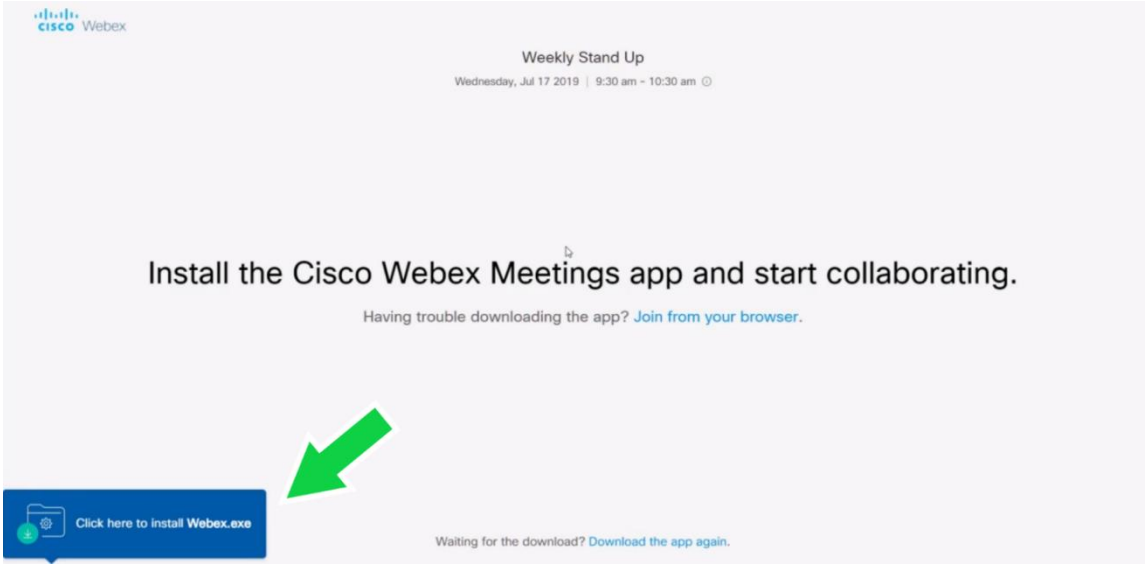
請參考以下 Cisco WebEx 會議指引,Cisco WebEx 是一個值得信賴的並且通行多年的互動網路平 台 。您可以在下列網站找到更多的相關資訊: Visit Cisco WebEx Meetings Video Tutorials

Join a Meeting 加入會議

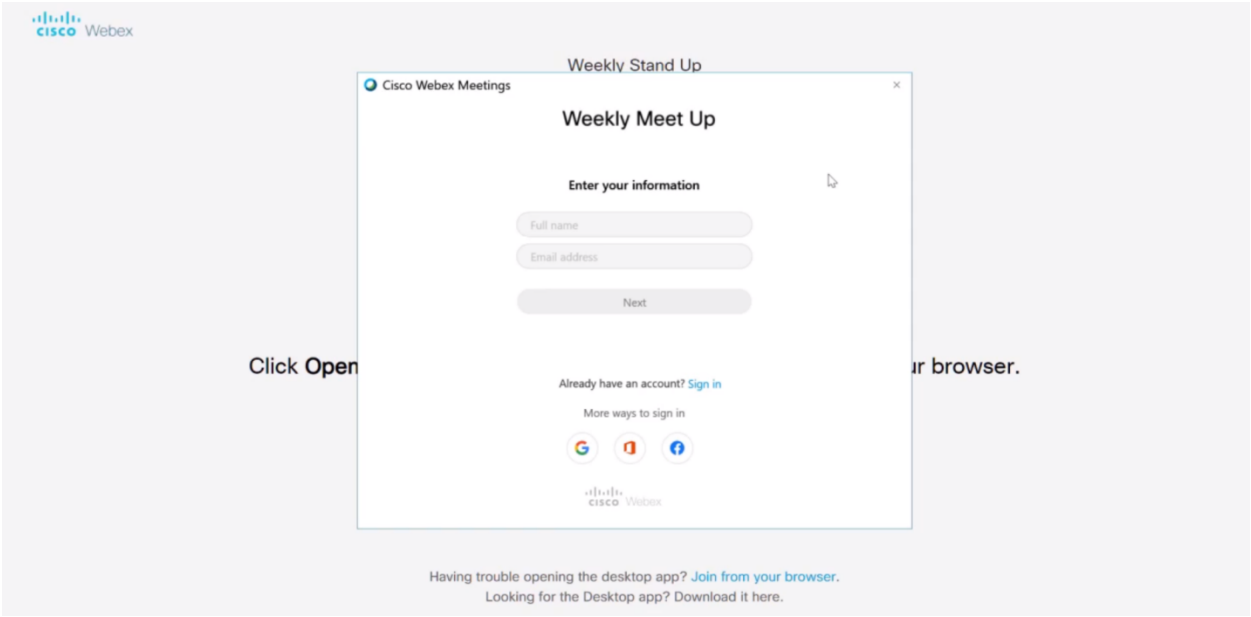
所有參加會議的人都必須是報名神學研究會的,將會收到 e-mail 的邀請函。當您收到邀請時直接按 **JOIN** 加入會議。



