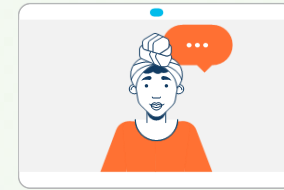
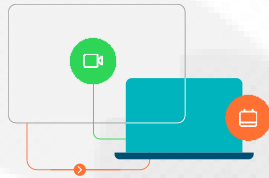


# Quick User Guide



Pejabat  
Pembangunan  
Infrastruktur  
dan Infostruktur

## Panduan Ringkas Penggunaan Aplikasi CISCO Webex



Looking for real  
time video  
conferencing?

# CISCO Webex Meetings

*Features : HD video for face-to-face meetings | Flexible audio-only conference call options | Easy screen sharing | Meet across any device*

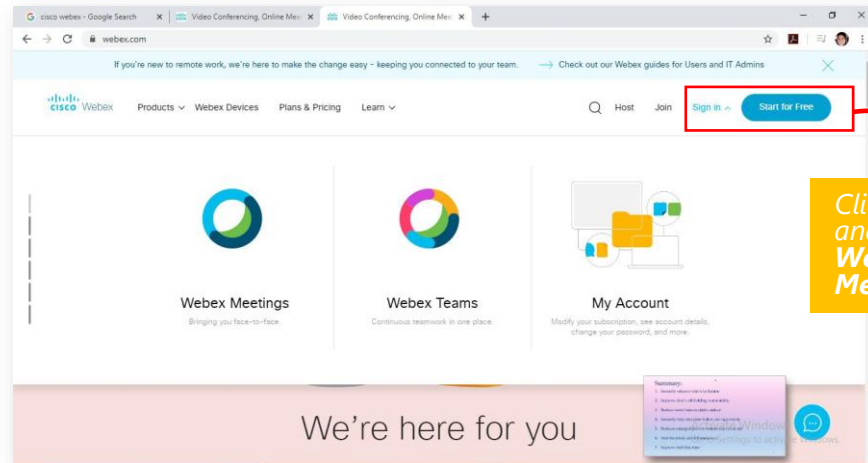
## **Informasi:**

CISCO Webex Meetings (**Floating license : 3306**)

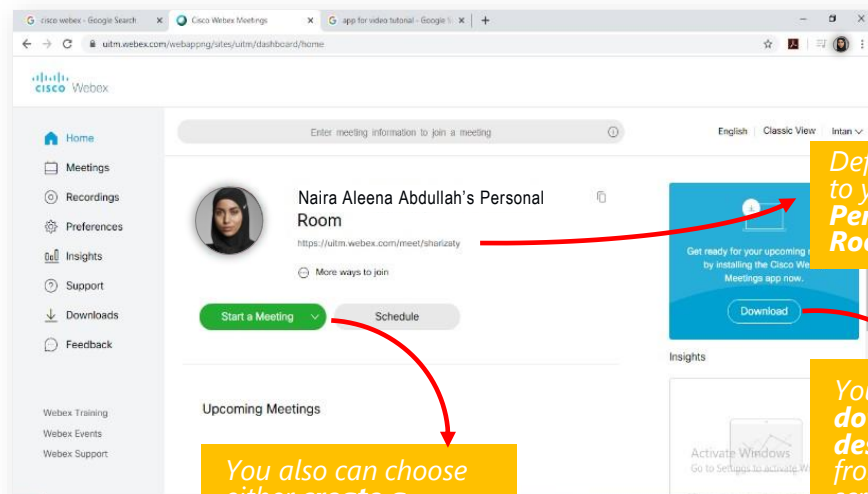
Permohonan akaun boleh dibuat melalui <https://bsu.uitm.edu.my>

Video tutorial [https://www.youtube.com/watch?v=60IX\\_A3Inqo](https://www.youtube.com/watch?v=60IX_A3Inqo)

