

利用Webex Meeting 參加Online線上即時課程

歡迎您使用Webex參加碩睿資訊舉辦的Online線上課程。
本說明書詳細解說操作步驟，一步步帶您進入線上會議！

請選擇您的連線方式

- [軟體版](#)
- [手機板-iOS系統](#)
- [手機板-Android系統](#)
- [網頁版](#)



Webex Meeting

-軟體版連線說明

[回目錄，選擇其它連線方式](#)



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.

◆ 下載Webex安裝檔並安裝軟體-1, 2

SRIS 碩睿資訊有限公司

關於碩睿 產品資訊 客戶服務 新聞中心

Ann test
月26日 | 上午 10:25 - 上午 11:25

webex Meetings 應用程式，
的會議做好準備。

1

存檔(S) 取消

2

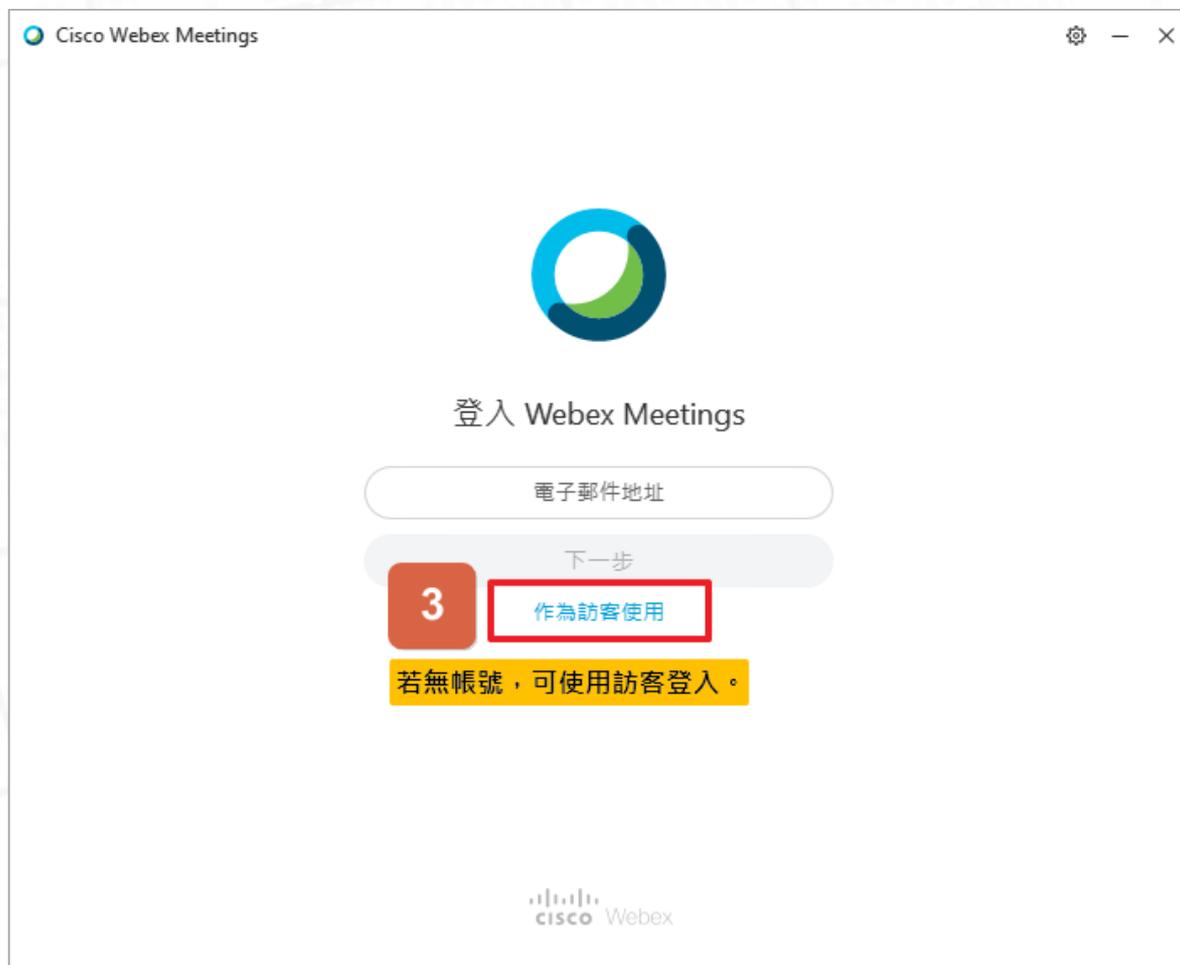
按一下這裡以安裝 webex.exe

正在等待下載? [重新下載應用程式。](#)