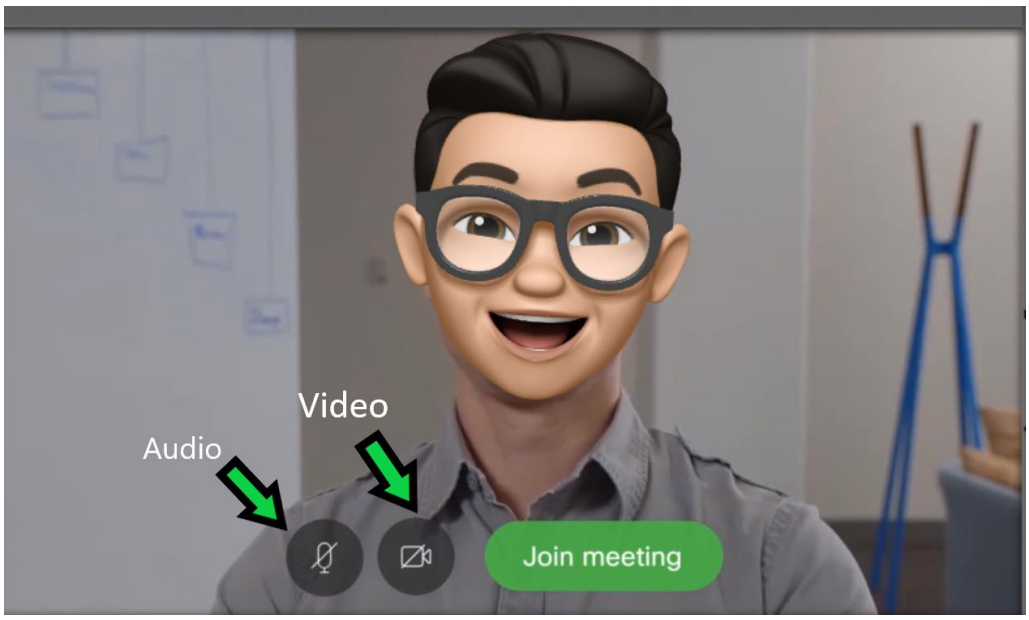
如果您是第一次使用、加入會議,您將會看到邀請您下載裝設的按鍵。參考下圖左下 “Click here to install Webex.exe” 請按此按鍵免費下載軟體!