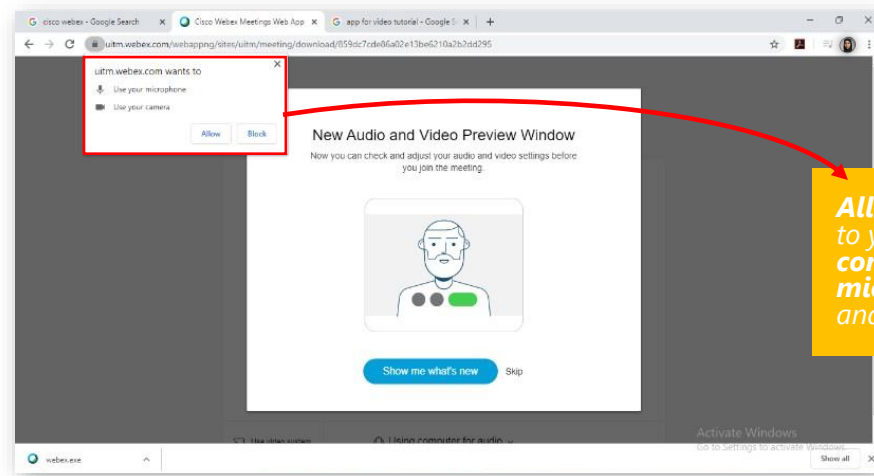
a. **“Sign in”** ke akaun **Cisco Webex Meetings** anda <https://www.webex.com>



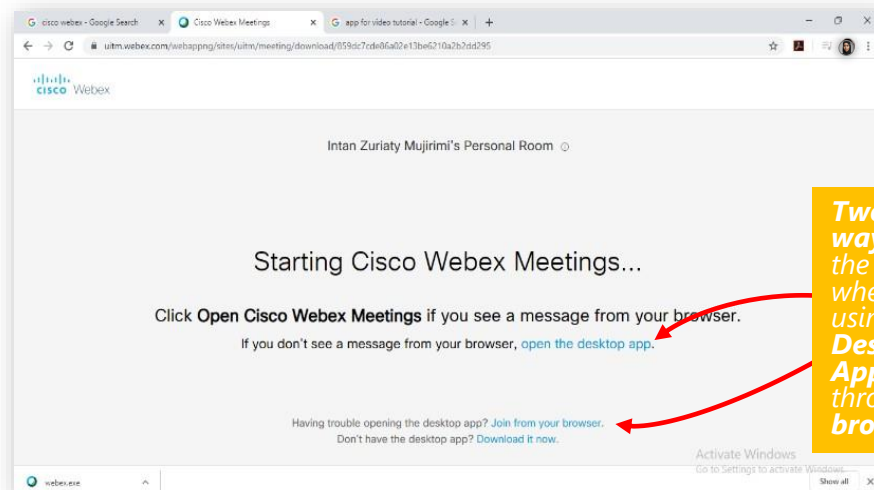
b. Selepas “Sign In”, anda akan masuk ke **“Personal Room”** anda di mana terdapat **“link default”** yang direka khas untuk anda gunakan sebagai **“invitation link”**.



c. Untuk memulakan mesyuarat, anda boleh klik pada **Start a Meeting** dan perlu membenarkan akses microphone dan camera.

