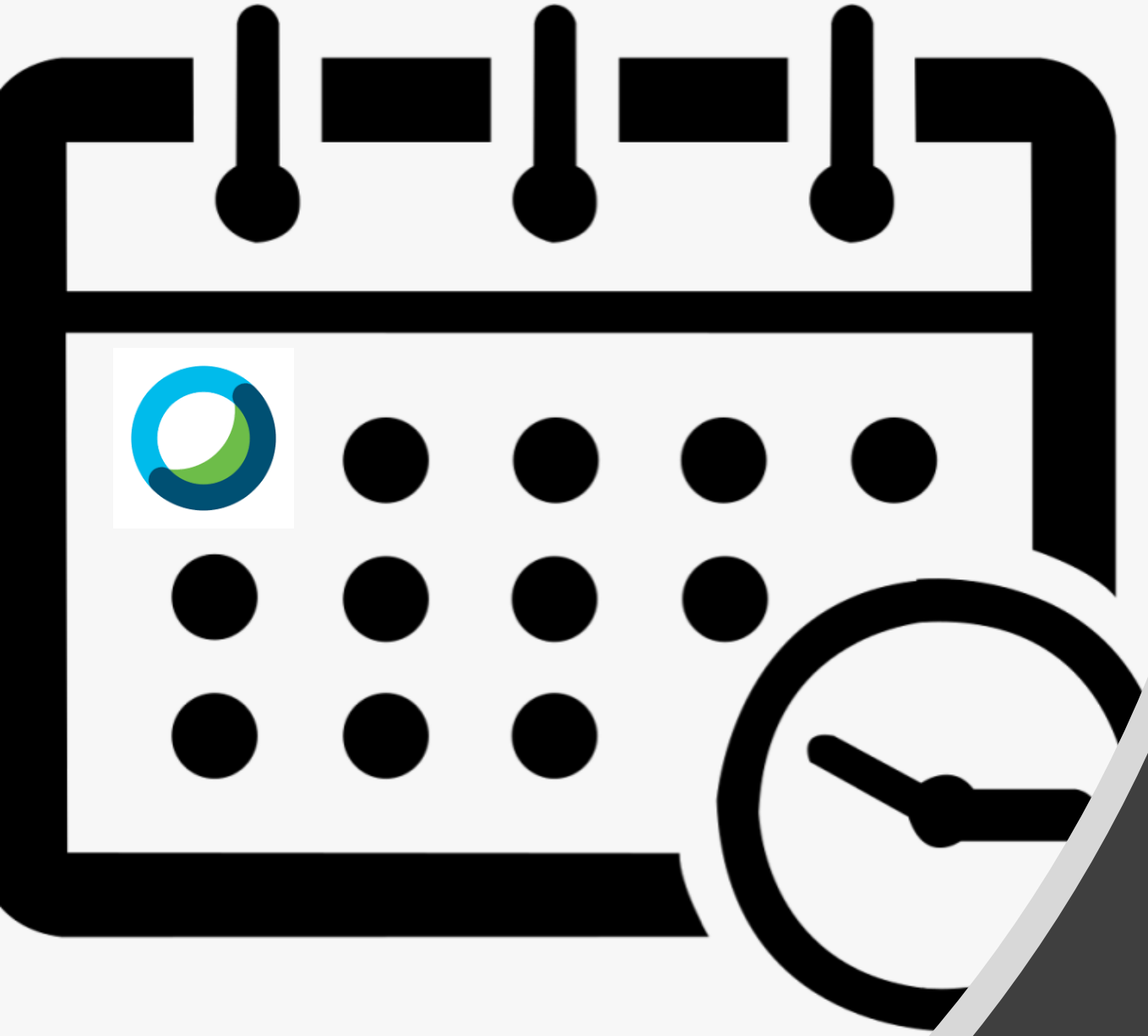