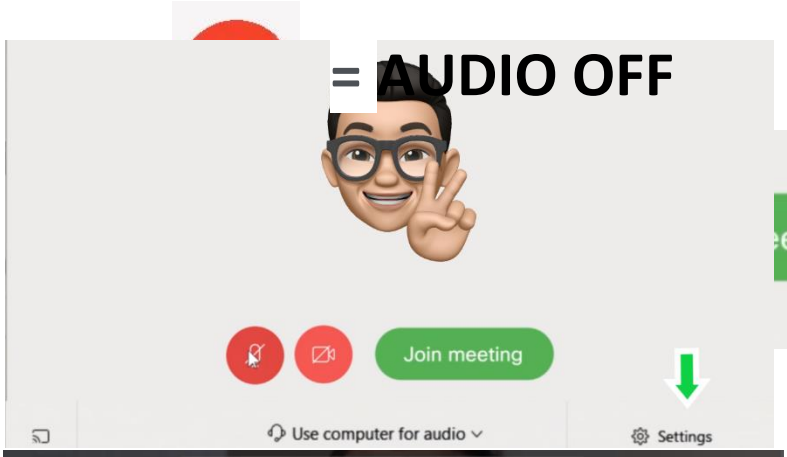


然後您會看到要求您輸入「名字」以及「e-mail」的空格,請輸入後在按下一步 **“Next”**



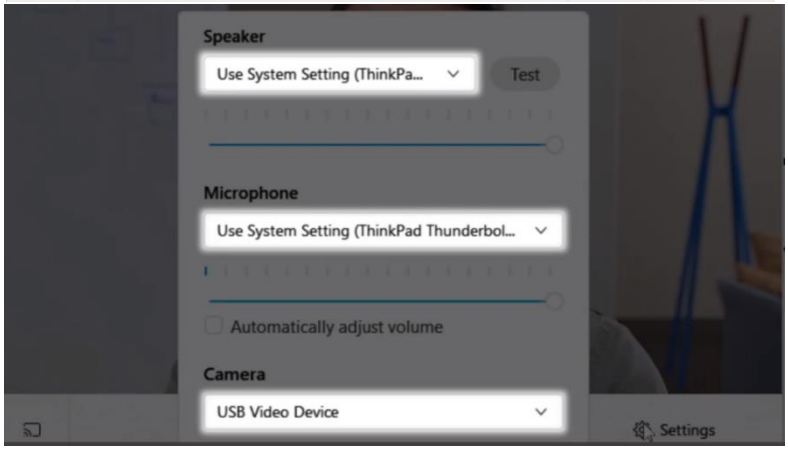
加入會議之前會有開啟攝影機以及聲音的選項,請按加入。請確定您電腦的聲音以及影像 都已開啟。當按鍵顯示「灰色」表示已經開啟,「紅色」表示關閉。