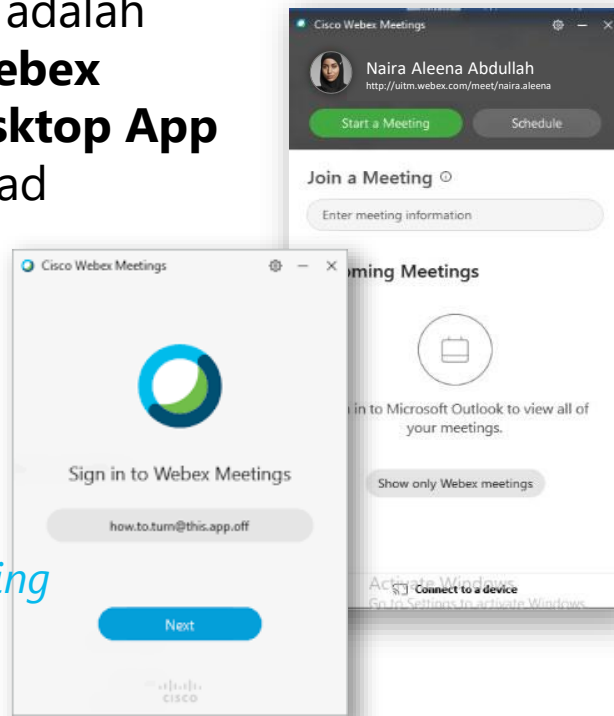
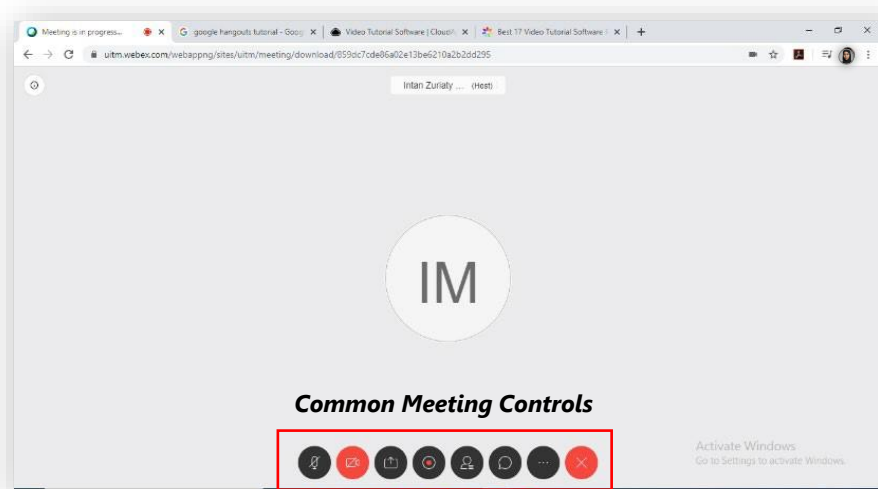









d. Anda boleh memilih untuk menyertai mesyuarat melalui "**browser**" atau "**desktop app**"



e. Anda boleh meneruskan mesyuarat anda samada hanya secara voice atau bersekali dengan video anda.

f. Rajah sebelah adalah skrin **Cisco Webex Meetings Desktop App** (perlu download dahulu)



-  **Mute**
-  **Start or Stop Video**
-  **Share Content**
-  **Record Meeting**
-  **List of Participants**
-  **Chat with All**
-  **End Meeting**

# CISCO Webex Team



Looking for  
**messaging** and  
**team**  
**collaboration?**

***Features** : One-on-one or group messaging | Digital two-way whiteboarding |  
Rich content and file sharing | Video calling*

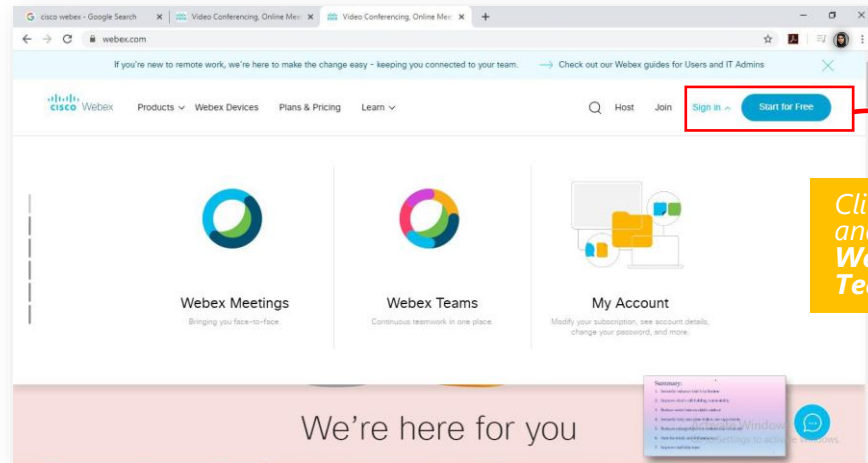
## **Informasi:**

CISCO Webex Teams (***Floating license : 3306***)

