

# Cisco Webex Meetings

## 會議加入方式

可選擇下列其中一種方式加入會議!

1. 安裝軟體於電腦，打開軟體，再使用會議連結加入。
2. 直接使用網頁版加入(免安裝)，再使用會議連結加入。

詳細操作方式請參照後面資料!

# Cisco Webex Meetings 安裝

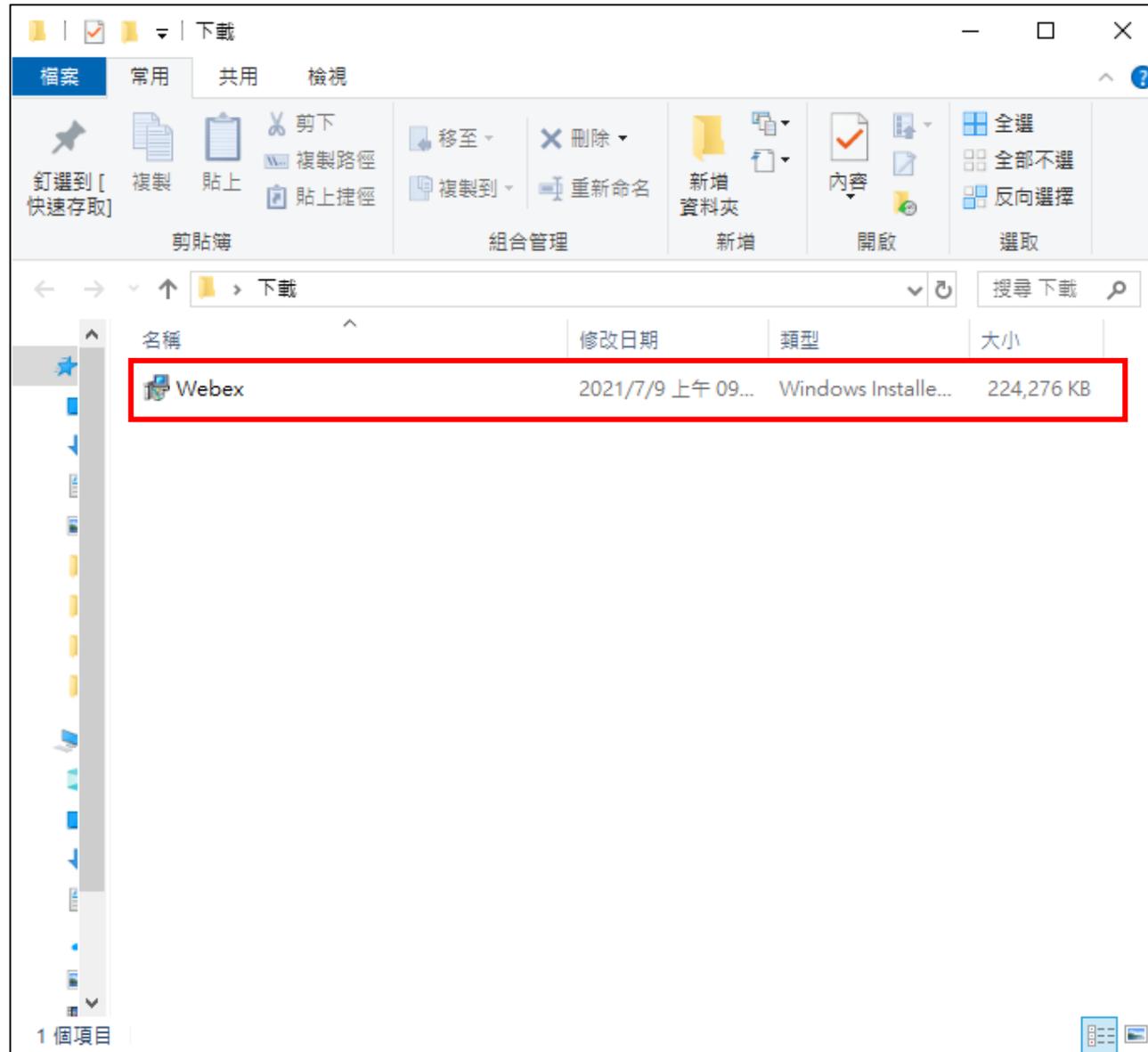
# Step1. 安裝軟體下載

- 下載網址：<https://www.webex.com/zh-tw/downloads.html>



The screenshot shows the Webex website's download page. At the top left is the Webex logo with "by CISCO" underneath. To its right are navigation links: "解決方案", "計畫和定價", and "學習更多". On the top right, there are links for "參加會議", "下載", and "登錄", along with a "免費開始" button. The main heading reads "一個應用程式，一次下載。認識嶄新的 Webex。" Below this, the section is titled "下載 Webex". Two buttons are highlighted with a red box: "下載 Windows (32位) 版" and "下載 Windows (64位) 版". Below these are mobile download options: "在App Store和Google Play上可用" with "Download on the App Store" and "GET IT ON Google Play" buttons, and "掃描QR碼以下載移動應用" with a QR code.