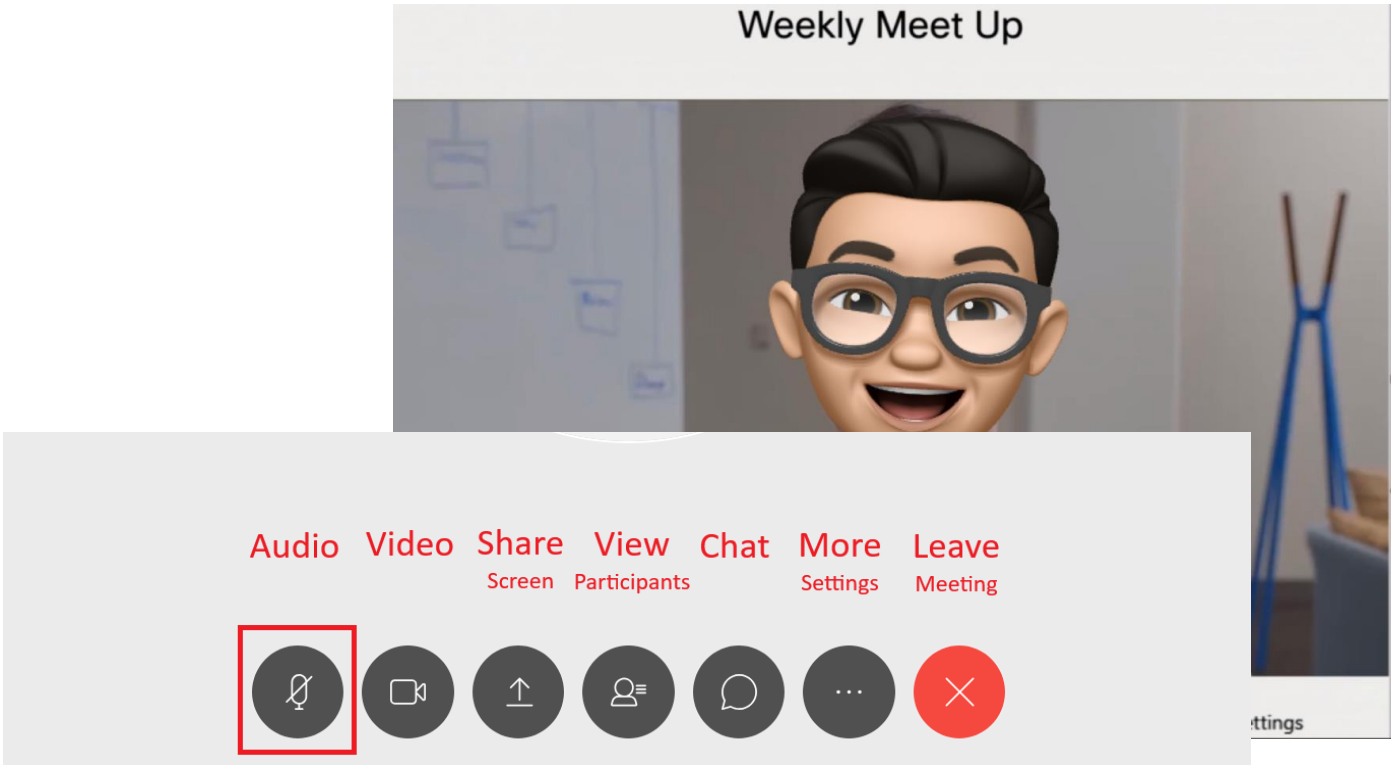


= **AUDIO ON**

When your audio and video is off, an icon with your initials and/or picture (that you upload), will appear. You can adjust your video and audio by selecting **SETTINGS** on the bottom right of your screen. Once you select SETTINGS, a pop up will appear and allow you to adjust your audio and video source.



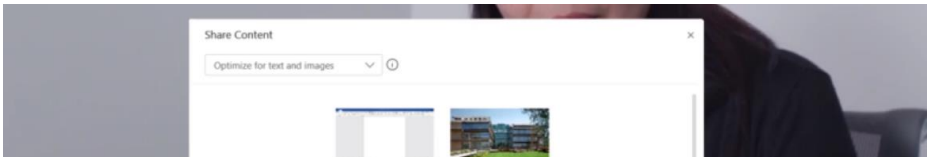
Once your settings are complete, select **JOIN MEETING.**