全部顯示

打開會議連結，會自動跳出應用程式下載指令。
請點選存檔，下載安裝檔，並依步驟2開啟執行檔。

◆開啟Webex，選擇登入選項-3



◆輸入您的資訊，並加入會議-4

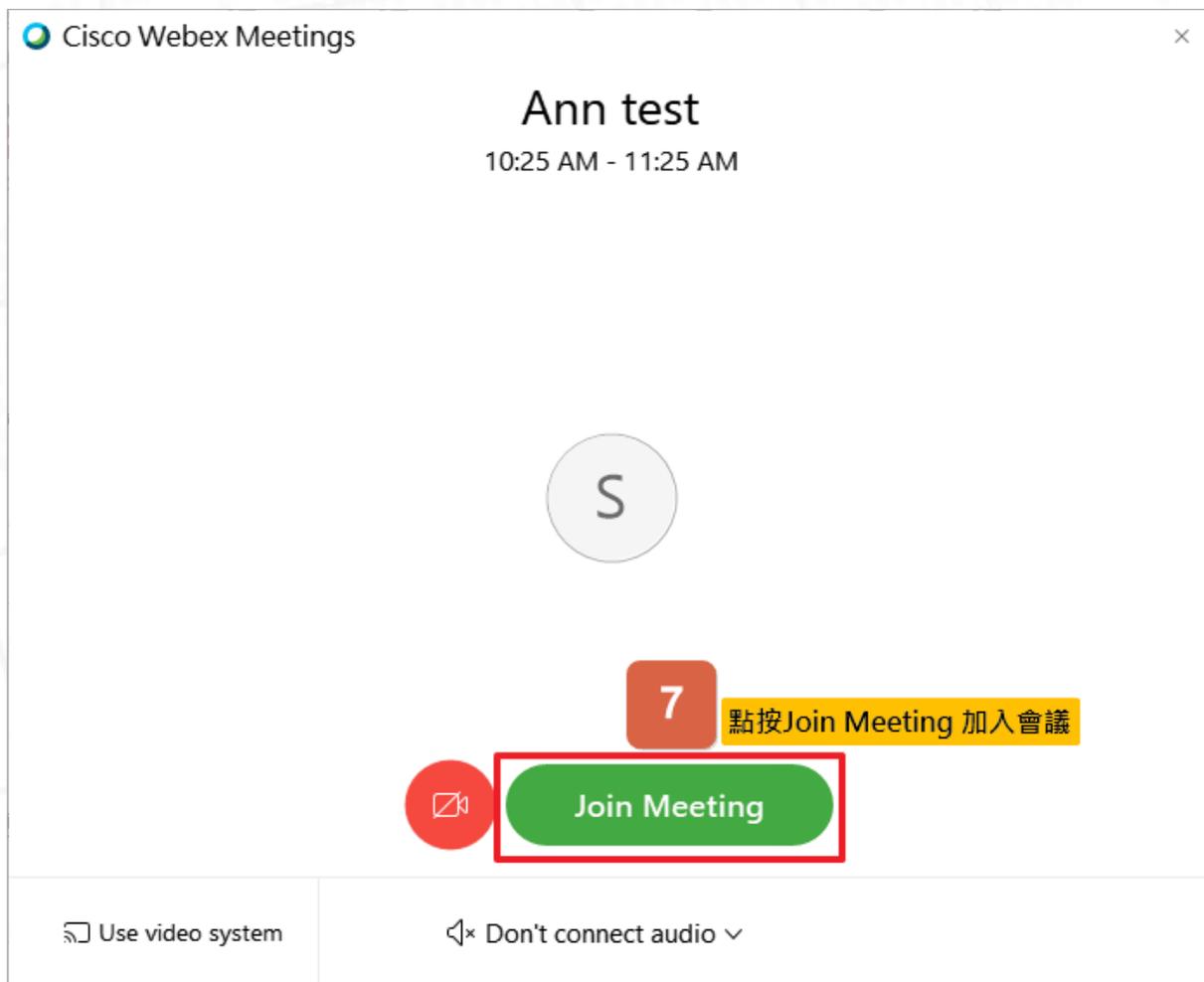


A screenshot of a meeting registration interface. The background is a blurred grey area with a circular logo. In the foreground, there is a white registration form. On the left side of the form, there is a red square containing the number '4'. The form contains two input fields: the first contains 'SRIS' and the second contains 'ann@sris.com.tw'. Below these fields is a blue button labeled 'Continue as guest'. A red rectangular box highlights the two input fields and the 'Continue as guest' button. Below the form, there is a yellow banner with the text '輸入真實姓名、e-mail，並點選Continue as guest。'.