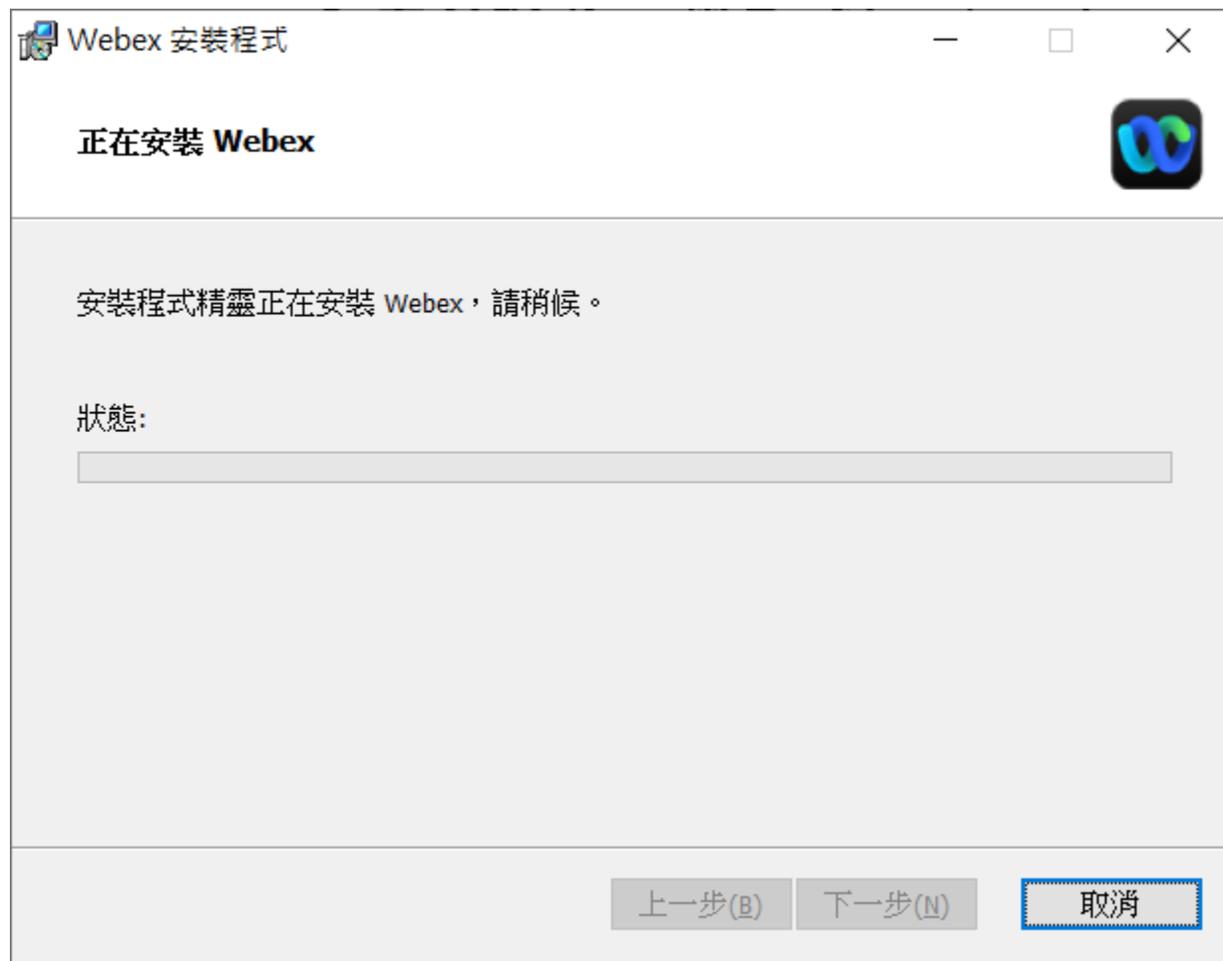
# Step2. 開啟安裝軟體



# Step3. 點選「下一步」



# Step4. 等待安裝



# Step5. 點選「完成」



# Step6. 點選「同意」

Webex 最終使用者授權協議



Webex

版本：41.7.0.19440

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Webex 是提供傳訊 (IM)、語音和視訊通話功能的協作應用程式。

## 重要注意事項與免責聲明 - 請閱讀

使用本軟體受現行「Cisco SaaS 服務條款」的制約，服務條款位於下列鏈結：

[https://www.cisco.com/c/dam/en\\_us/about/doing\\_business/legal/docs/universal-cloud-agreement.pdf](https://www.cisco.com/c/dam/en_us/about/doing_business/legal/docs/universal-cloud-agreement.pdf)

所有資料的收集皆符合下列網站上的「Cisco 隱私權策略」：<http://www.cisco.com/c/en/us/about/legal/privacy.html>

按一下「安裝程式」視窗上的「同意」即表明您同意遵守 Cisco 服務條款的條款和條件。您還同意安裝 Webex 軟體的所有後續更新。

警告：此程式受到著作權法律及國際條約保護。

Cisco Systems Inc.  
170 West Tasman Drive, San Jose, CA 95134 USA

不同意

同意

# Cisco Webex Meetings 操作

# Step1. 點選「加入會議」



The screenshot shows the Webex login interface. At the top center is the Webex logo, a stylized 'W' in blue and green. Below it, the text reads '歡迎使用 Webex。很高興遇見您。'. There is a text input field labeled '工作電子郵件地址' and a '下一步' button. Below these is a link: '需要登入協助嗎？ [取得協助](#)'. A red rectangular box highlights the '加入會議' button. At the bottom left is the Cisco logo, and at the bottom right is the text: '使用 Webex，即表示您接受服務條款、隱私權聲明及注意事項與免責聲明。' followed by links for '服務條款', '隱私權聲明', '注意事項與免責聲明', and '進一步瞭解'.

歡迎使用 Webex。很高興遇見您。

工作電子郵件地址

下一步

需要登入協助嗎？ [取得協助](#)

**加入會議**

使用 Webex，即表示您接受服務條款、隱私權聲明及注意事項與免責聲明。  
[服務條款](#) [隱私權聲明](#) [注意事項與免責聲明](#) [進一步瞭解](#)

# Step2. 貼上會議連結並填上資料，點下一步

加入會議

會議號、鏈結或視訊位址

您的姓名

您的電子郵件地址

下一步

請學員務必填寫真實且正確姓名!

使用 Webex，即表示您接受服務條款、隱私權聲明及注意事項與免責聲明。  
服務條款 隱私權聲明 注意事項與免責聲明 進一步瞭解

# Step3. 點選「以訪客身分加入」



The image shows a Webex 'Join Meeting' dialog box. At the top is the Webex logo, followed by the title '加入會議' (Join Meeting). Below the title is a subtitle: '若您是會議主持人，請登入以開始會議。' (If you are the meeting host, please log in to start the meeting.). There are two input fields: '名稱' (Name) with the value 'test' and '電子郵件地址 (可選)' (Email address (optional)). Below these fields is a checked checkbox labeled '記住我' (Remember me). A red rectangular box highlights the '以訪客身分加入' (Join as guest) button. Below this button is a '登入' (Log in) link. At the bottom of the dialog is the 'webex BY CISCO' logo.

加入會議

若您是會議主持人，請登入以開始會議。

名稱  
test

電子郵件地址 (可選)

