



UNIVERSITAS
GADJAH MADA

Rapat dan Kuliah dengan *Webex Meeting*

<http://ugm-spark.webex.com>

PUSAT INOVASI DAN KAJIAN AKADEMIK

Maret 2020

ugm.ac.id

LOCALLY ROOTED, GLOBALLY RESPECTED



Capaian Pembelajaran Webex Meeting

- Mampu bergabung kuliah dan rapat daring melalui <http://ugm-spark.webex.com>
- Mampu menyelenggarakan & menjadwalkan kuliah dan rapat daring
- Mampu mengajar, mempresentasikan file, memoderasi pada diskusi daring



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Menjadi Peserta Webex Meeting via browser Google Chrome



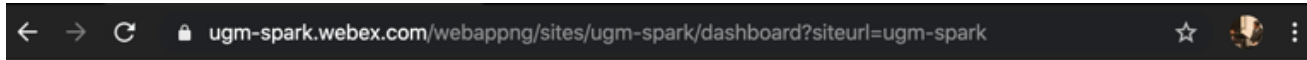
LOCALLY ROOTED, GLOBALLY RESPECTED

ugm.ac.id



1. Buka Webex UGM di Google Chrome

<http://ugm-spark.webex.com>



2. Masukkan meeting number dari host meeting, tekan enter

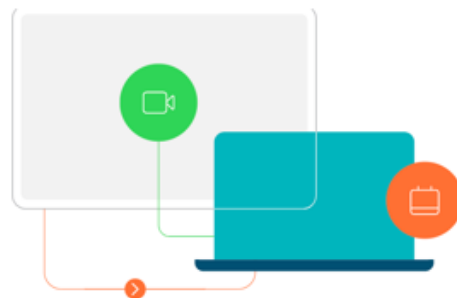


English | Classic View

Sign In

Join a Meeting ⓘ

Enter meeting information



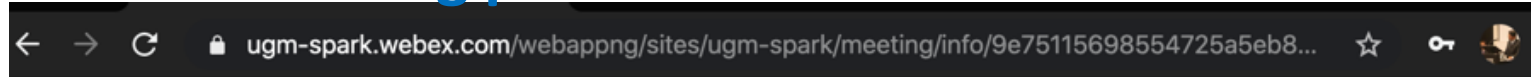
Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can schedule, start, and join meetings from your desktop or directly from Microsoft Outlook.

Download



3. Masukkan meeting password



English | Classic View

Sign In

To view more information about the meeting, enter the meeting password.

Meeting Number: 577 775 916

Halaman password muncul, jika meeting diset oleh host meeting



< Back to Meeting List

KULIAH ONLINE



Hosted by PIKA UGM

● 11:00 AM - 12:00 PM | Monday, Mar 16 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Join Meeting



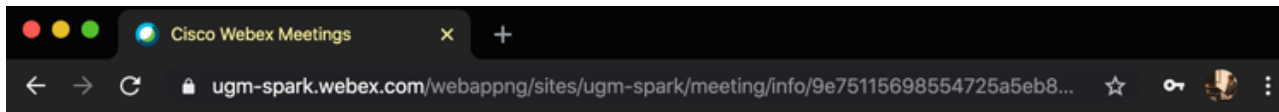
Jika meeting sudah dimulai,
bisa diklik "Join Meeting"

Meeting Information

Meeting link: <https://ugm-spark.webex.com/ugm-spark/j.php?MTID=mb103272fb752ee326a4e189dd82bf080>

Meeting number: 577 775 916

Password: SemangatKuliah



English | Classic View

Sign In

< Back to Meeting List

KULIAH ONLINE

Hosted by PIKA UGM

Monday, Mar 16 2020 | (UTC+07:00) Bangkok, Hanoi, Jakarta

Join Meeting

Use desktop app

Use web app

Meeting Information

Meeting link: <https://ugm-spark.webex.com/ugm-spark/j.php?MTID=mb103272fb752ee326a4e189dd82bf080>

Meeting number: 577 775 916

Password: SemangatKuliah

Klik "Join Meeting"

Disarankan utk memilih "Use desktop app" agar dapat menginstall aplikasi di komputer.