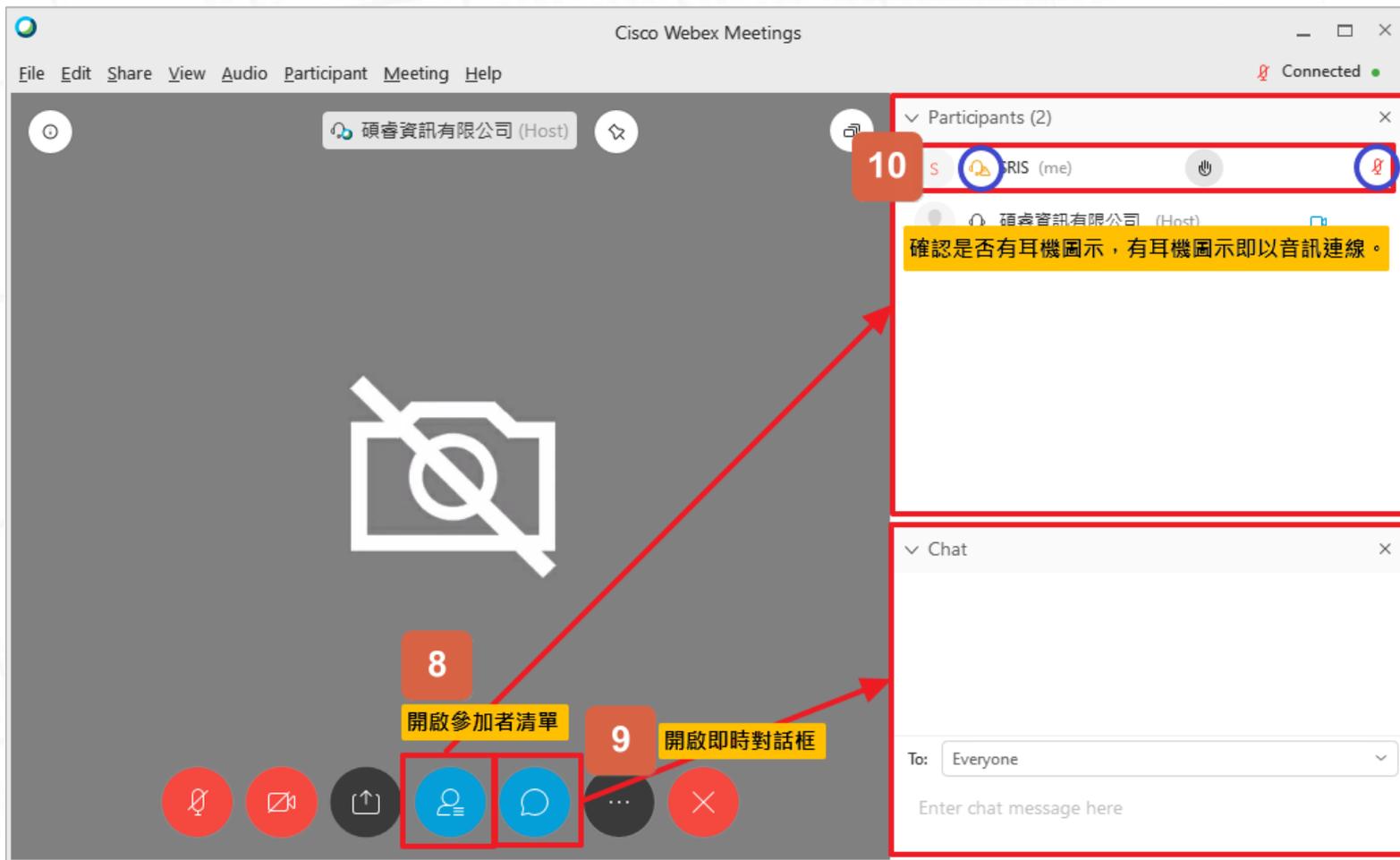


◆輸入E-mail中的
會議碼及密碼
-5, 6

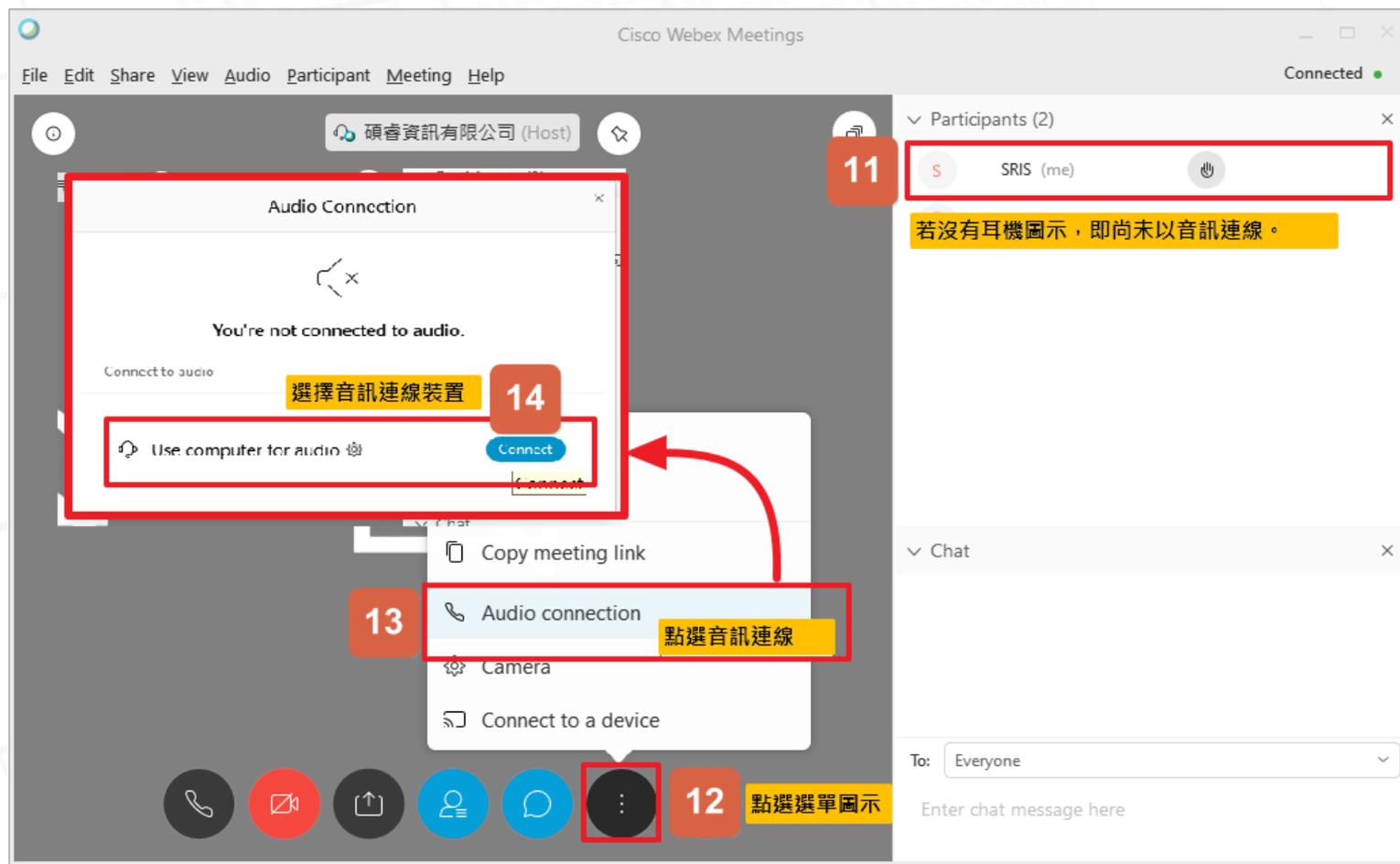
◆登入後，點按「加入會議」-7



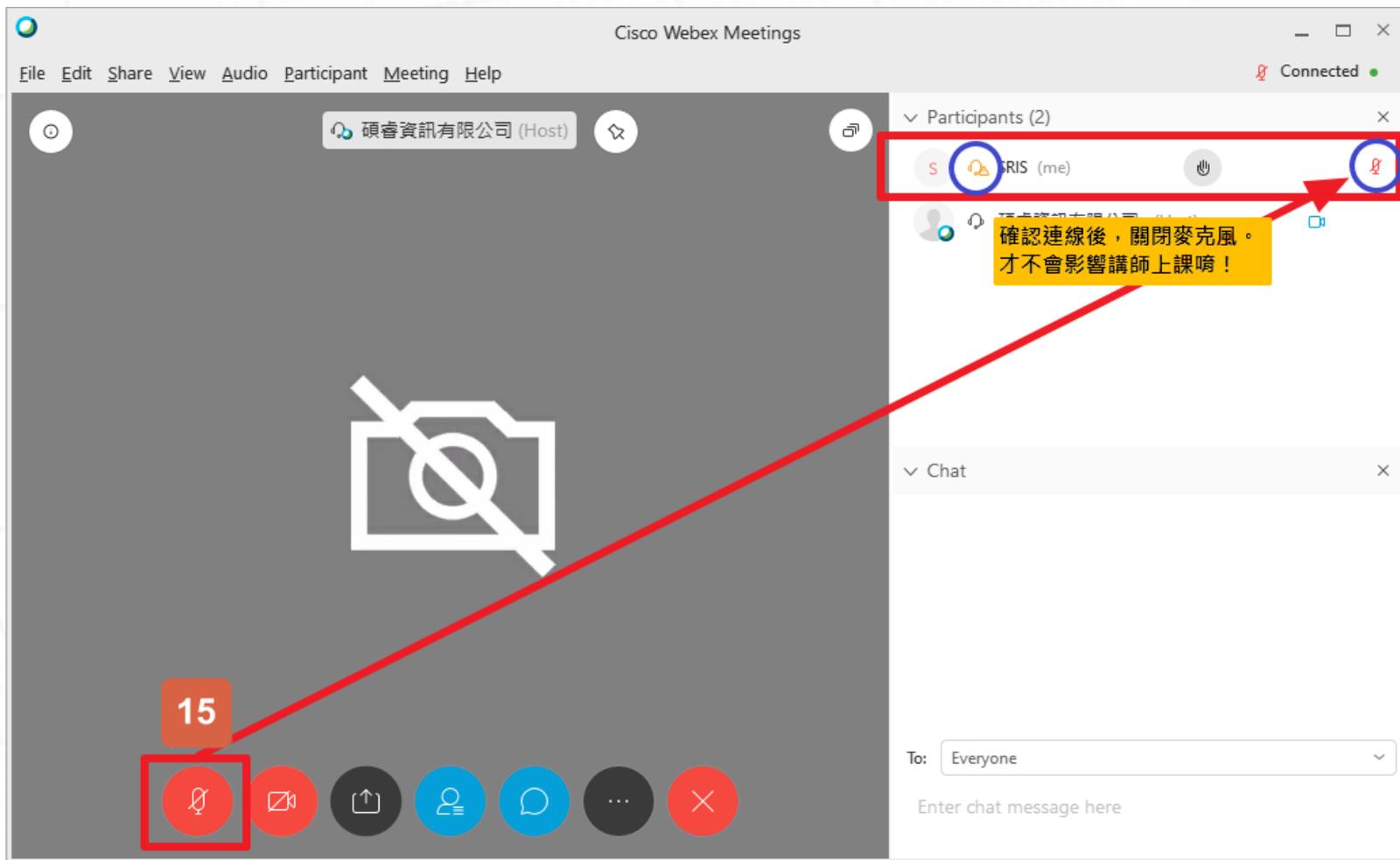
- ◆ 確認是否以音訊連線加入會議-8, 9, 10
- ※ 若已音訊連線，請跳至步驟15。