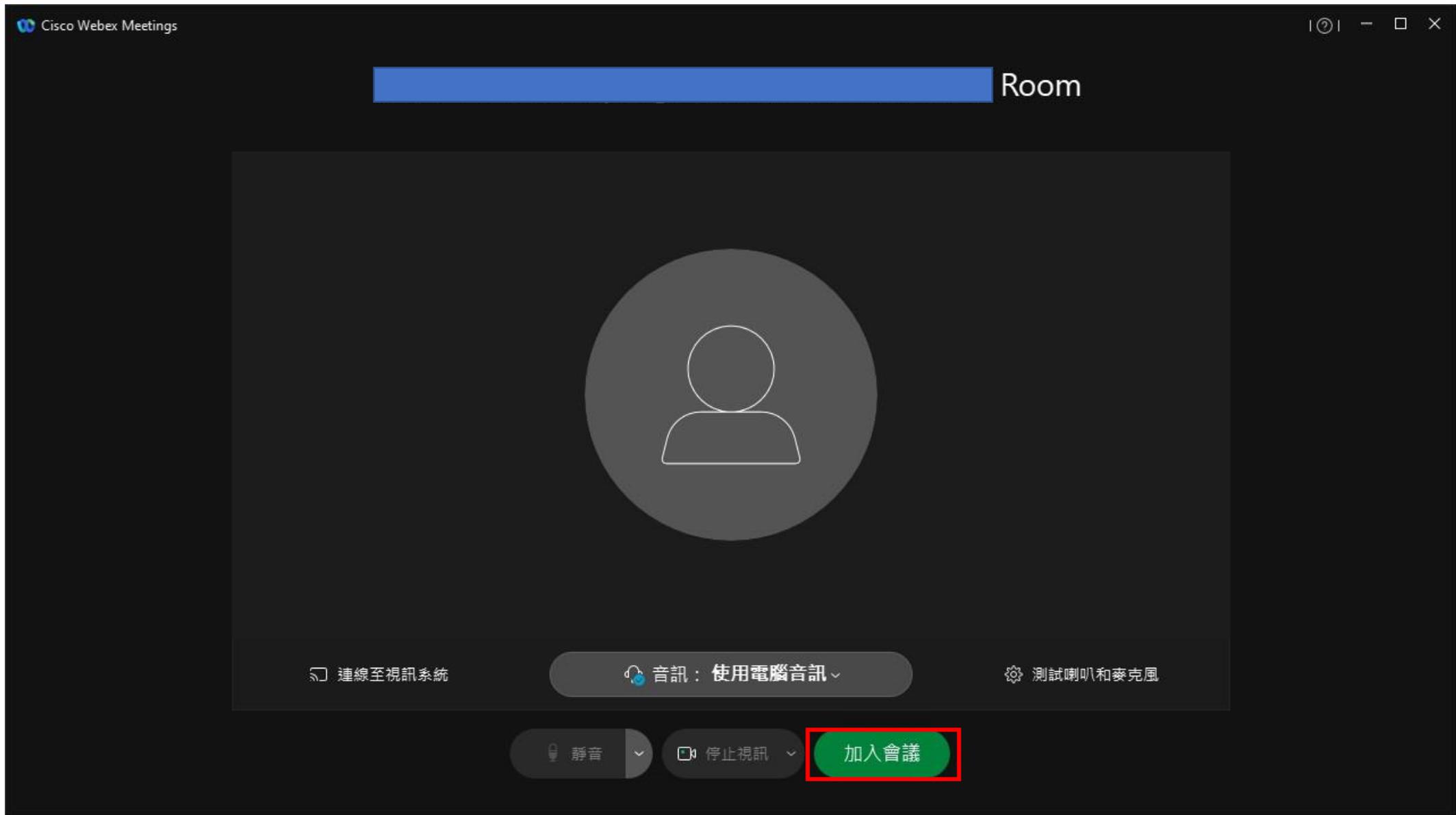
記住我

以訪客身分加入

登入

webex  
BY CISCO

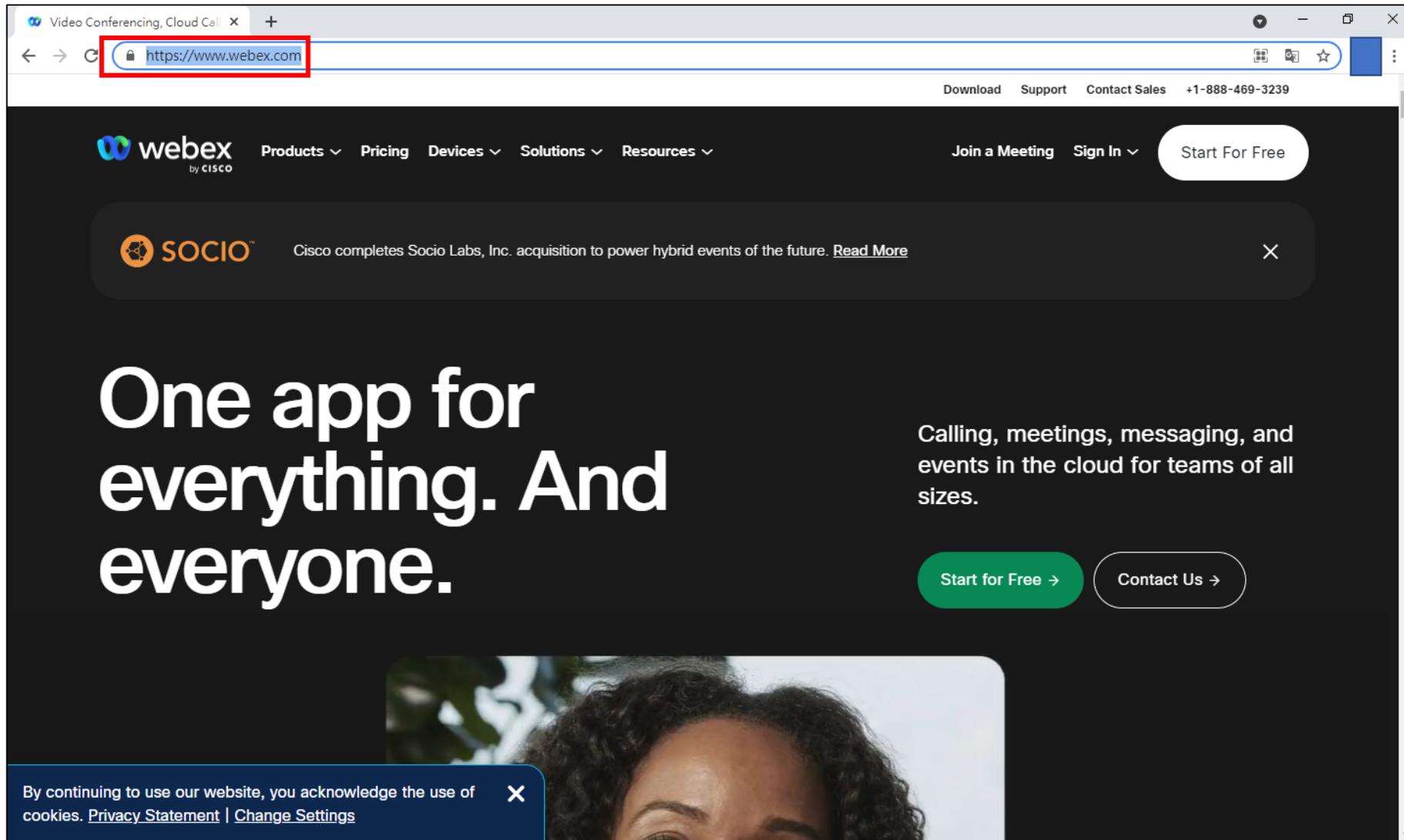
# Step4. 點選「加入會議」



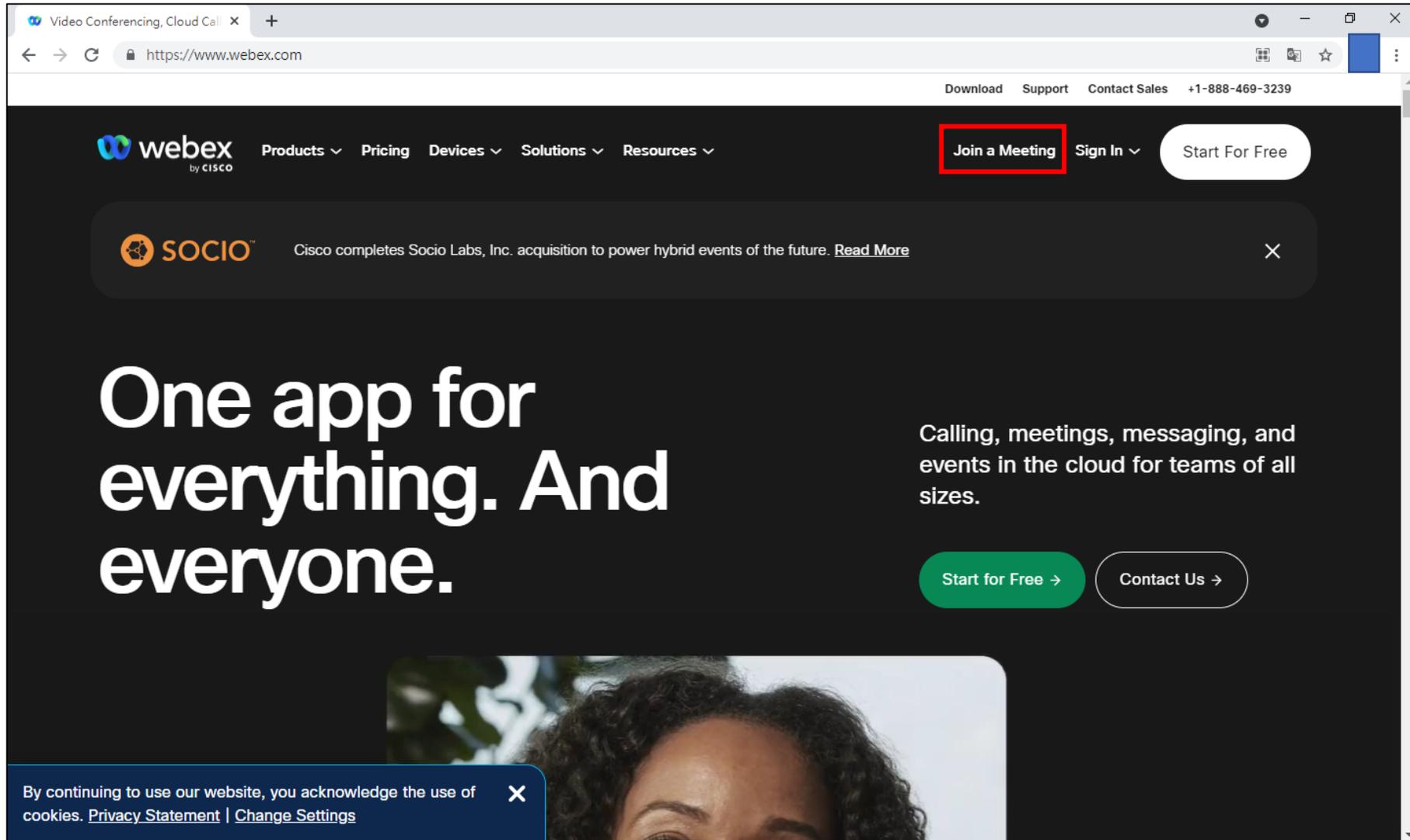
# Cisco Webex Meetings

## 網頁版加入(免安裝)

# Step1. 瀏覽器網址鍵入 「https://www.webex.com/」



# Step2. 點選「Join a Meeting」



The screenshot shows the Webex website homepage. The browser address bar displays "https://www.webex.com". The navigation menu includes "Products", "Pricing", "Devices", "Solutions", and "Resources". The "Join a Meeting" button is highlighted with a red box. Other buttons include "Sign In" and "Start For Free". A notification banner for Socio Labs acquisition is visible. The main headline reads "One app for everything. And everyone." with subtext "Calling, meetings, messaging, and events in the cloud for teams of all sizes." and buttons for "Start for Free" and "Contact Us". A cookie consent banner is at the bottom.

Video Conferencing, Cloud Call x +

https://www.webex.com

Download Support Contact Sales +1-888-469-3239

webex by CISCO Products Pricing Devices Solutions Resources

Join a Meeting Sign In Start For Free

SOCIO™ Cisco completes Socio Labs, Inc. acquisition to power hybrid events of the future. [Read More](#)

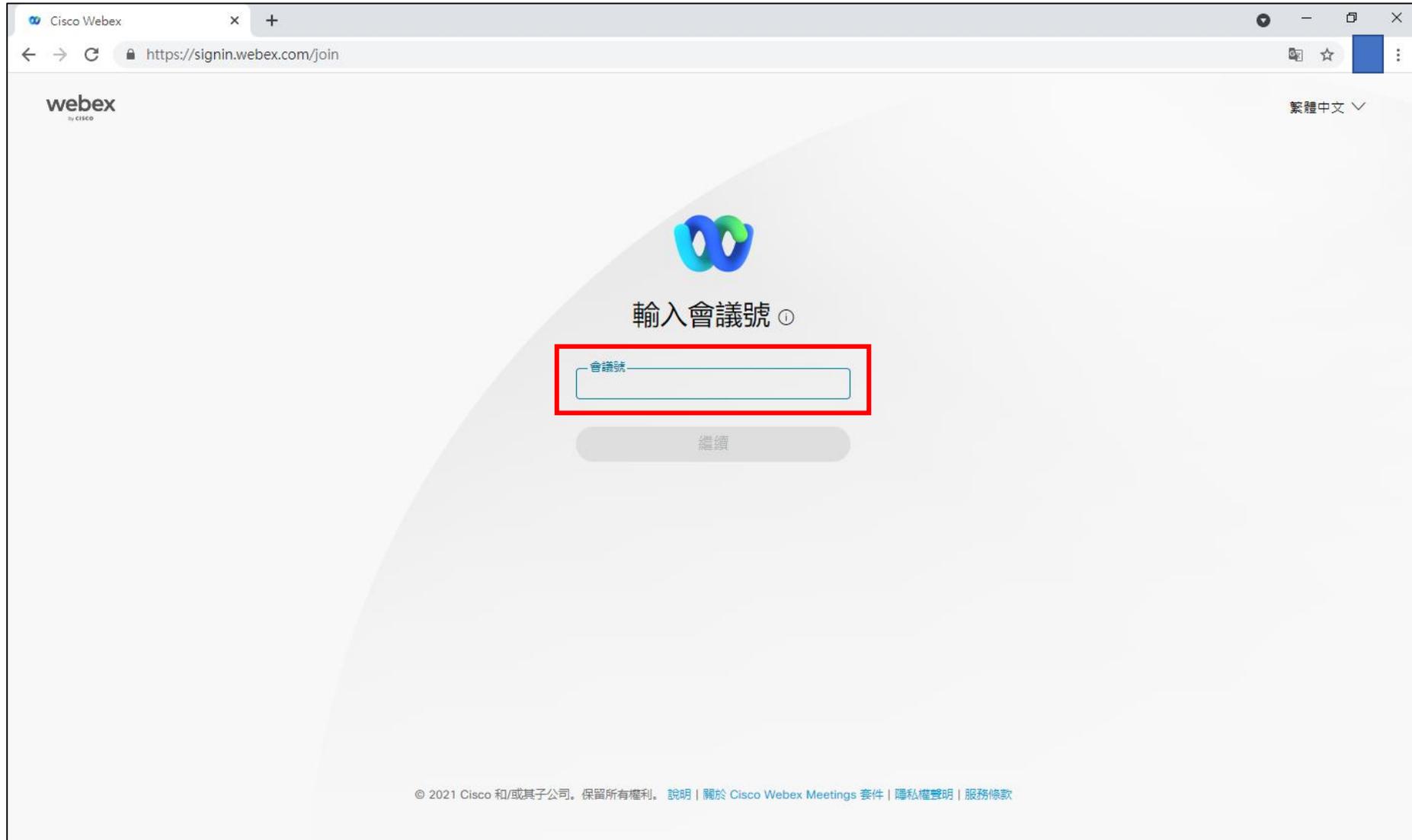
One app for everything. And everyone.