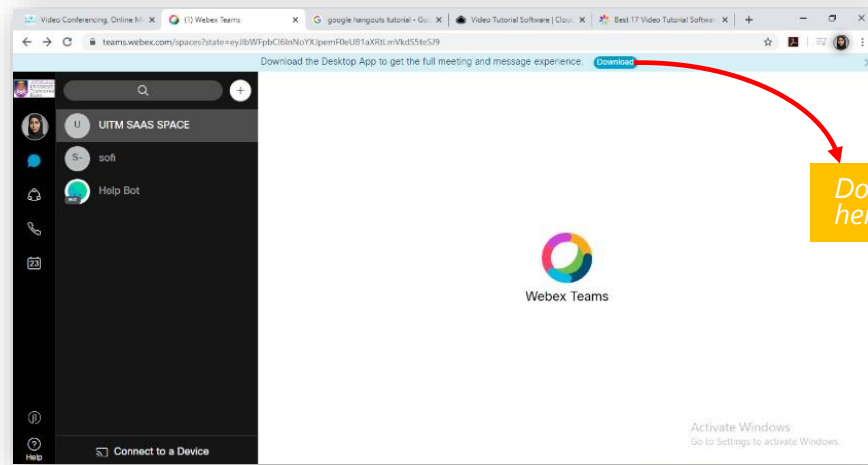
Permohonan akaun boleh dibuat melalui <https://bsu.uitm.edu.my>

Video tutorial <https://www.youtube.com/watch?v=0O-k5Ku6P7o>

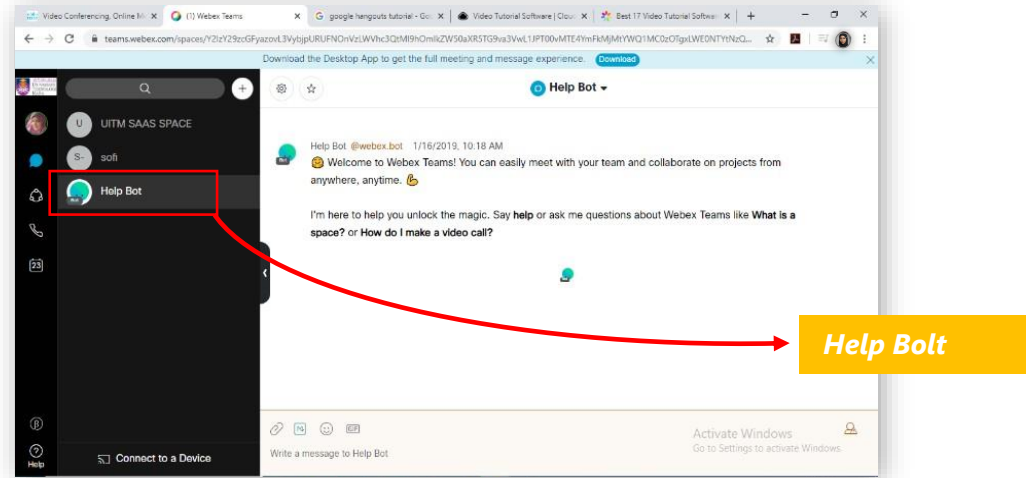
a. **"Sign in"** ke akaun Cisco Webex Meetings anda  
<https://www.webex.com>



b. Anda boleh juga muat turun **Cisco Webex Teams Desktop App**



c. **Help Bot** dapat membantu anda untuk sebarang FAQ



**Tip:**

“Teams are a place to keep your team discussions organized. Anyone can be invited to your team. Create teams for your projects, department, or company”

<https://help.webex.com/en-us/nxmbalq/Cisco-Webex-Teams-Video-Tutorials>





Looking for  
**better meeting  
experiences?**

# CISCO Meeting Server

*Cisco Meeting Server brings premises-based video, audio, and web communication together to meet the collaboration needs of the modern workplace. It works with third-party devices, and provides an enjoyable and intuitive user experience.*