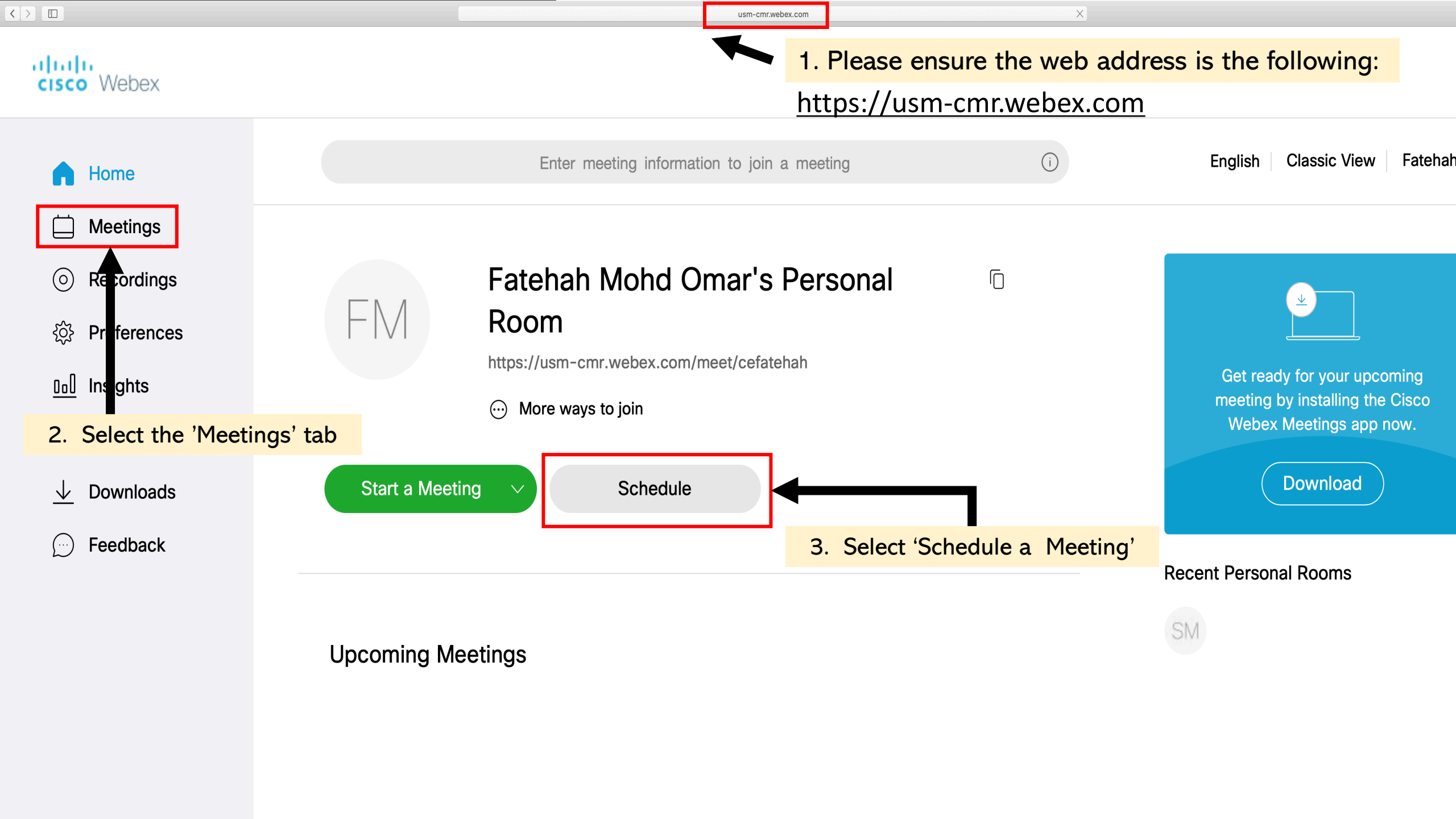
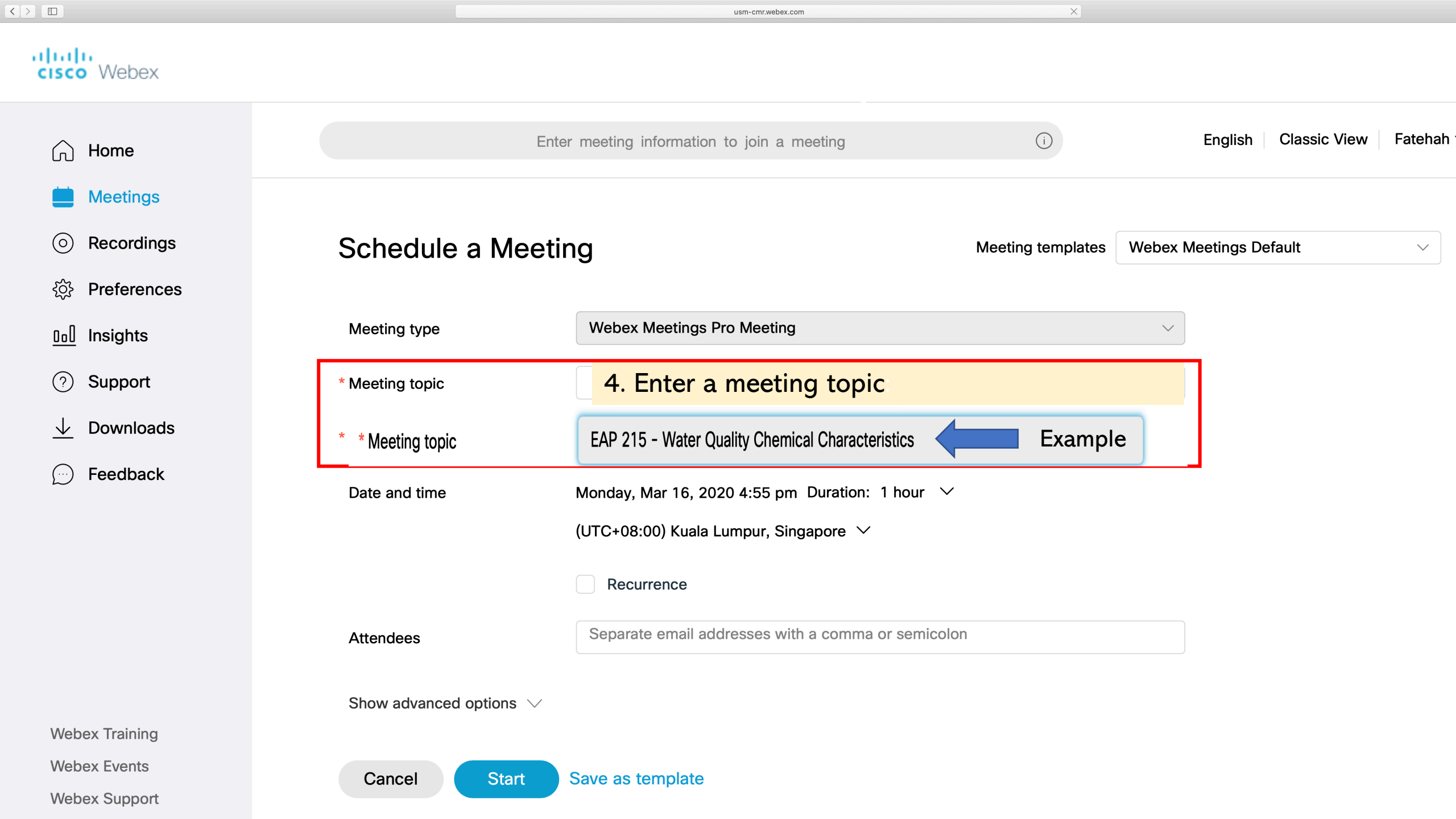
