

# 1. Real-time Lecture App, WebEx, Introduction and Preparation



The Cisco WebEx – Real-time lecture platform is accessible anytime anywhere

Available in many devices such as PC and laptop (program / web version), smartphone and tablet (iOS, Android), etc.

## Preparations

- 1 For PCs and laptops, install a webcam or check if yours works properly.
- 2 Check if audio and video input and output are working properly.
- 3 Access in the environment where the internet connection is smooth to prevent getting disconnected.
- 4 When accessing using a laptop, tablet, or smartphone, check the battery life or power source.
- 5 Earphones or headsets are recommended instead of speakers to prevent the howling phenomenon.
- 6 Turn the Microphone OFF before participating in the lecture.  
Check for  (If you speak with the microphone ON, the screen will be switched to you.)
- 7 The Content sharing button  should not be used unless requested by the professor

# 2. WebEx Installation

## PC Version(Windows, Mac)

<https://www.webex.com/downloads.html> Download and install "Webex Meetings"

1 Click **Use as a guest**

Webex Meetings에 로그인

이메일 주소

다음

손님으로 사용

2 Enter **name & email address**

→ Continue as a guest

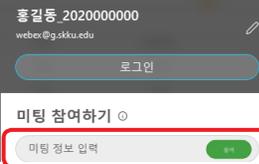
GildongHong\_2020000000

webex@g.skku.edu

손님으로 계속

3 Enter **the meeting number**

in the meeting information



4 Microphone OFF, Video ON

→ Participate in the meeting



## Mobile Version(Android, iOS)

Search for Cisco Webex Meetings and install

1 Search and install Cisco Webex Meetings



2 Click Participate in Meeting button

button



3 Enter **name & email address**

→ Participate

미팅에 참여 **참여**

Meeting Number

GildongHong\_2020000000  
webex@g.skku.edu

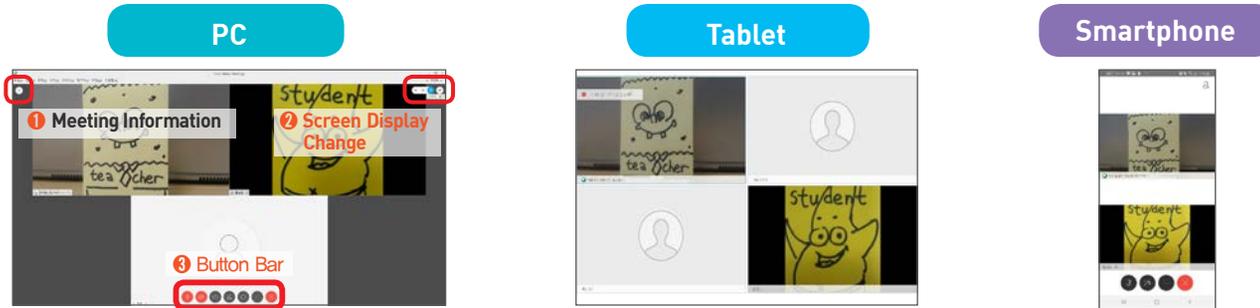
4 Microphone OFF, Video ON

→ Participate in the meeting



# 3. Access Screen and Functions (1/2)

■ The screen will be simplified on the Initial Access Screen – PC – Tablet – Smartphone



### 1 Meeting Information

- Basic information such as the name of the lecture and meeting number

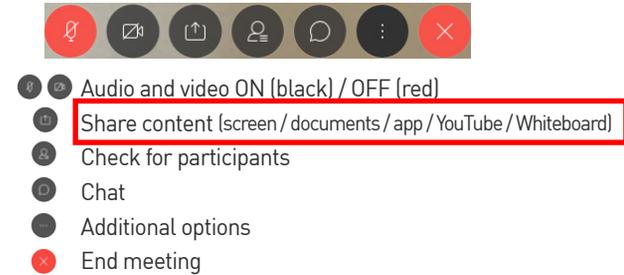


### 2 Screen Display Change (PC)



- 1) Watch video of the current speaker
- 2) Current speaker and thumbnail video
- 3) View grid
- 4) View flowing list (full screen)

### 3 Button Bar



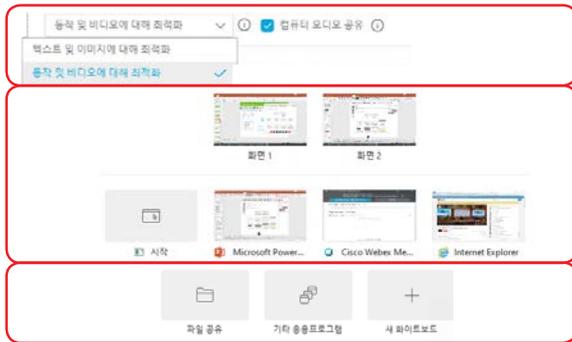
#### \* Sharable contents on Tablet and Smartphone

- Screen sharing
- Whiteboard
- Files with file name extensions of pptx, pdf, and txt from cloud
- Photo sharing
- ▶ Video sharing (sound included) is currently only available in PC version

# 3. Access Screen and Functions (2/2)



## Share content (for PC, screen / documents / app / YouTube / Whiteboard)



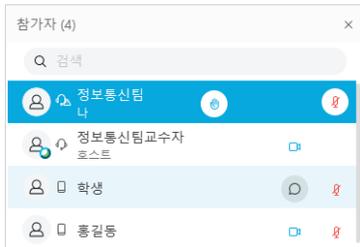
- 텍스트 및 이미지에 대해 최적화 Display the highest resolution for shared content
- 동작 및 비디오에 대해 최적화 Better frame speed (lowering resolution)
- 컴퓨터 오디오 공유 Allow computer audio (YouTube, etc.)

- 📁 File sharing: Sharing documents, video files, etc.
- 🖥️ Other applications: Sharing desktop app screen
- ➕ New whiteboard: Able to save the content using the writing function



\* Example of shared screen (web browser sharing)

## Check for participants



- 👋 Raising hand button.**  
An alert window is sent to the professor when clicked
- 💬 Chat button.**  
Chatting with an individual user

## Additional options



- 📝 Write a simple memo and save during the lecture
- 🗣️ Participate in quiz during the lecture  
Participate in a quiz created by the professor