## **Informasi:**

CISCO Meeting Server (CMS) UiTM <https://cms.uitm.edu.my>

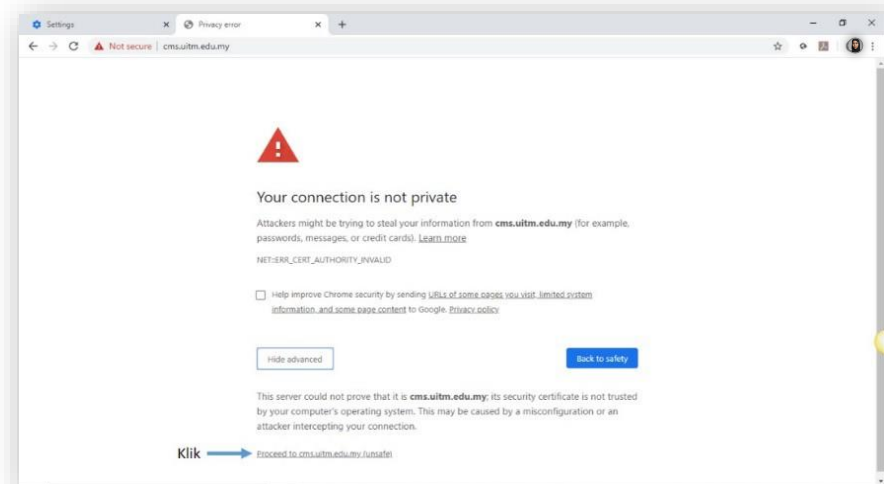
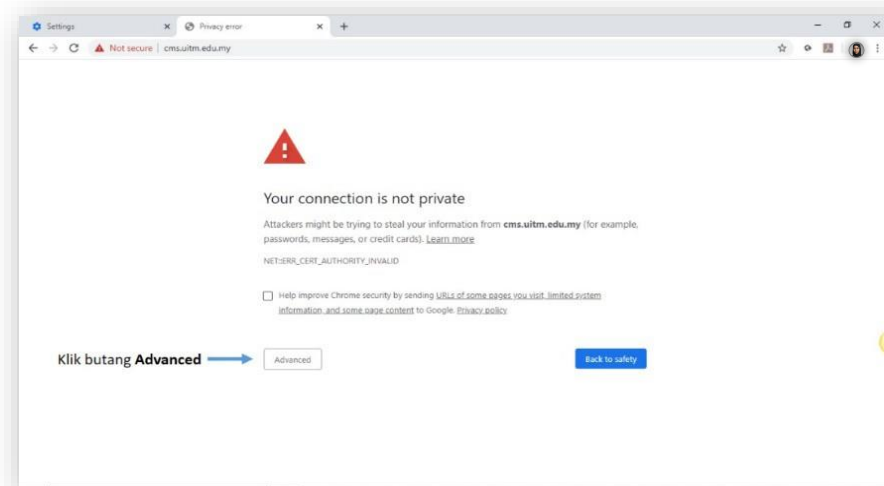
Kemudahan aplikasi ini hanya untuk **URUSAN MESYUARAT STAF UiTM** sahaja.

Layari <https://vod.uitm.edu.my> untuk mendapatkan maklumat lanjut.

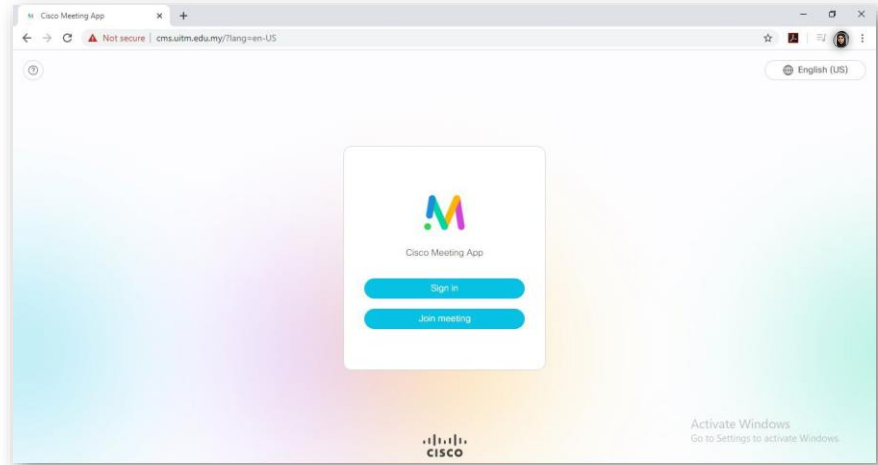
a. Buka pelayar internet dan taipkan URL berikut:  
<https://cms.uitm.edu.my>