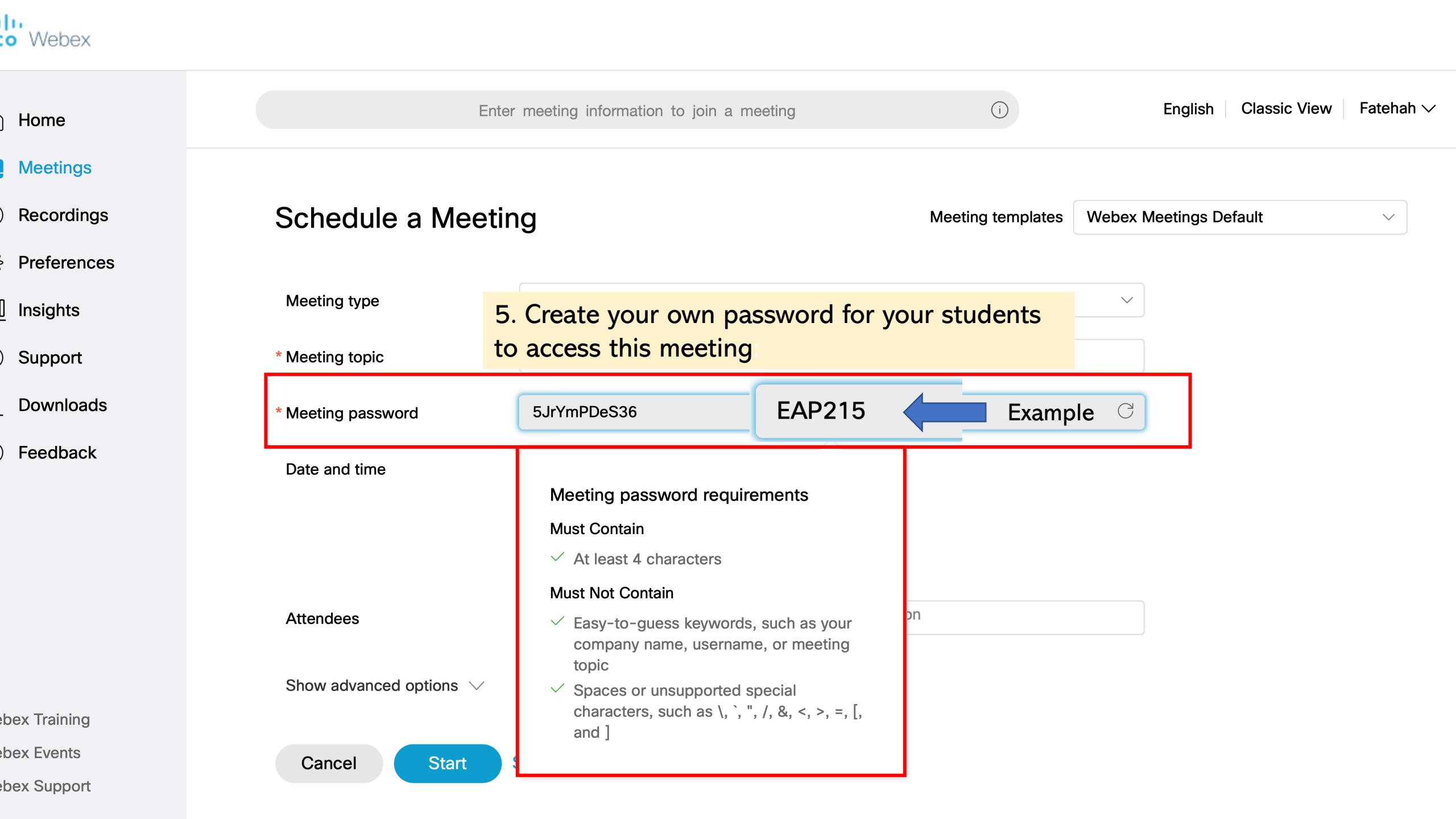