◆手動以音訊連線加入會議-11~14



◆將麥克風靜音，避免影響課程-15



完成前置作業，
等待課程開始囉～



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.

Webex Meeting

-iOS手機版連線說明

[回目錄，選擇其它連線方式](#)



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.



◆至App Store
搜尋、下載、
安裝「Webex」
-1



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.

◆輸入會議碼、個人資訊、會議密碼-2, 3, 4, 5

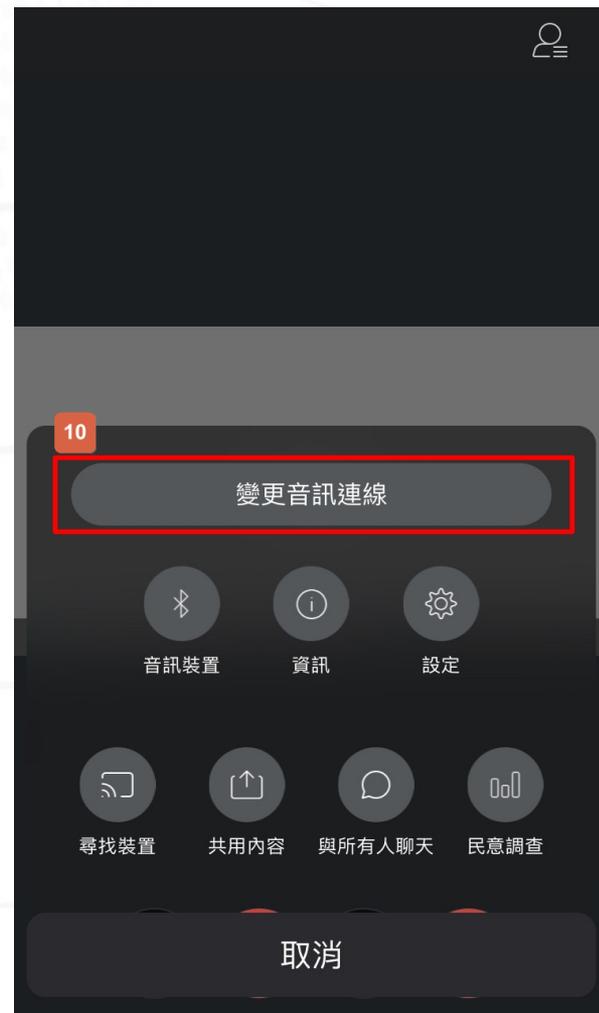
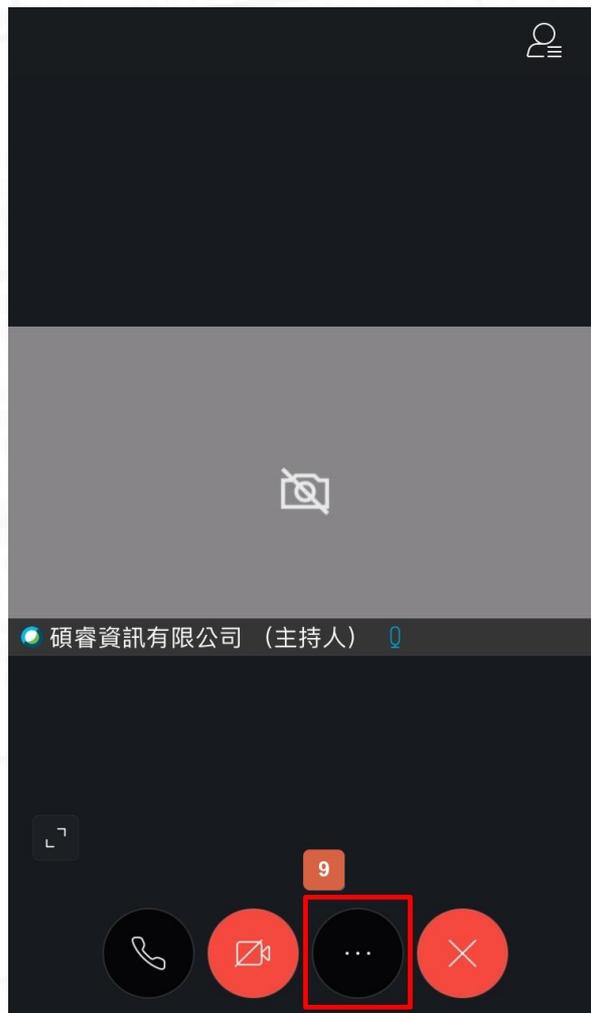