b. Klik "**Advanced**" untuk meneruskan ke laman web CMS.

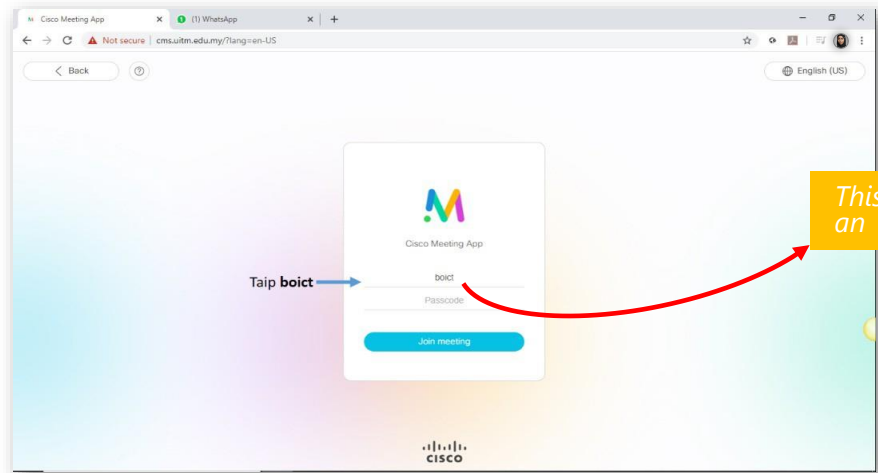
c. Klik **Proceed to cms.uitm.edu.my** (unsafe) untuk meneruskan ke laman web CMS



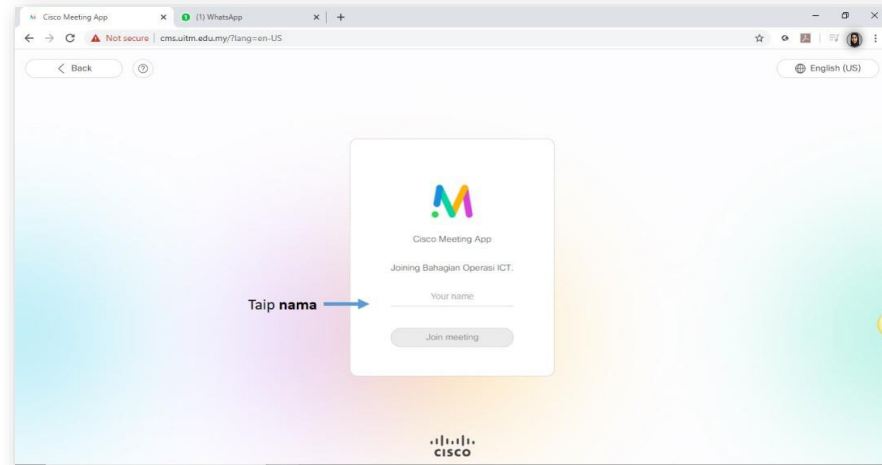
d. Klik **Join Meeting**.