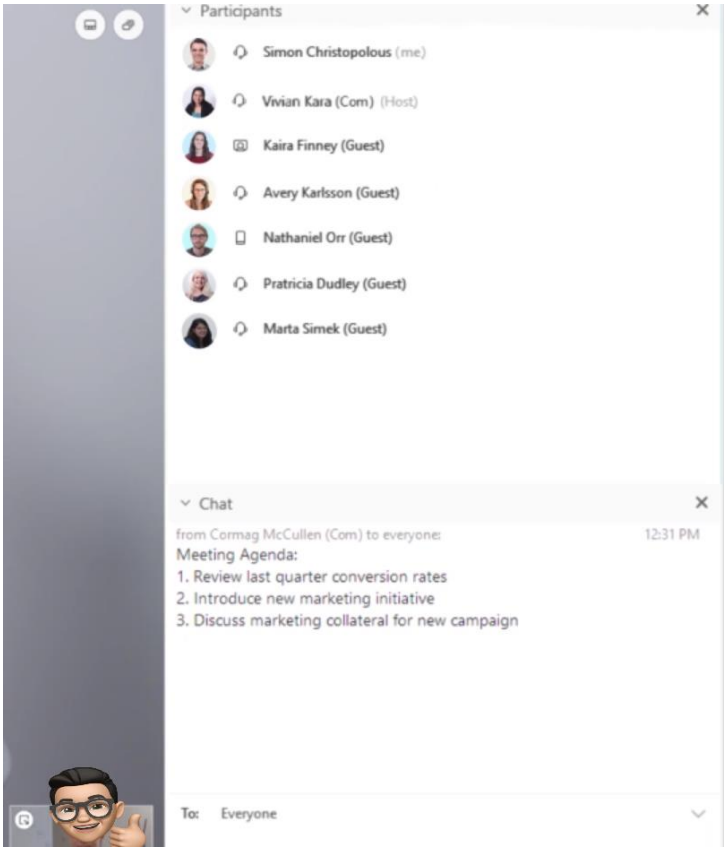


加入會議後您會在螢幕下方看到許多選項:

EX:

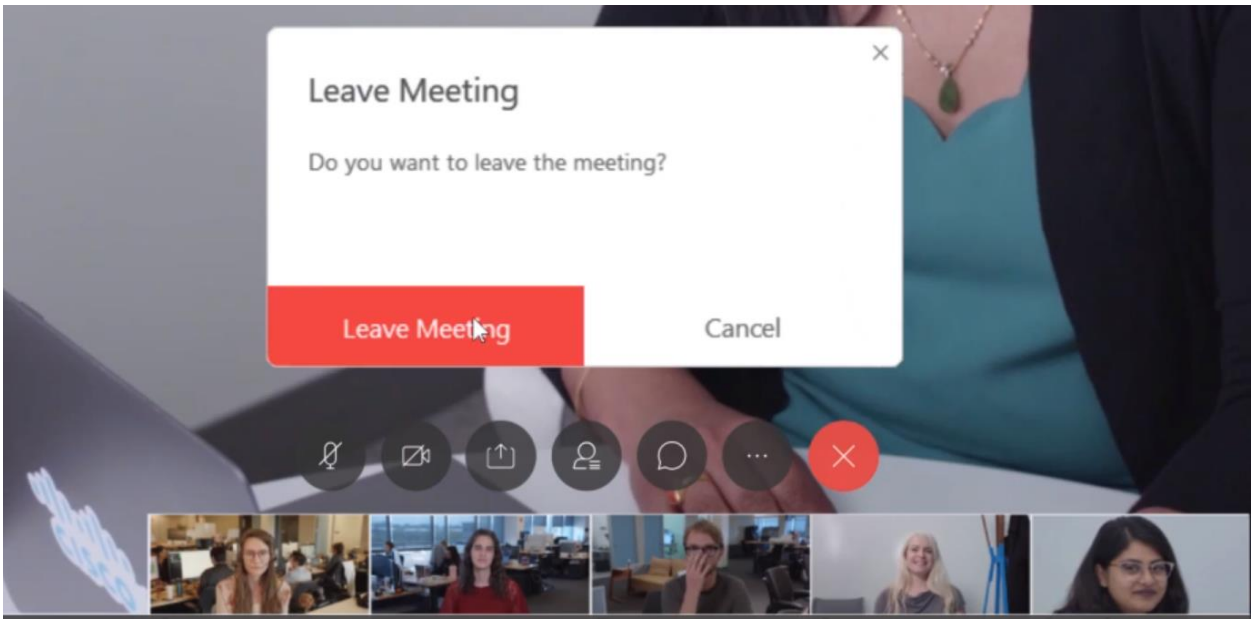
Your screen when you select **SHARE SCREEN** icon





