



Cisco使用手冊

2021彰雲嘉大學校院聯盟學術委員會研討會

加入會議

電腦加入會議(不須登入 Webex)

1. 收到主持人所發的連結後，點選連結，並按開啟「Cisco Webex Meeting」。
2. 輸入名稱和 email。

P.S.也可使用瀏覽器加入會議



輸入名稱：單位 姓名
輸入名稱範例：中正大學 黃旋宣


聊天室（報到 / 發問）

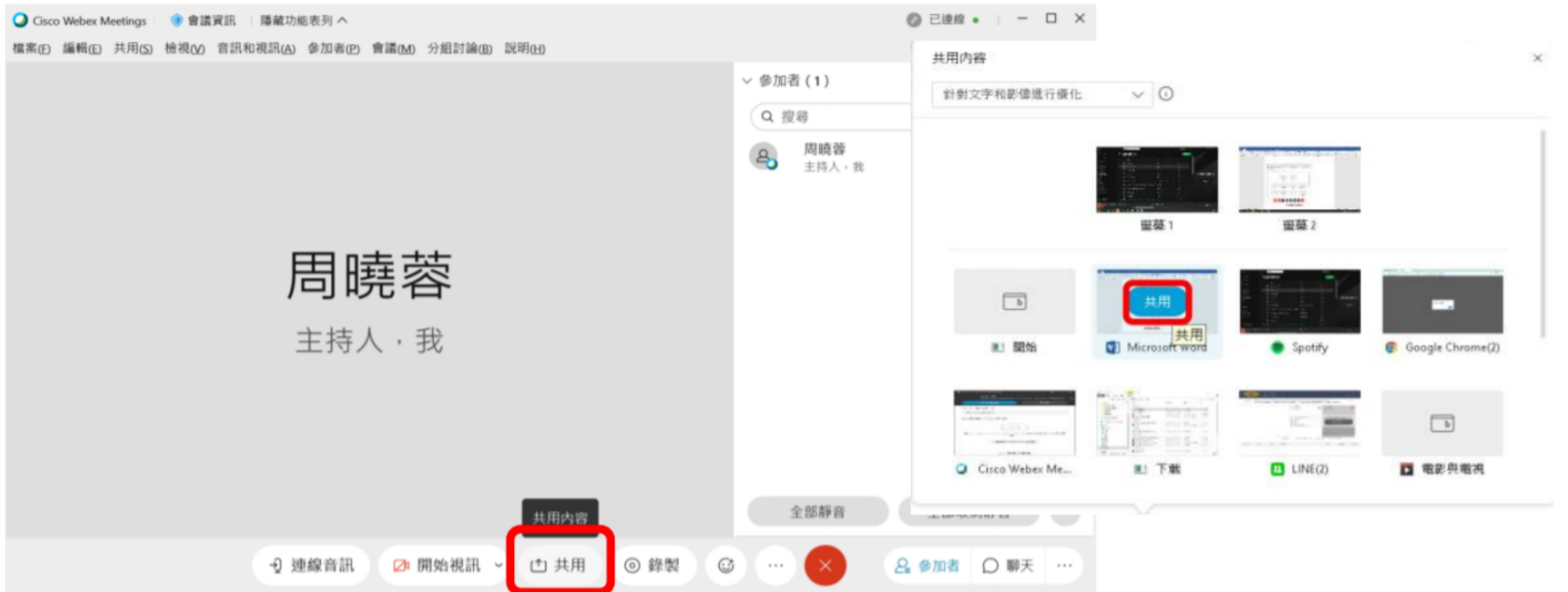
點選對話框圖示，可以使用聊天室。

The screenshot displays the Cisco Webex Meetings interface. At the top, the title bar shows "Cisco Webex Meetings" and "會議資訊 | 隱藏功能表列 ^". Below the title bar, a menu bar contains options: 檔案(F), 編輯(E), 共用(S), 檢視(V), 音訊和視訊(A), 參加者(P), 會議(M), 分組討論(B), 說明(H). The main content area shows the name "周曉蓉" and the role "主持人 · 我". At the bottom, a control bar includes buttons for 連線音訊, 開始視訊 (with a dropdown arrow), 共用, 錄製, a smiley face icon, a red 'X' icon, 參加者, and 聊天 (highlighted with a red box). A red arrow points from the "聊天" button to a chat window on the right. The chat window has a title bar "聊天" and a close button. It contains a dropdown menu for "至:" with the value "... 請選取 ...", and a text input field with the placeholder "在這裡輸入聊天訊息".

分享螢幕（主持人 / 分享者）

分享螢幕

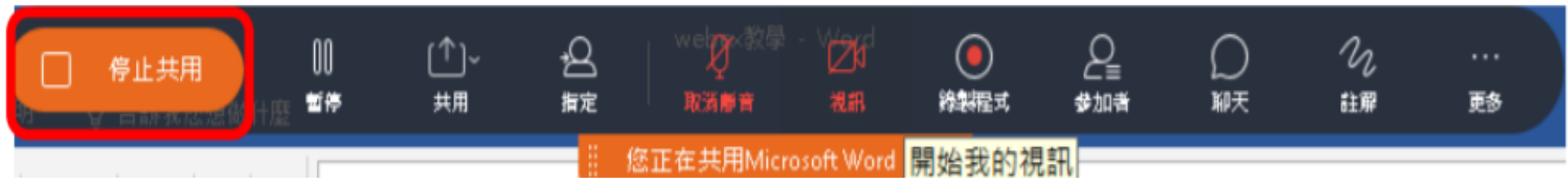
(1). 在視窗下方點擊 ，再點選欲分享的畫面，並按共用。



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停止分享螢幕（主持人 / 分享者）

(2). 上方出現該列表，表示頁面正在共用，點選「停止共用」即可停止。



虛擬背景(請統一使用主辦單位提供之背景)

The screenshot displays the Cisco Webex Meetings interface for a "Sales Report Meeting" scheduled from 10:00 AM to 11:00 AM. The main video preview area shows a woman with short blonde hair smiling, with a "My preview" label above her. A red box labeled "1" highlights the "Change Background" button in the top right corner of the preview area. A background selection menu is open, showing various options: "None", "Blur", and a grid of 12 background images. A red box labeled "2" highlights a plus sign (+) button in the bottom right corner of the menu, indicating the option to add a custom background. At the bottom of the interface, there are controls for "Connect to video system", "Audio: Use computer audio", "Test speaker and microphone", "Mute", "Stop video", and a green "Join Meeting" button.