CISCO WebEX MODULE

SCHEDULE A CISCO WEBEX MEETING IN ADVANCE


usm-cmr.webex.com
1. Please ensure the web address is the following:
https://usm-cmr.webex.com
cisco Webex
Home
Meetings
Recordings
Preferences
Insights
Downloads
Feedback
2. Select the 'Meetings' tab
Enter meeting information to join a meeting
English
Classic View
Fatehah
FM
Fatehah Mohd Omar's Personal Room
https://usm-cmr.webex.com/meet/cefatehah
More ways to join
Start a Meeting
Schedule
3. Select 'Schedule a Meeting'
Get ready for your upcoming meeting by installing the Cisco Webex Meetings app now.
Download
Recent Personal Rooms
SM
Upcoming Meetings


usm-cmr.webex.com
cisco 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
Fatehah
Schedule a Meeting
Meeting templates
Webex Meetings Default
Meeting type
Webex Meetings Pro Meeting
* Meeting topic
4. Enter a meeting topic
* * Meeting topic
EAP 215 - Water Quality Chemical Characteristics
Example
Date and time
Monday, Mar 16, 2020 4:55 pm Duration: 1 hour
(UTC+08:00) Kuala Lumpur, Singapore
Recurrence
Attendees
Separate email addresses with a comma or semicolon
Show advanced options
Cancel
Start
Save as template