Your screen when you select **CHAT** icon

會議結束請選 **LEAVE MEETING** icon



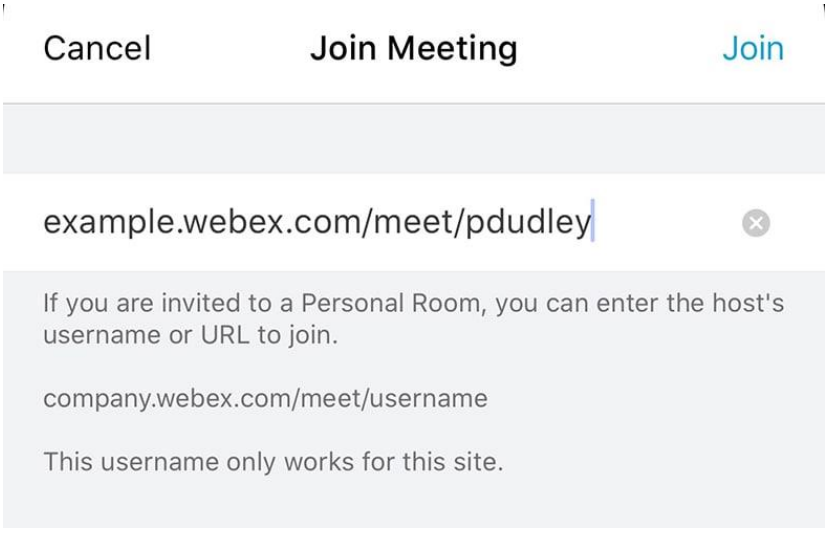
手機加入會議

蘋果產品

蘋果產品加入 Webex 會議,請按照下 列步驟:

請登入您 Webex 帳號後:

- 刷到左邊到「我的會議」並按加入會議。
- 按「加入會議」,輸入會議 ID,個人會議是 URL、或是主持者的「使用名稱 uername」然後按加入。



- 沒有 Webex 帳號:

請開啟 Webex Meetings app 並且按「加入會議 Join *Meeting*」 *在*輸入「會議 ID」或者主持會議者的 URL 連結,輸入您的名字以及 email 然後再按 加入

- 從 iOS 日曆:請按加入會議進入。

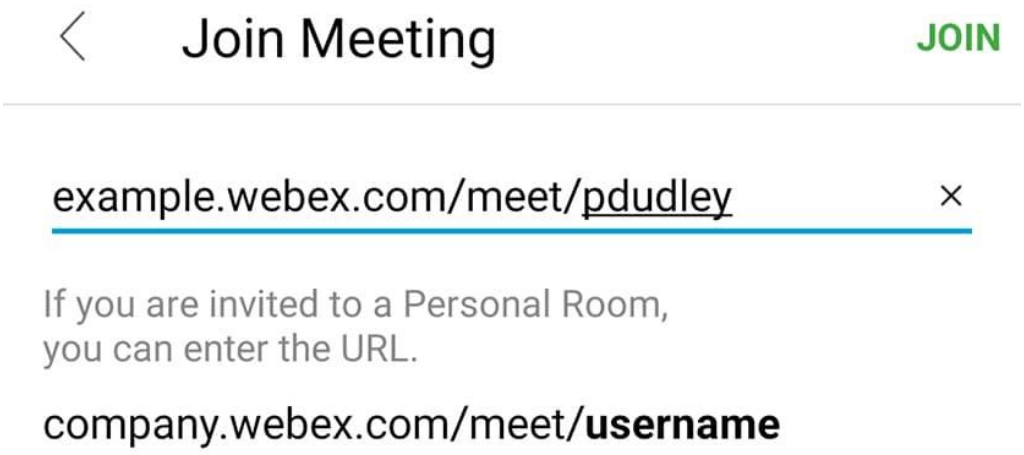
Android 的設備〈俗稱安卓〉

可以從下列幾種方式加入 Webex 會議:

登入 Webex 帳號

• 刷到左邊「我的會議 **My Meetings**」按「加入 **Join** 」。

• 按「 **Join Meeting**, 」輸入會議 ID,或主持人會議室的 URL 連結,或主持人的「使用 名稱 **username**」再按「加入 **Join**

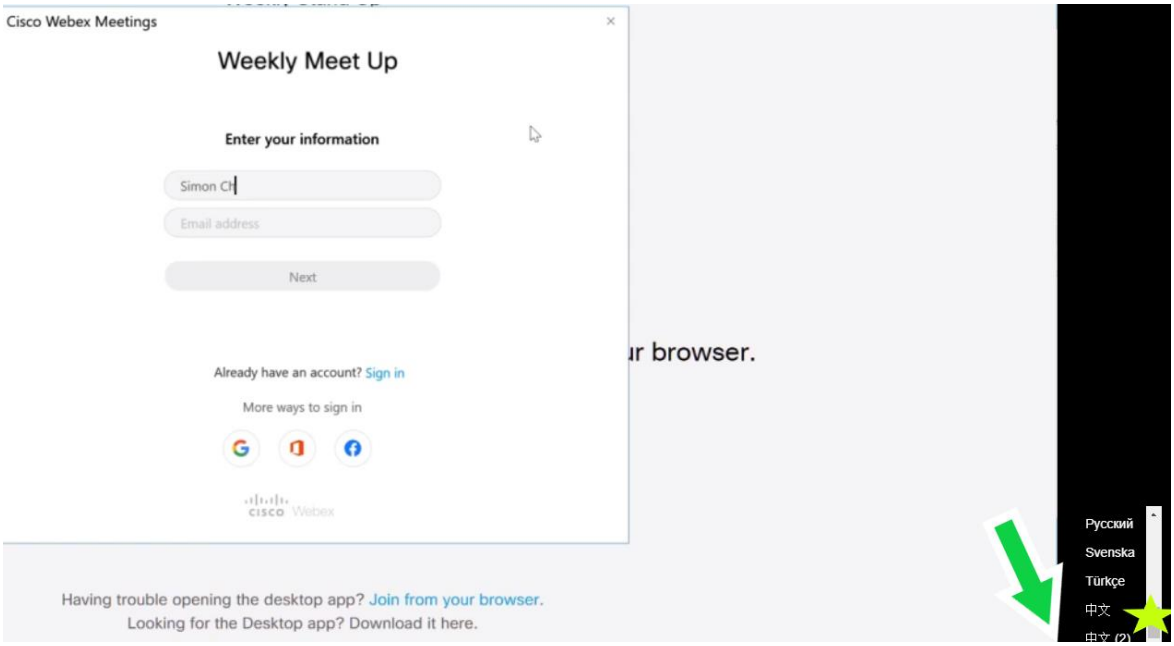


」

• 沒有 Webex 帳號:開啟 Webex Meetings 應用程式,按「加入會議 **Join Meeting**. 」輸 入會議 ID,或是主持人的 URL 連結,輸入名字以及 email 隨後按「加入 **Join**.」

• 從邀請的 e-amil 中直接按 linked 加入會議。如果您沒有下載應用軟體,您仍可以開啟 聲音加入會議。

更多有關 Webex 的資訊,請按下列連結

Visit Cisco WebEx Meetings Video Tutorials

請選擇有「中文字幕 **(Mandarin Closed Captions).** 」的教學影片。請在「cc」的地方選擇 「中文」進入中文教學影片。注意: 您的螢幕必須往下拉,請勿選擇「 中文 (2)」這是 「 簡體中文」。請參考下列圖片右下角有標綠色箭頭與星星處。