Calling, meetings, messaging, and events in the cloud for teams of all sizes.

Start for Free → Contact Us →

By continuing to use our website, you acknowledge the use of cookies. [Privacy Statement](#) | [Change Settings](#)

# Step3. 輸入「會議號」



The screenshot shows a web browser window with the Cisco Webex logo in the top left and a language dropdown menu in the top right. The main content area features the Webex logo, the text "輸入會議號 ①", a text input field labeled "會議號" which is highlighted with a red box, and a "繼續" button below it. The footer contains copyright information for 2021 Cisco and links to documentation, privacy policy, and terms of service.

webex  
by cisco

繁體中文 ▾

輸入會議號 ①

會議號

繼續

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# Step4. 選「從您的瀏覽器加入」 或選「使用Web應用程式」



The screenshot shows a web browser window with the Cisco Webex logo in the top left corner. The main content area displays the text "正在開始您的會議." followed by "按一下瀏覽器訊息中的開啟 Webex。". Below this, a horizontal line is followed by the word "或". A red rectangular box highlights the text "從您的瀏覽器加入。". At the bottom of the page, there is a small line of text: "如果您沒有在瀏覽器中看到訊息，請開啟桌面應用程式。 沒有桌面應用程式？立即下載。"

Cisco Webex Meetings - Start Y X +

← → ↻ <https://meet128.webex.com/webappng/sites/meet128/meeting/download/6f01c677affeb0a1cd13c4f0b56813f8> ☆