Jika memilih "Use web app" maka aplikasi dibuka dari browser. Namun hal ini tidak disarankan, karena keterbatasan *features meeting*

Cisco Webex Meetings

ugm-spark.webex.com/webappng/sites/ugm-spark/meeting/download/9e75115698554725a5eb8...

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)

Click here to install Webex.pkg

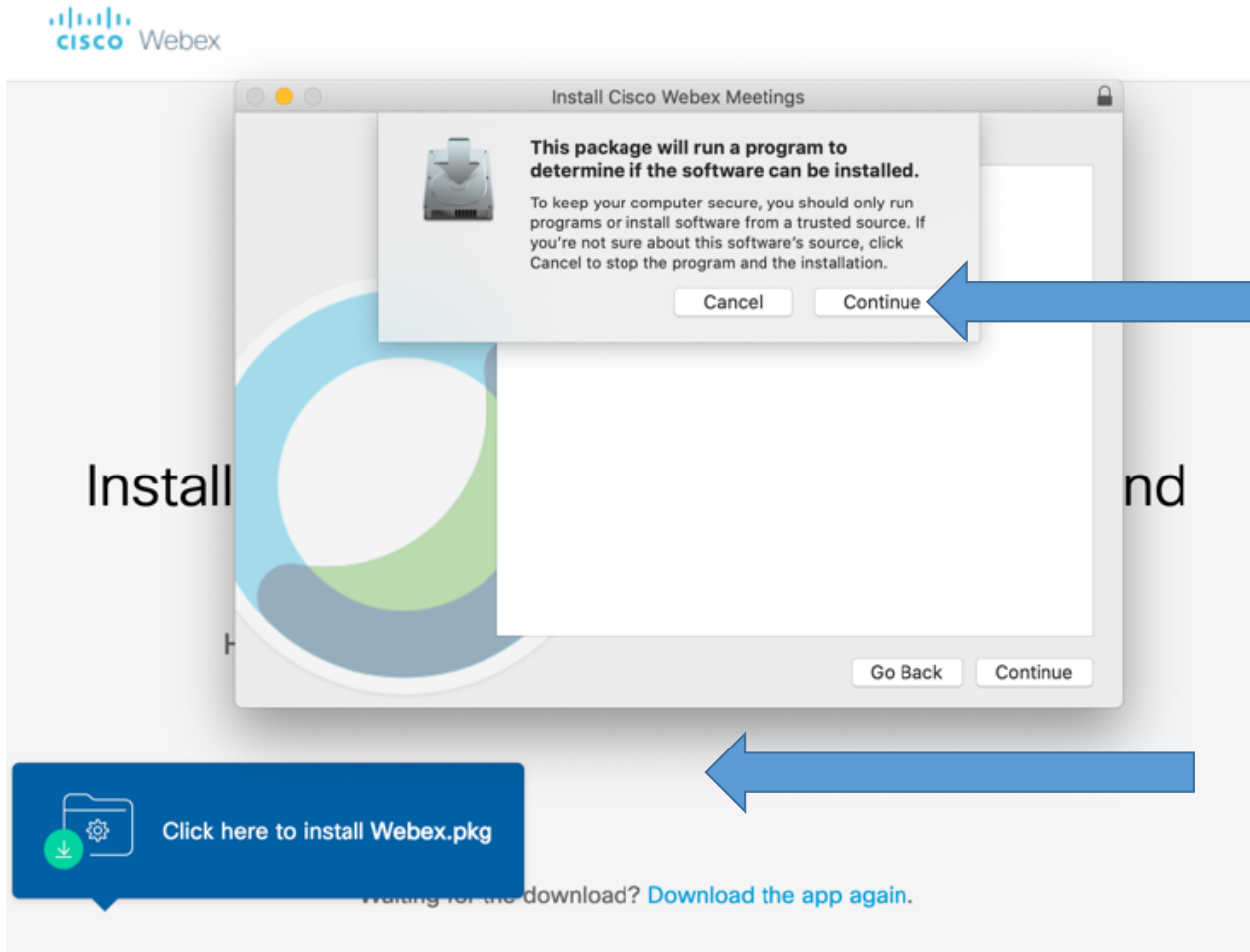
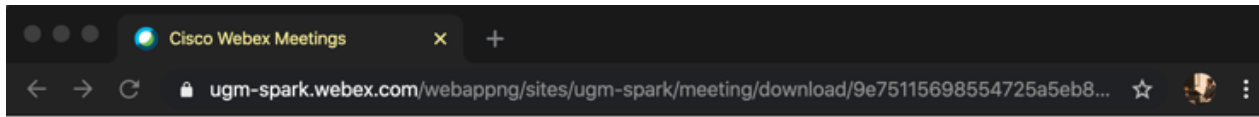
[Download the app again.](#)