Webex
Home
Meetings
Recordings
Preferences
Insights
Support
Downloads
Feedback
Enter meeting information to join a meeting
English
Classic View
Fatehah
Schedule a Meeting
Meeting templates
Webex Meetings Default
Meeting type
5. Create your own password for your students to access this meeting:
* Meeting topic
* Meeting password
5JrYmPDeS36
EAP215
Example
Date and time
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]
Attendees
Show advanced options
Cancel
Start
ebex Training
ebex Events
ebex Support

Enter meeting information to join a meeting

English | Classic View | Fatehah

Schedule a Meeting

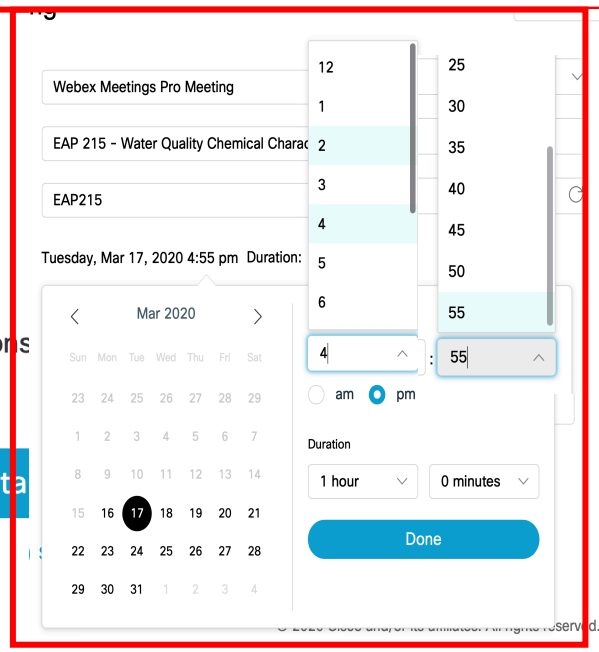
Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: EAP 215 - Water Quality Chemical Characteristics

* Meeting password: EAP215

Date and time: Monday, Mar 16, 2020 4:55 pm Duration: 1 hour



6. Select your 'Date, Time, Duration

Attendees: comma or semicolon

Show advanced options

Cancel

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Home
Meetings
Recordings
Preferences
Insights
Support
Downloads
Feedback