webex  
by CISCO

正在開始您的會議。

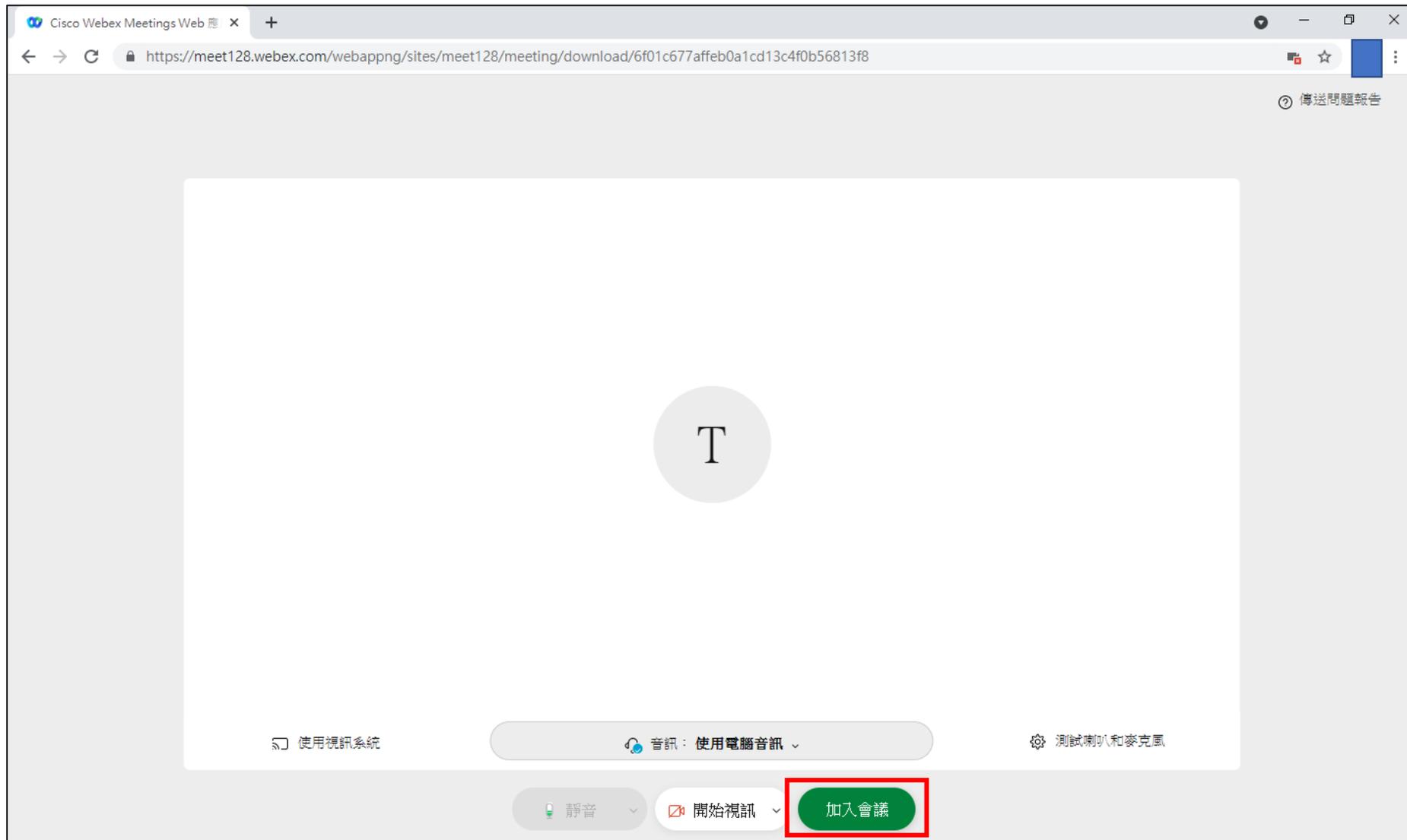
按一下瀏覽器訊息中的開啟 Webex。

或

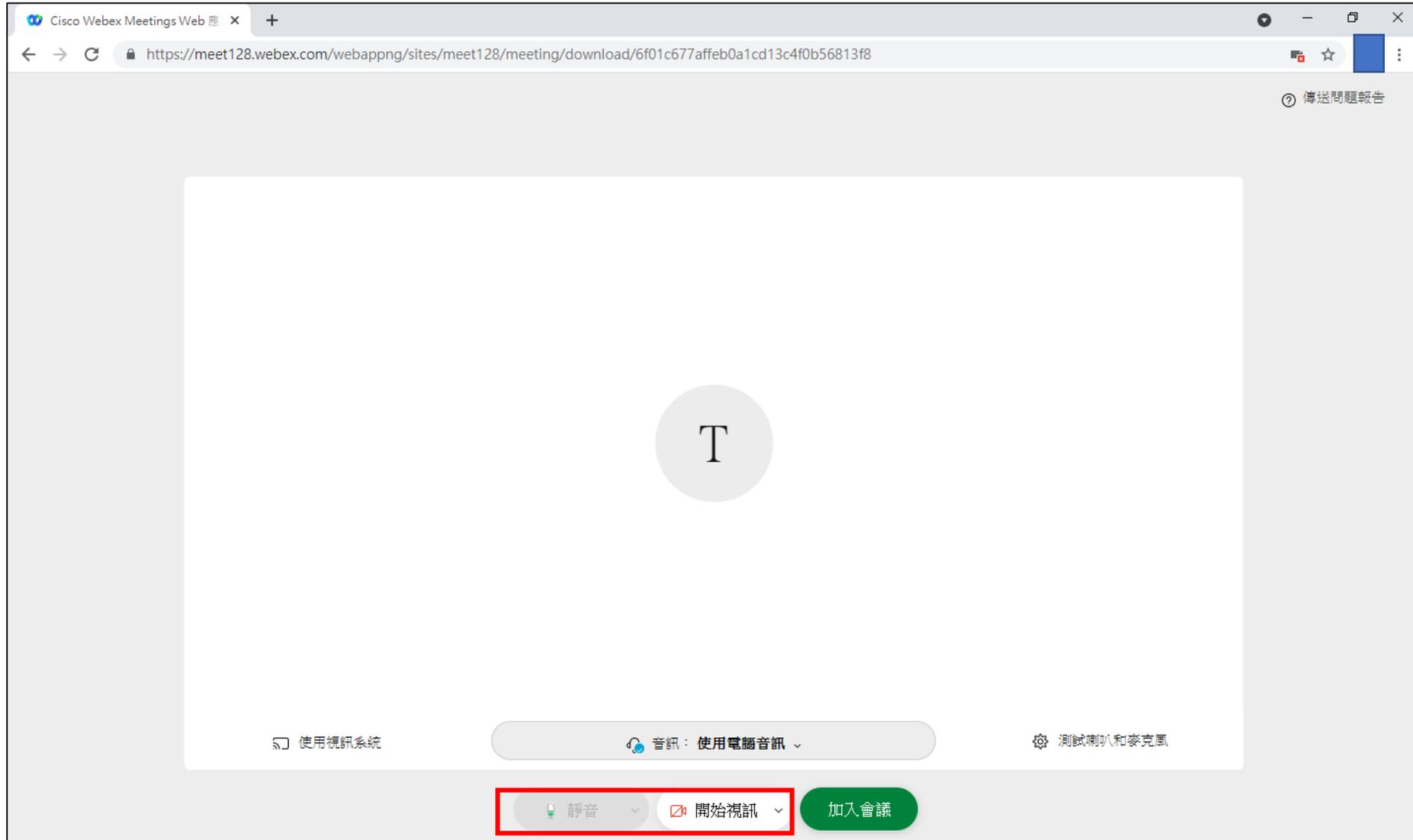
從您的瀏覽器加入。

如果您沒有在瀏覽器中看到訊息，請[開啟桌面應用程式](#)。 沒有桌面應用程式？[立即下載](#)。