Webex (1).pkg Show All



UNIVERSITAS GADJAH MADA

Jika belum pernah join meeting atau login webex, maka akan muncul pilihan untuk Install “Cisco Webex Meeting” app



Lanjutkan dengan proses instalasi Webex.pkg (NB: Tampilan instalasi berbeda-beda tergantung komputernya, tetapi intinya silakan install softwarena).

Jika tidak muncul, bisa install dari link berikut:

For Mac: <https://ugm-spark.webex.com/client/T33L/mac/intel/webexapp.dmg>

For Windows <https://ugm-spark.webex.com/client/T33L/webexapp.msi>



Cisco Webex Meetings

KULIAH ONLINE

11:00 AM - 12:00 PM

Join Meeting

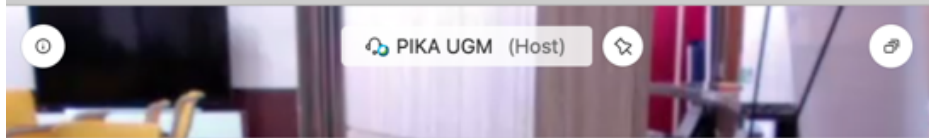
Use video system Use computer for audio Samsung Level...

Having trouble opening the desktop app? [Join from your browser.](#)
Don't have the desktop app? [Download it now.](#)

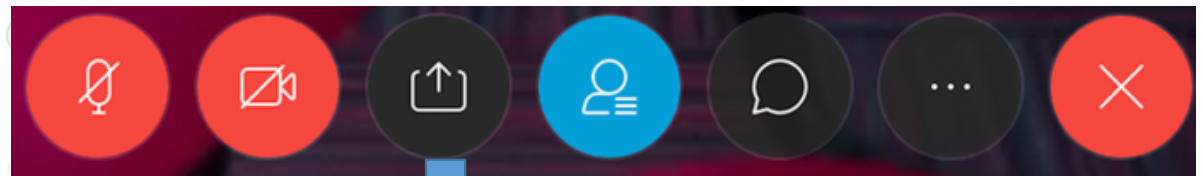
Setelah instalasi desktop app
"Cisco Webex Meeting" selesai,
silakan klik "Join Meeting"

Pastikan kedua tombol berikut
berwarna merah dengan icon
agar suara dan video tidak menyala saat
gabung

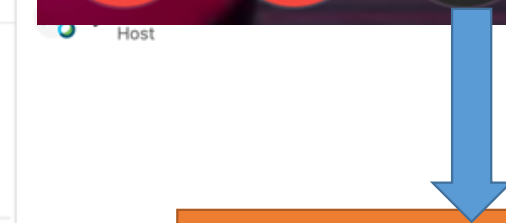
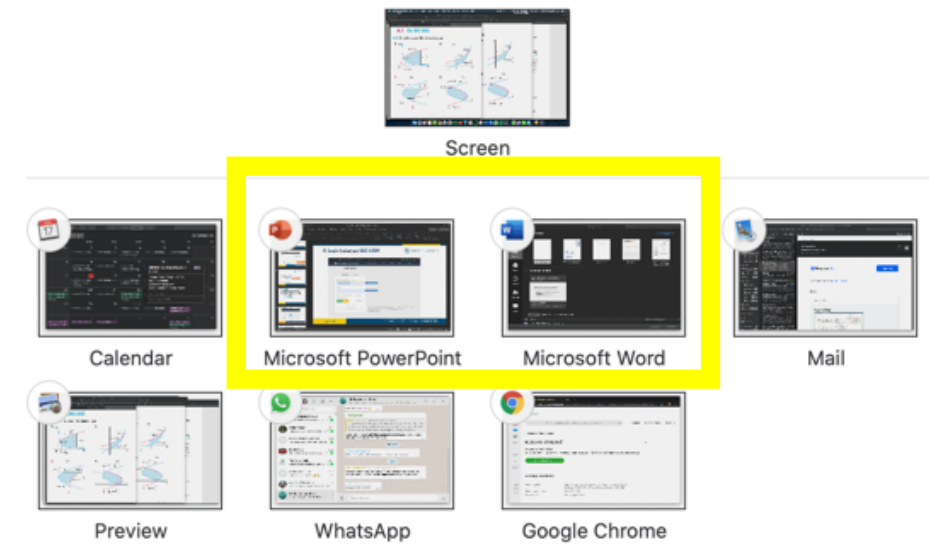