◆ 點開參加者清單，確認是否以音訊連線會議-6,7

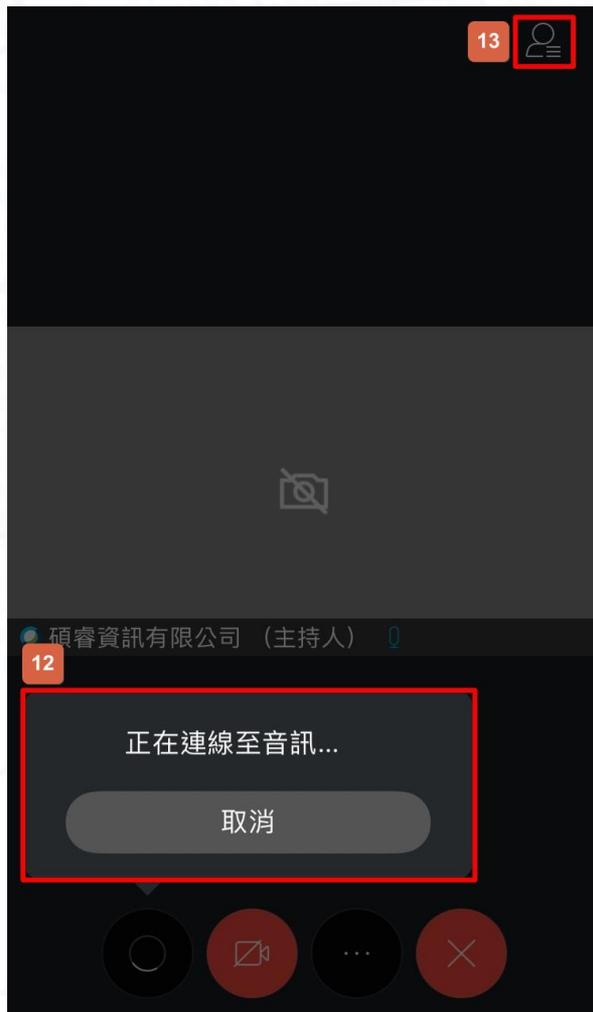
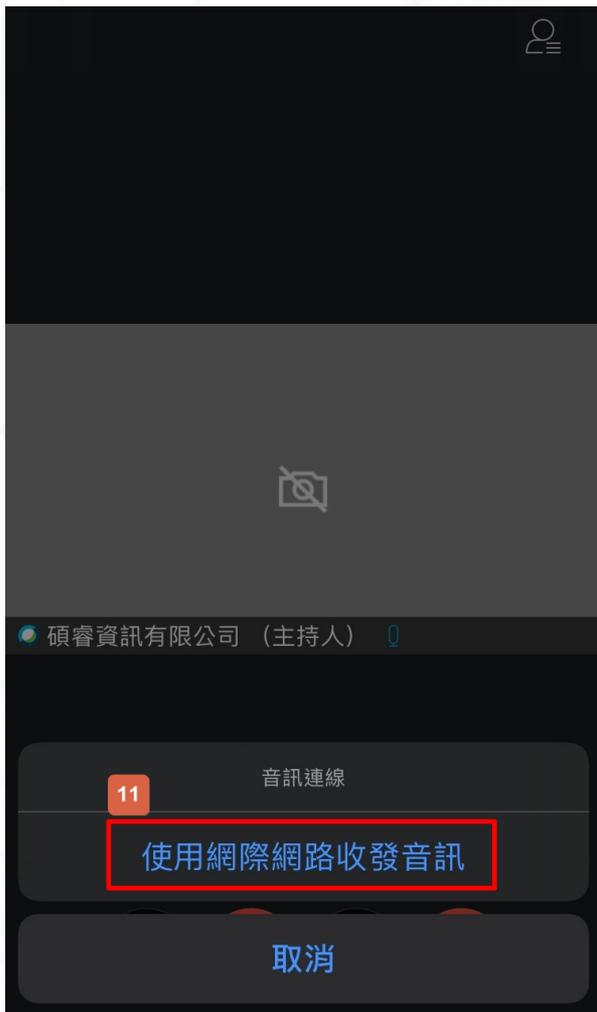