# Step5. 點選「加入會議」

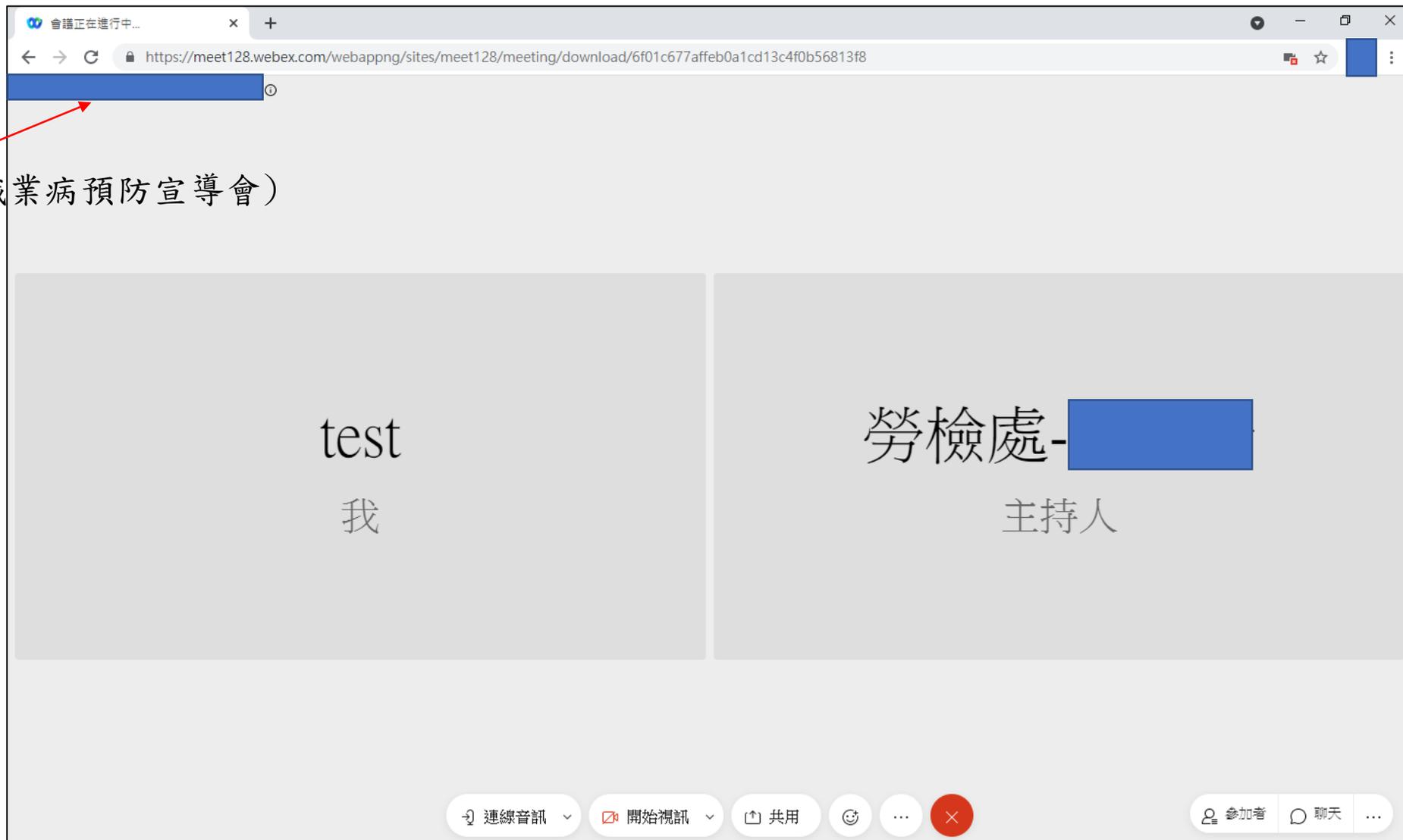


# Step6. 記得關「靜音」及「視訊」



# Step7. 成功登入畫面，請確認左上角房間名

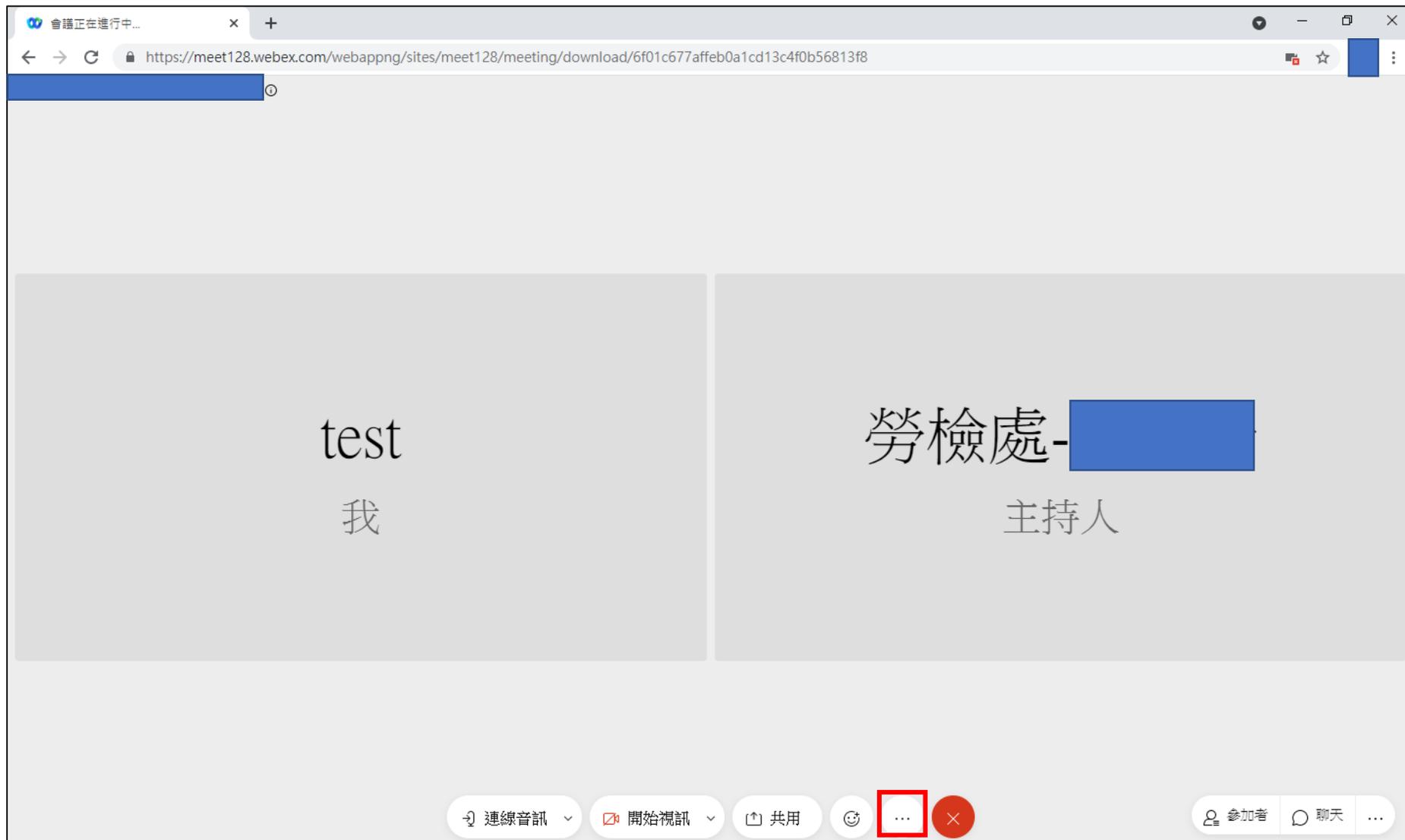
房間名(職業病預防宣導會)