Participants (2)



Share Content
Optimize for text and images



Tombol ke-3 dari kiri digunakan utk share content, jika saat rapat diminta untuk presentasi oleh pimpinan rapat (host).
File yang akan dishare, harus dibuka lebih dahulu





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Menyelenggarakan Kuliah/Rapat dengan Webex Meeting via browser Google Chrome



LOCALLY ROOTED, GLOBALLY RESPECTED

ugm.ac.id

1. Buka Webex UGM di Google Chrome

<http://ugm-spark.webex.com>



UNIVERSITAS GADJAH MADA

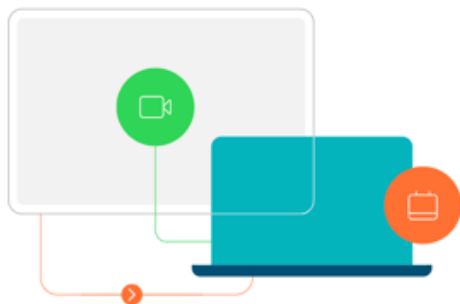


English | Classic View

Sign In

Join a Meeting ⓘ

Enter meeting information



Cisco Webex Meetings Desktop App

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Download

2. Klik

Sign In



UNIVERSITAS GADJAH MADA



3. Masukkan alamat lengkap e-mail UGM



Enter your email address



Next



By using Webex Meetings you accept the Terms of Service & Privacy Statement . Learn more about Webex Meetings | Help

ugm.ac.id

LOCALLY ROOTED, GLOBALLY RESPECTED

4. Login halaman SSO UGM



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Single Sign On

Enter your UGM ID and Password

UGM ID (without @*.ugm.ac.id):

Password:

Warn me before logging me into other sites.

Remember Me

[LOGIN](#) [CLEAR](#) [Forgot password?](#)

Do not have an account?

[Create an account](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

5. Halaman Muka setelah login



ugm-spark.webex.com/webappng/sites/ugm-spark/dashboard?from_login=true

Webex

- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Nama Personal Room kita yang langsung bisa dicopy & dishare utk peserta rapat

Irwan Endrayanto's Room
https://ugm-spark.webex.com/meet/endrayanto

Start a Meeting

Klik "Start a Meeting" jika ingin langsung mulai rapat
Pastikan memilih

Start a Meeting
Use desktop app
Use web app

Daftar Personal Rooms (Ruang Rapat) yang pernah kita hadiri

Recent Personal Rooms

Insights



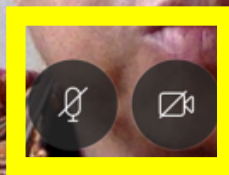


Irwan Endrayanto's Room

Preview

Pastikan suara dan video aktif
(tidak berwarna merah), agar
peserta rapat dapat melihat
pemimpin rapat

Selanjutnya klik "Start Meeting"



Start Meeting



Use video system

Use computer for audio

Samsung Level...



Klik tombol “i” di pojok kiri atas maka akan muncul info URL, yang bisa langsung dishare dan diklik peserta kuliah/ rapat atau share Meeting Number

Irwan Endrayanto's Room
Host: Irwan Endrayanto (internal)

URL:
<https://ugm-spark.webex.com/meet/endrayanto>

Meeting number:
578 093 349

Video address:
endrayanto@ugm-spark.webex.com

Waiting for others to join

Tombol ke-3 dari kiri digunakan utk share content untuk presentasi (host).

File yang akan dishare, harus dibuka lebih dahulu



referensi

- <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Download-and-Install>