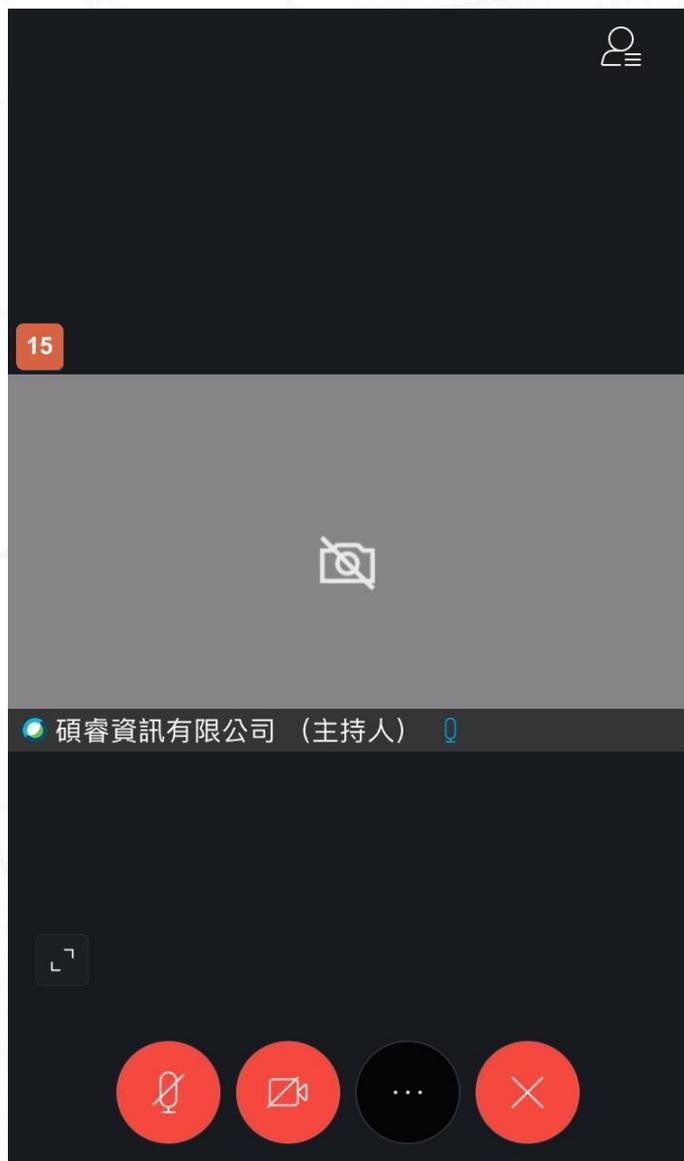
※若已音訊連線，請跳至步驟15。

◆手動以音訊連線加入會議-8, 9, 10



◆手動以音訊連線加入會議-11, 12, 13, 14





◆回到主畫面，
確認左下角麥克風為靜音，
避免影響課程。-15

◆完成前置作業，
等待課程開始囉~

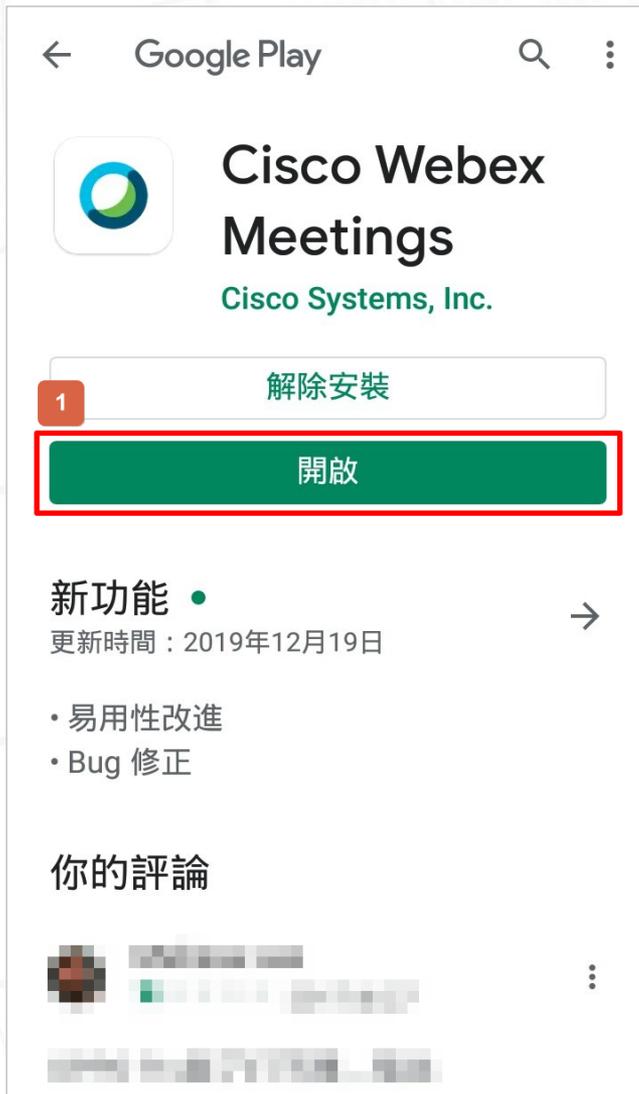
Webex Meeting

-Android手機版連線說明

[回目錄，選擇其它連線方式](#)

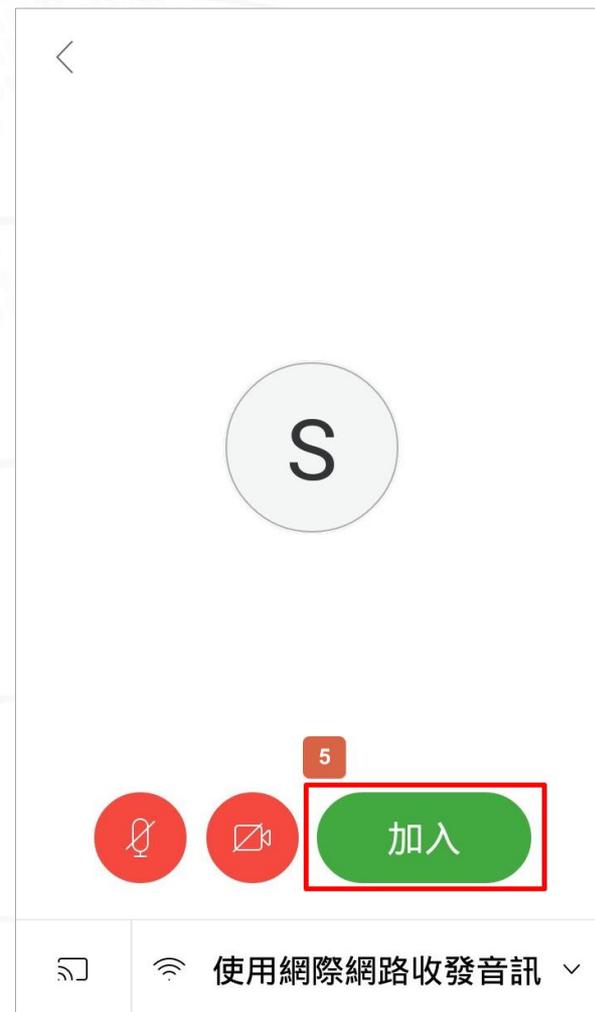


碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.