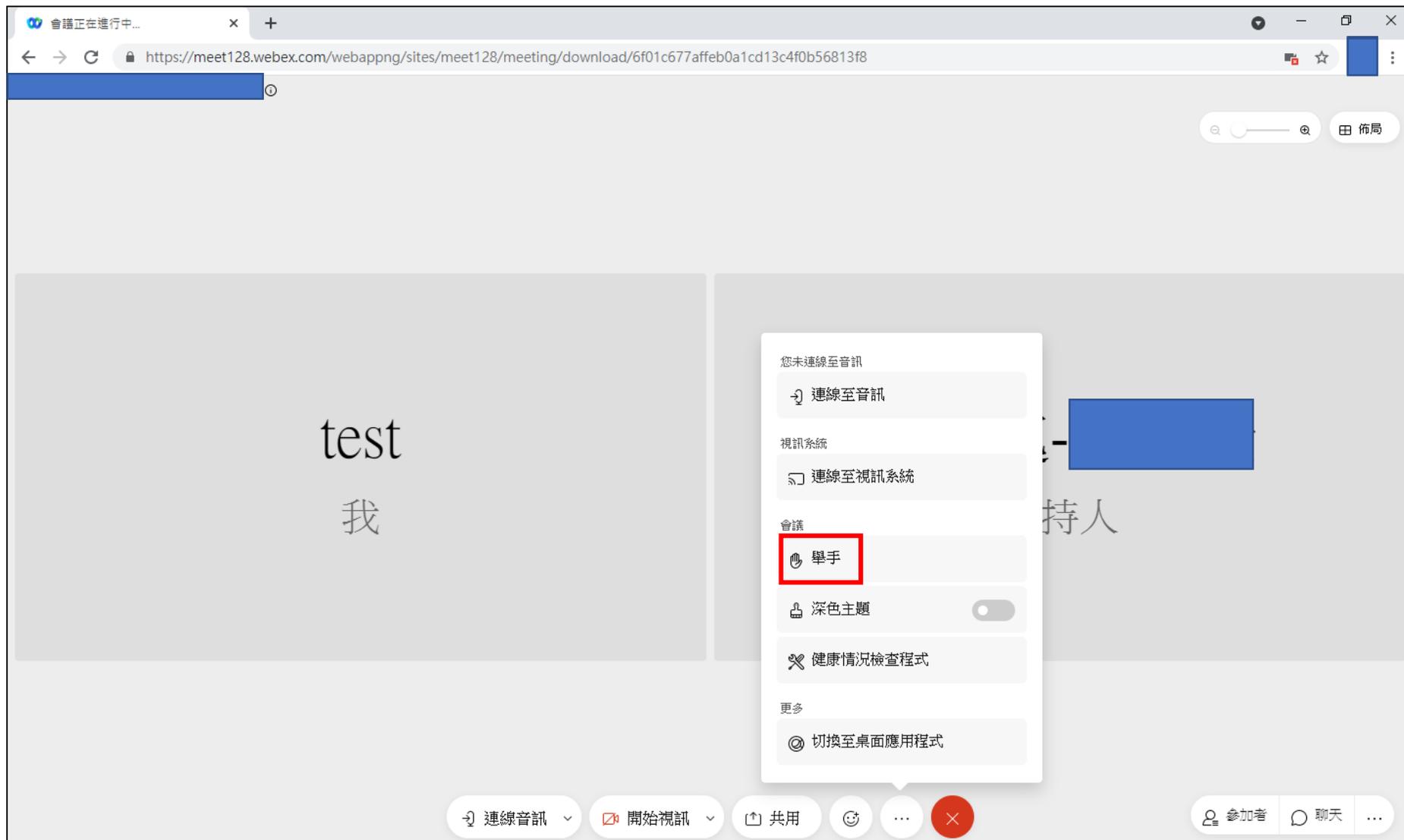
# Cisco Webex Meetings

## 上課提問操作

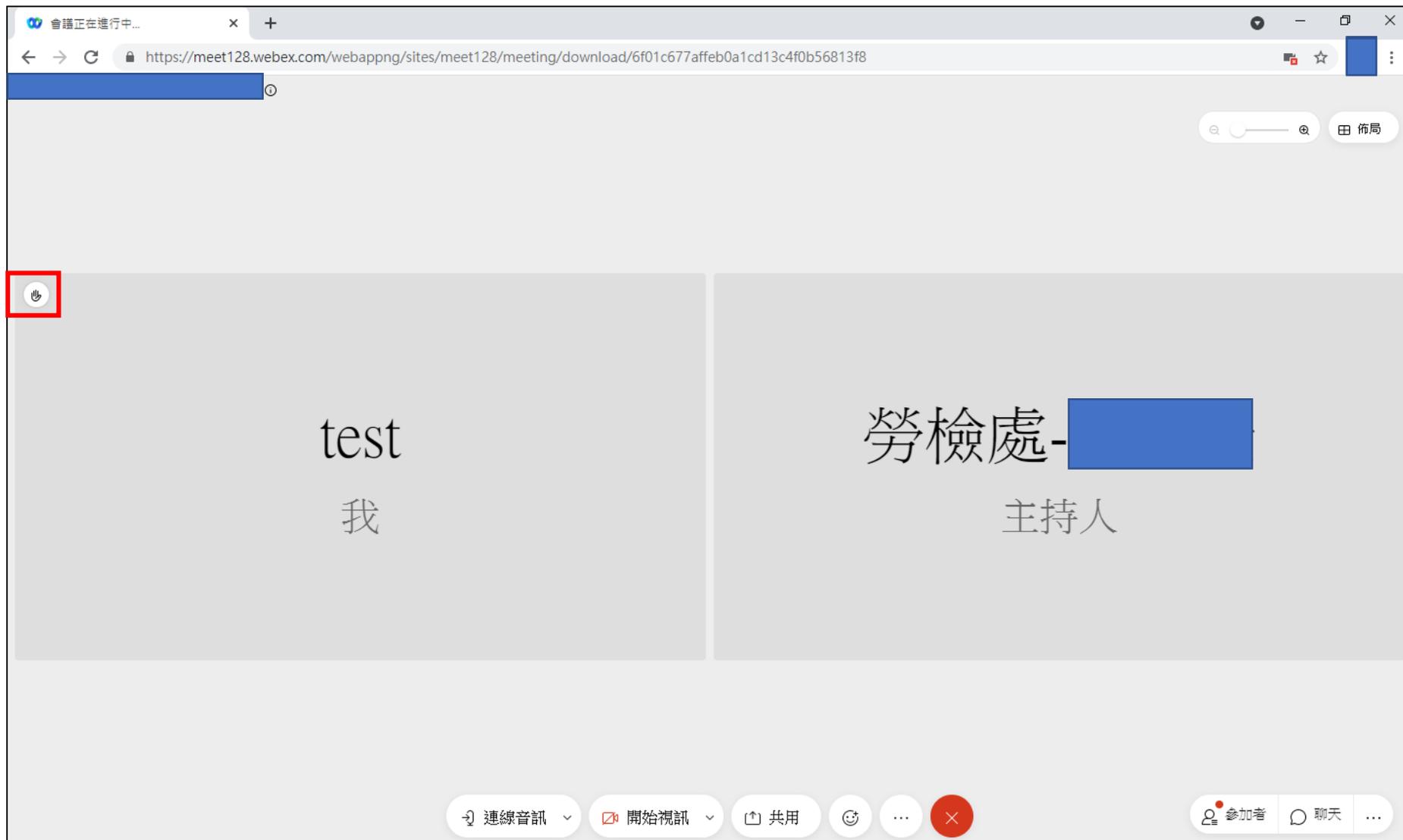
# Step1. 點選「...」



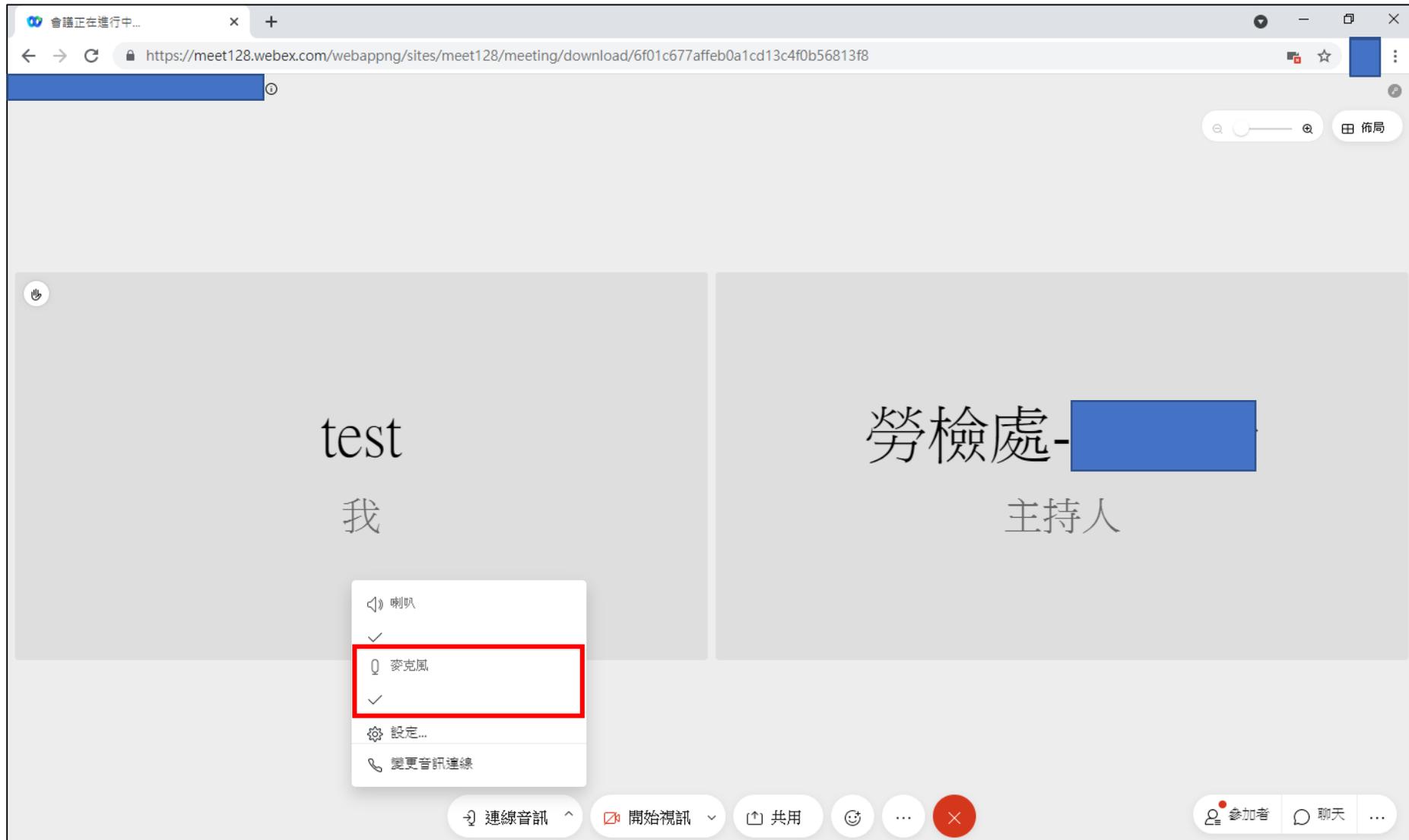
# Step2. 點選「舉手」



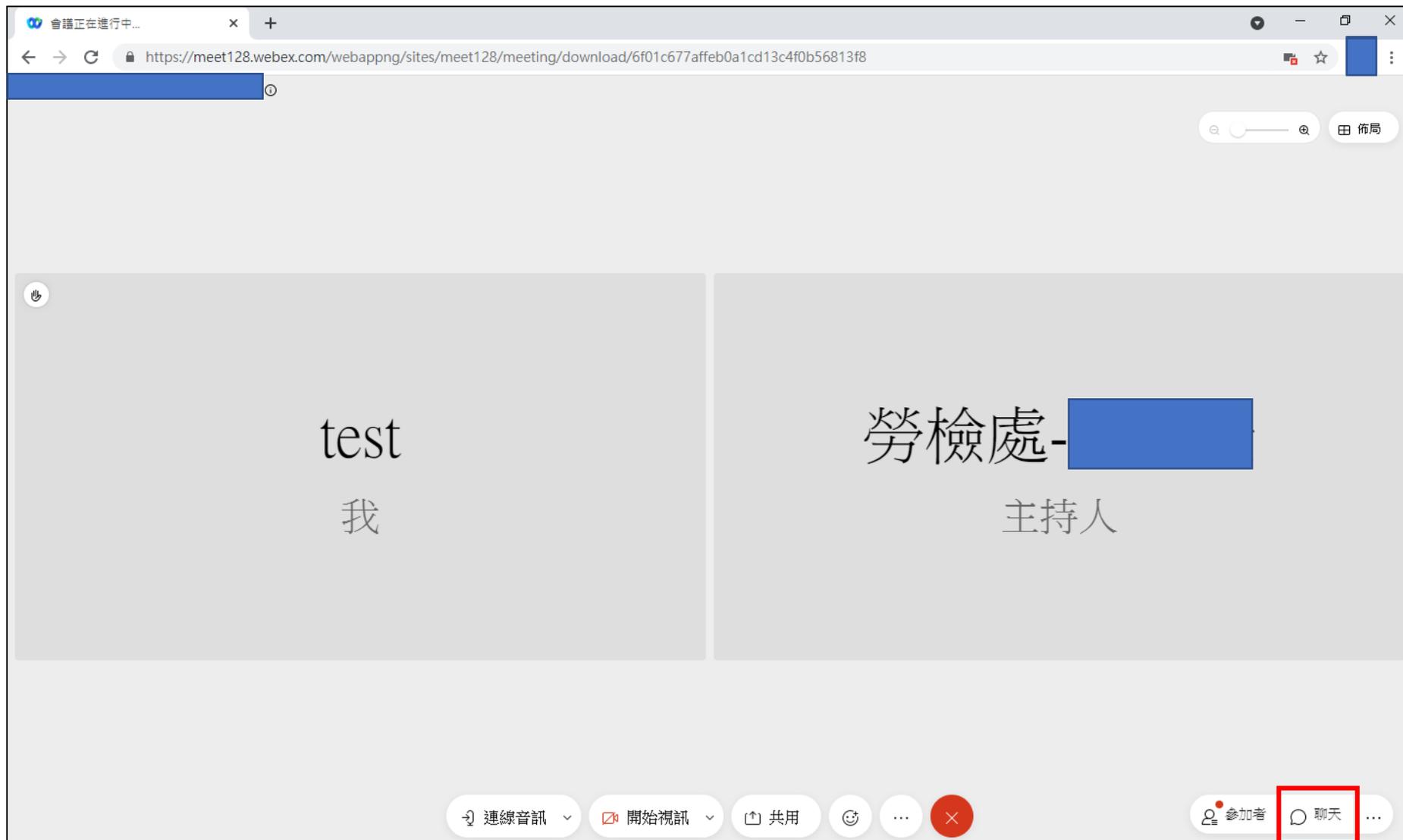
# Step3. 主持人會注意到「舉手」



# Step4. 若有麥克風請連接音訊並開啟



# Step5. 若無麥克風請點選「聊天」



# Step6. 請於對話欄輸入問題

The screenshot shows a Webex meeting interface. The browser address bar displays the URL: <https://meet128.webex.com/webappng/sites/meet128/meeting/download/6f01c677affeb0a1cd13c4f0b56813f8>. The main meeting area contains two video thumbnails. The top thumbnail shows the text "test" and "我". The bottom thumbnail shows the text "勞檢處-" followed by a blue redaction box and "主持人". On the right side, there is a chat window titled "聊天" (Chat). The chat window has a dropdown menu for "傳送至:" (Send to) set to "所有人" (Everyone). Below the dropdown is a text input field with the placeholder text "在這裡鍵入您的訊息" (Type your message here), which is highlighted with a red rectangular box. At the bottom of the meeting interface, there are several control buttons: "連線音訊" (Join Audio), "開始視訊" (Start Video), "共用" (Share), a smiley face icon, a three-dot menu, and a red "X" icon. On the right side of the bottom bar, there are buttons for "參加者" (Participants), "聊天" (Chat), and a three-dot menu.