Schedule a Meeting

Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro Meeting

* Meeting topic: EAP 215 - Water Quality Chemical Characteristics

* Meeting password: EAP215

Date and time: Tuesday, Mar 17, 2020 8:00 am Duration: 1 hour

(UTC+08:00) Kuala Lumpur, Singapore

Recurrence

Attendees: Separate email addresses with a comma or semicolon

7. Click 'Schedule' after confirming the details inserted

Cancel | Schedule | Save as template

Webex Training
Webex Events
Webex Support

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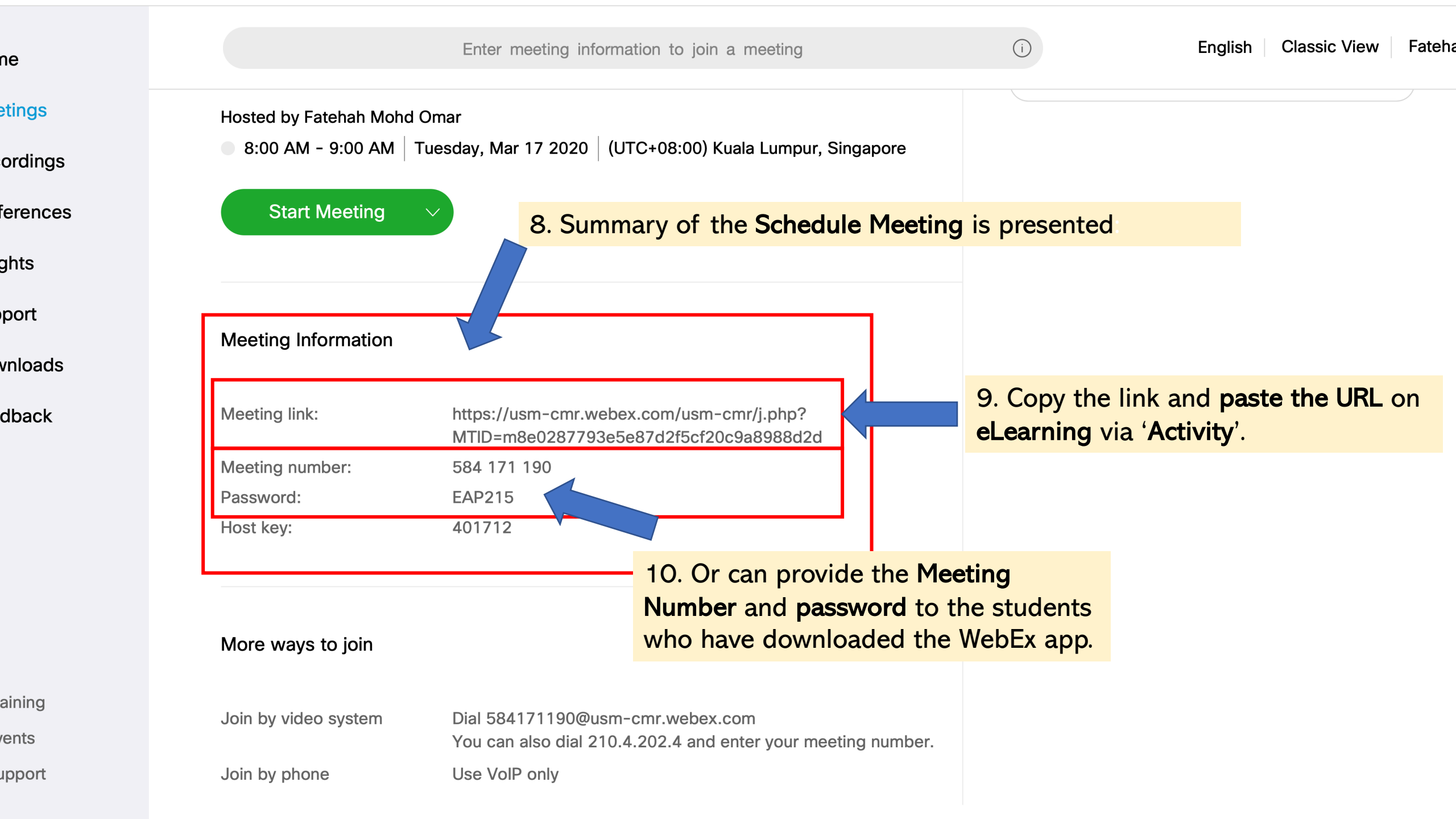
Enter meeting information to join a meeting
English
Classic View
Hosted by Fatehah Mohd Omar
8:00 AM - 9:00 AM
Tuesday, Mar 17 2020
(UTC+08:00) Kuala Lumpur, Singapore
Start Meeting
8. Summary of the Schedule Meeting is presented
Meeting Information
Meeting link:
https://usm-cmr.webex.com/usm-cmr/j.php?MTID=m8e0287793e5e87d2f5cf20c9a8988d2d
Meeting number:
584 171 190
Password:
EAP215
Host key:
401712
9. Copy the link and paste the URL on eLearning via 'Activity'.
10. Or can provide the Meeting Number and password to the students who have downloaded the WebEx app.
More ways to join
Join by video system
Dial 584171190@usm-cmr.webex.com
You can also dial 210.4.202.4 and enter your meeting number.
Join by phone
Use VoIP only