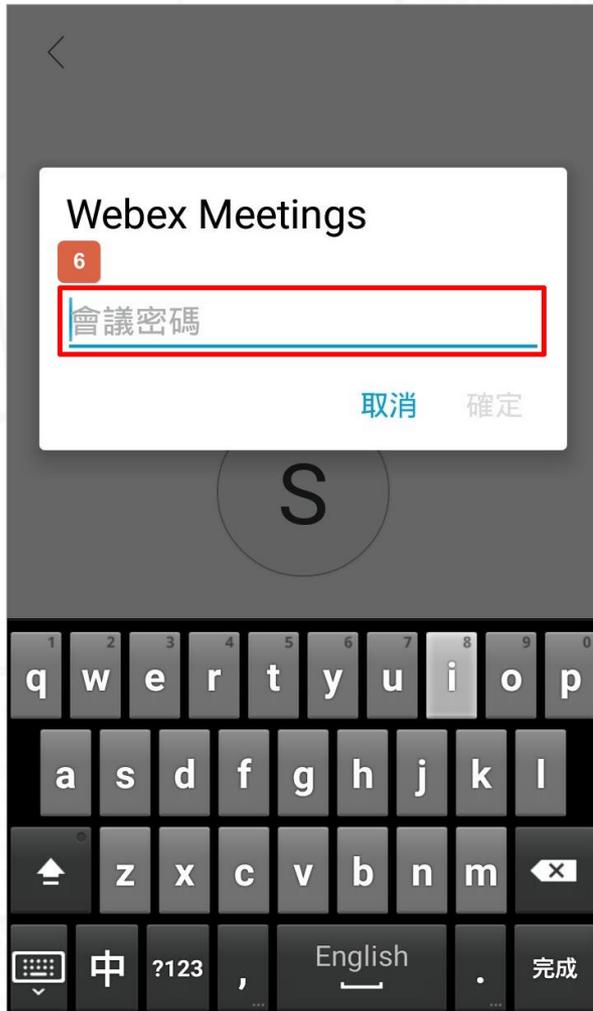


◆至Google Play 搜尋、下載、安裝 「Webex」-1

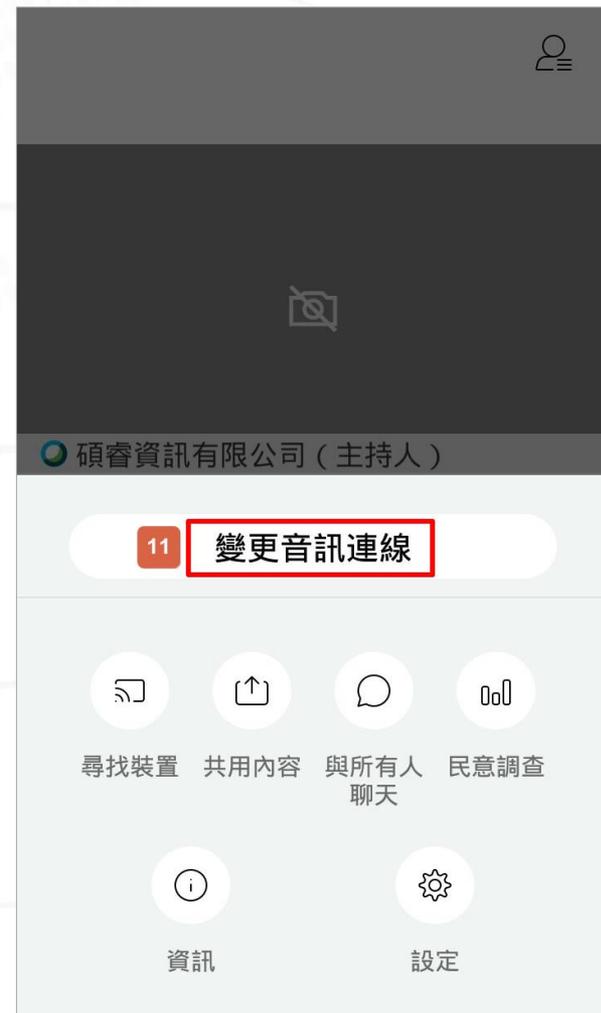
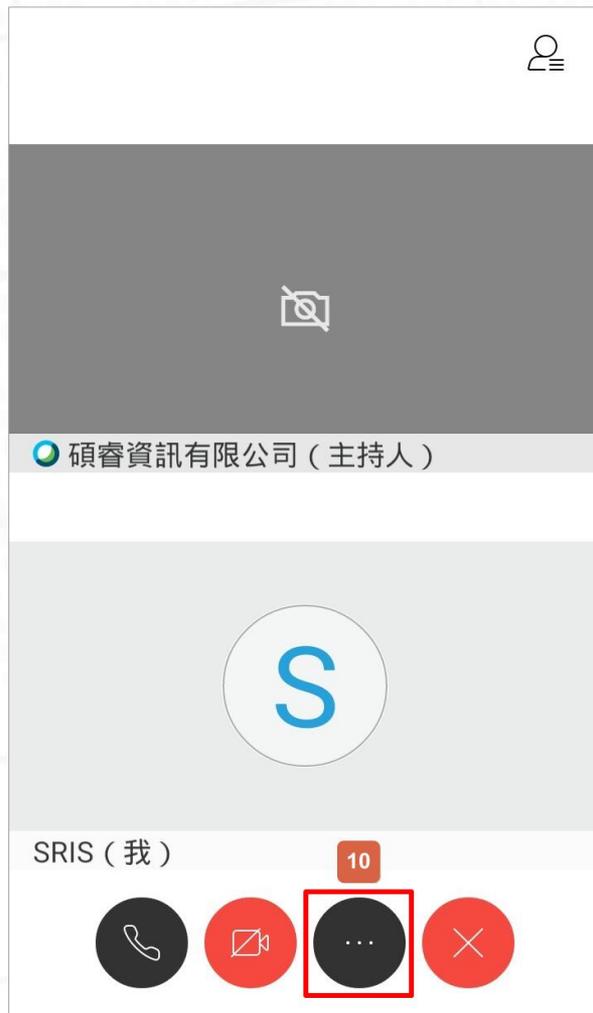
◆輸入會議碼、個人資訊-2, 3, 4, 5



◆ 點開參加者清單，確認是否以音訊連線會議-6, 7, 8



◆手動以音訊連線加入會議-9, 10, 11





◆回到主畫面，
確認左下角麥克風為靜音，
避免影響課程。-15

◆完成前置作業，
等待課程開始囉~

Webex Meeting

-網頁版連線說明

[回目錄，選擇其它連線方式](#)



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.

◆取消下載安裝檔-1

Ann test

月26日 | 上午 10:25 - 上午 11:25

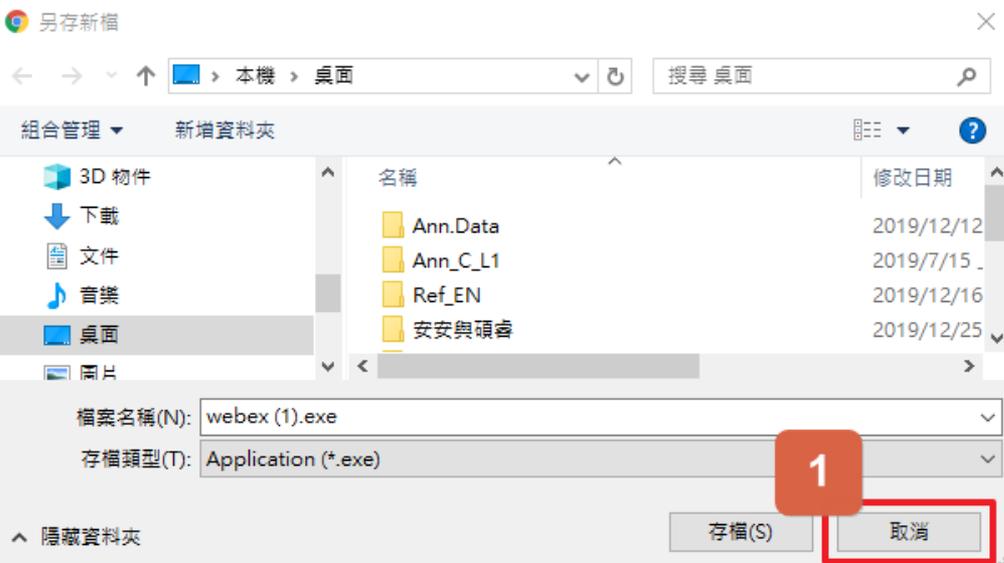
Meetings 應用程式並開始協作。

遇到問題？[從您的瀏覽器加入。](#)

1

打開會議連結，會自動跳出應用程式下載指令。
若您不想安裝，可點擊取消，使用瀏覽器觀看即可。

正在等待下載？[重新下載應用程式。](#)



◆選擇以瀏覽器加入會議-2

Ann test

星期四, 2019年12月26日 | 上午 10:25 - 上午 11:25

安裝 Cisco Webex Meetings 應用程式並開始協作。

下載應用程式時遇到問題? [從您的瀏覽器加入。](#)

2 請點按「從您的瀏覽器加入」。



按一下這裡以安裝 **webex.exe**

正在等待下載? [重新下載應用程式。](#)

◆輸入您的資訊並加入會議-3, 4

輸入您的資訊

3

SRIS TEST

請輸入真實姓名及E-mail

ann@sris.com.tw

4

下一步

請點按「下一步」

已經有帳戶? [登入](#)