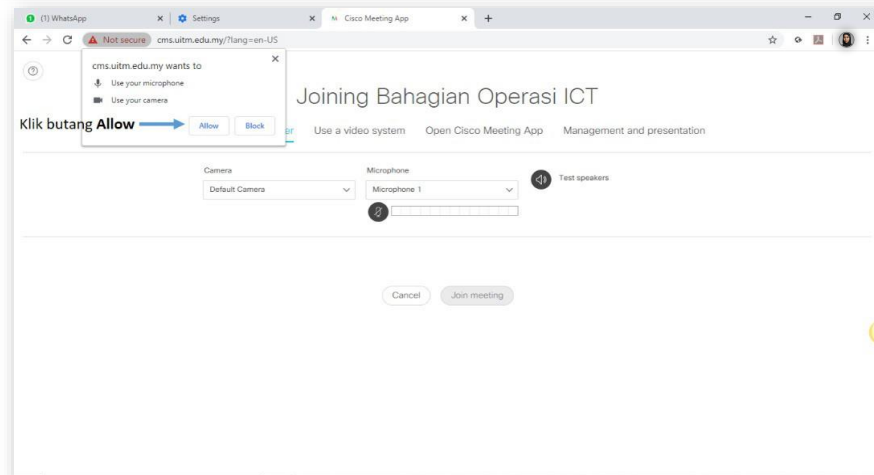
e. Host mesyuarat perlu memberi maklumat awal untuk **Meeting ID**. Maklumat **passcode** boleh dibiarkan kosong.



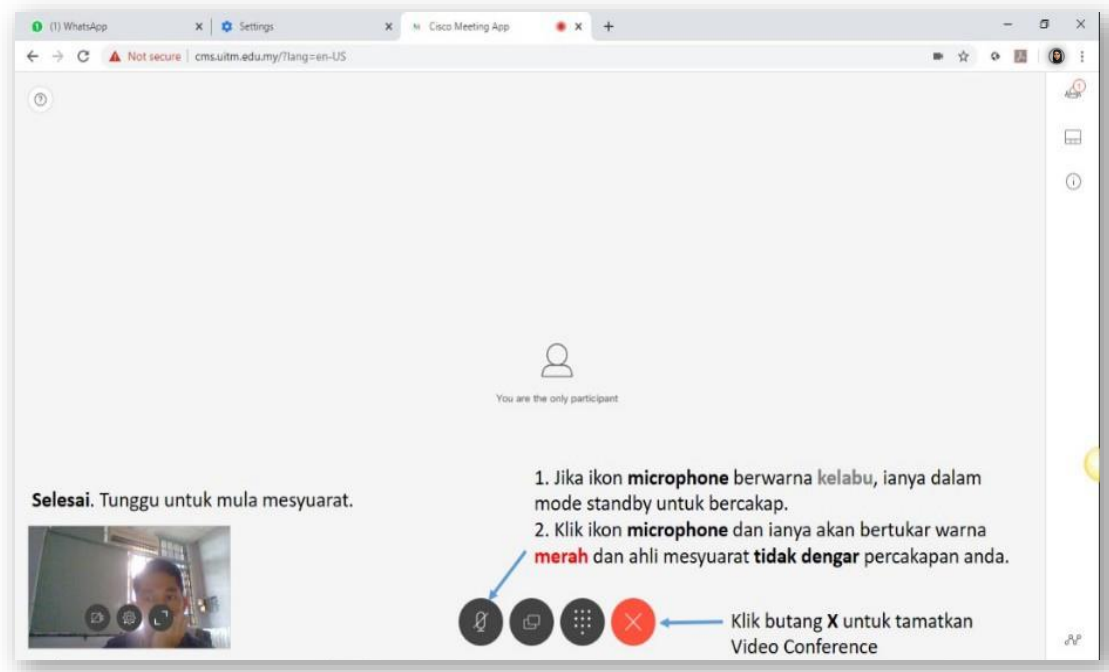
f. Seterusnya **masukkan nama** anda.



g. Untuk memulakan mesyuarat, anda boleh klik pada **Start a Meeting** dan perlu membenarkan akses microphone dan camera dan seterusnya Klik **Join Meeting**.



h. Antara fungsi yang boleh digunakan melalui CMS.



**Quick User Guide** ini disediakan oleh:  
**Bahagian Operasi ICT, Jabatan Infostruktur**  
Pejabat Pembangunan Infrastruktur dan Infostruktur  
No. Tel: **03-5544 2203**