更多登入方式

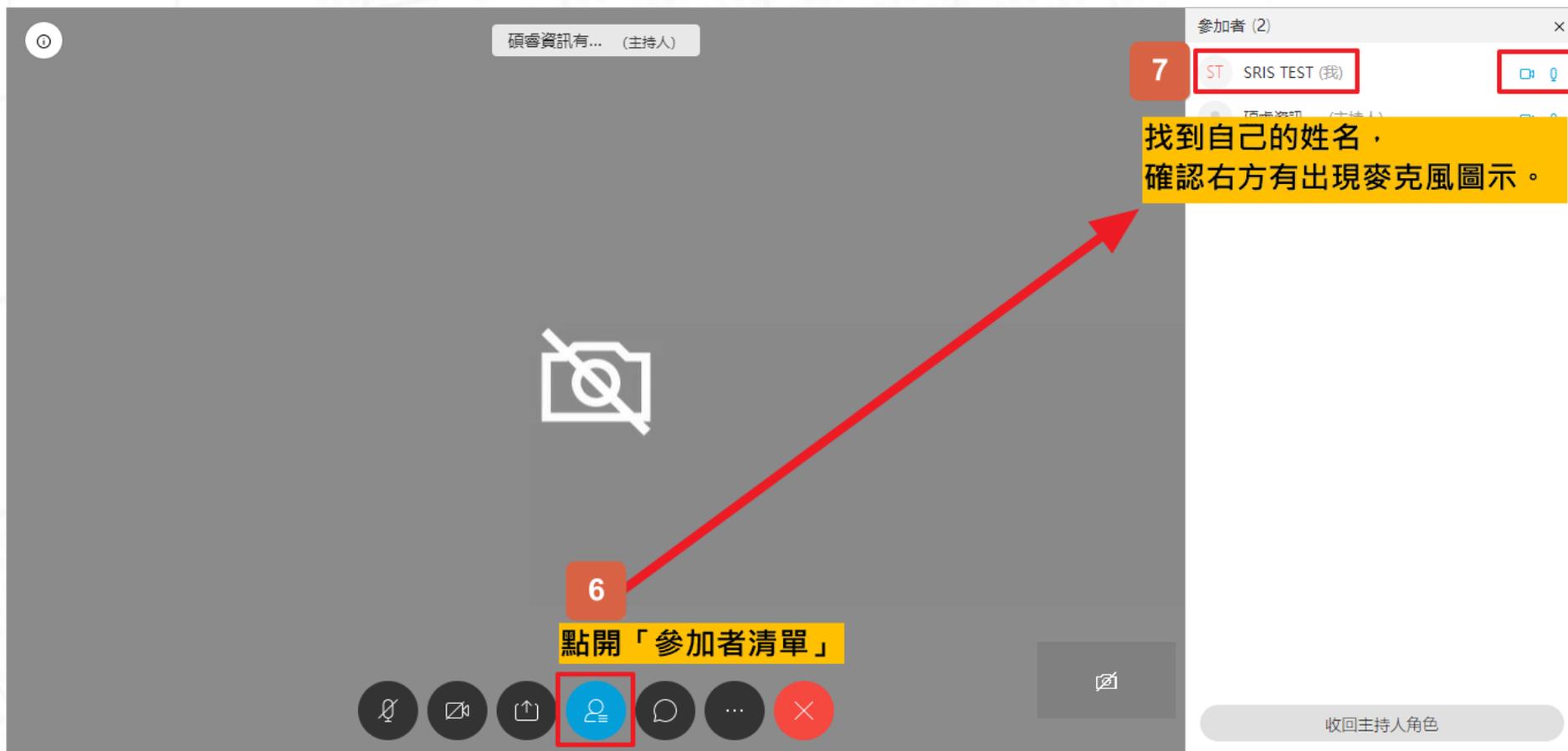
  

◆加入會議-5



◆ 確認是否以音訊連線加入會議-6, 7

※若已音訊連線，請跳至步驟13。



◆手動以音訊連線加入會議-8, 9, 10

The screenshot displays a Zoom meeting interface. At the top, the meeting name is "碩睿資訊有... (主持人)". On the right, a "參加者 (2)" window shows "ST SRIS TEST (我)". A yellow callout box with the number "8" points to this window, containing the text: "若右方未出現麥克風圖示。". In the center, a settings menu is open, with a yellow callout box and the number "10" pointing to the "音訊連線" option. The text in this callout is: "請點按「選單」，並點擊「音訊連線」". At the bottom, a toolbar contains several icons, with a yellow callout box and the number "9" pointing to the "More" (three dots) icon. At the bottom right, there is a button labeled "收回主持人角色".

◆ 選擇音訊裝置-11

The screenshot displays a Zoom meeting window with a central '音訊連線' (Audio Connection) dialog box. The dialog box contains a speaker icon with a red 'X' and the text '您未連線至音訊。' (You are not connected to audio). Below this, it says '連線至音訊' (Connect to audio). At the bottom of the dialog, there are two main options: '11 使用電腦收發音訊' (Use computer for audio) and '連線' (Connect). The '11' is highlighted in a red box, and the '連線' button is also highlighted in a red box. A yellow banner at the bottom of the dialog reads '選擇音訊裝置，並點擊「連線」' (Select audio device and click 'Connect').

參加者 (2)

- ST SRIS TEST (我)
- 碩睿資訊... (主持人)

收回主持人角色

◆ 確認是否以音訊連線加入會議-12

The screenshot shows a Zoom meeting window. At the top, the meeting title is "碩睿資訊有... (主持人)". On the right, the "參加者 (2)" (Participants) list shows "ST SRIS TEST (我)" with a microphone icon next to the name, which is highlighted by a red box. A yellow callout box with the number "12" points to this icon, containing the text "確認自己姓名右方出現麥克風圖示。" (Confirm that a microphone icon appears to the right of your name.). The main meeting area is grey and contains a large white icon of a camera with a slash through it, indicating video is off. At the bottom, there is a toolbar with icons for mute, video, chat, profile, help, and close. A button at the bottom right says "收回主持人角色" (Remove Host Role).



◆將麥克風靜音，避免影響課程-13, 14

The screenshot shows a Zoom meeting interface. At the top, the host is identified as '碩睿資訊有... (主持人)'. A large white icon with a red slash through it is centered on the screen. At the bottom, the Zoom control bar is visible, with the microphone and video camera icons highlighted by a red box and labeled '13'. A red arrow points from this box to a yellow callout box labeled '14' that says '確認姓名右方為禁止發言狀態，才不會讓聲音影響到講師授課哦~'. Another red box highlights the 'Mute All' icon in the control bar, with a callout box labeled '14' that says '確認好音訊連線，請靜待老師開課囉~'. The participant list on the right shows 'ST SRIS TEST (我)' with a red box around the mute icon.

碩睿資訊有... (主持人)

參加者 (2)

ST SRIS TEST (我)

13

確認麥克風及視訊相機為關閉 (顯示紅色為關閉)

14

確認姓名右方為禁止發言狀態，才不會讓聲音影響到講師授課哦~

確認好音訊連線，請靜待老師開課囉~

收回主持人角色

完成前置作業，
等待課程開始囉～



碩睿資訊有限公司
Shou Ray Information Service Co., Ltd.