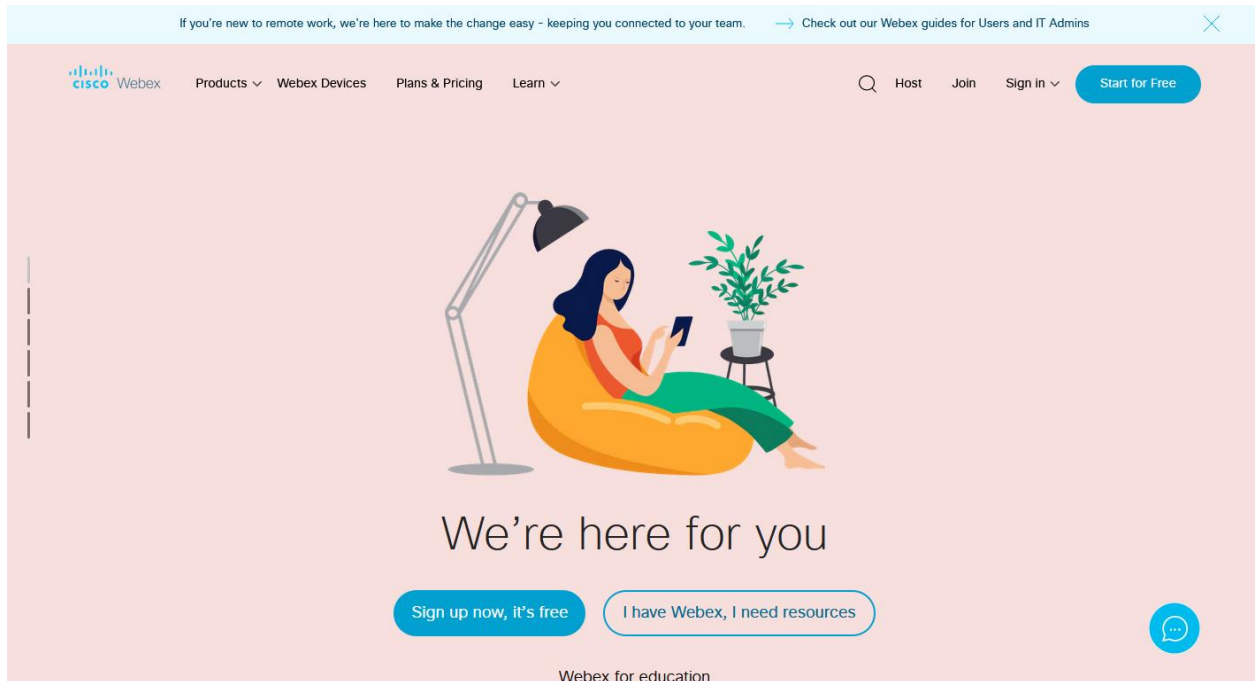
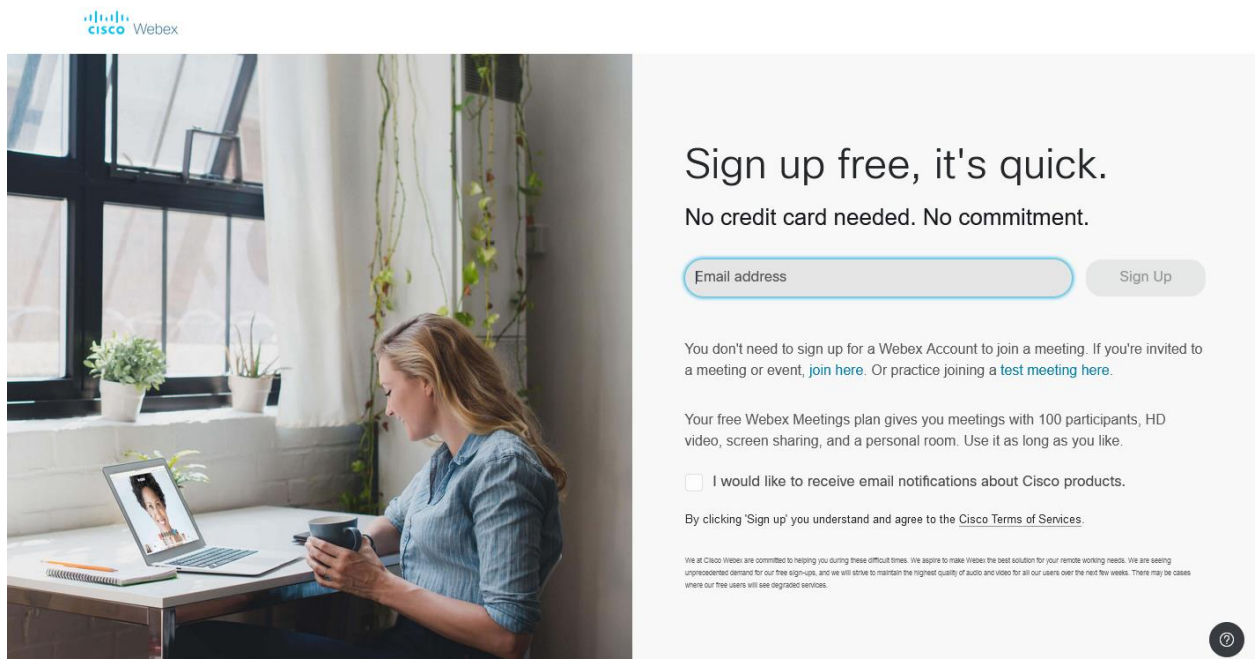


## CISCO WEBEX

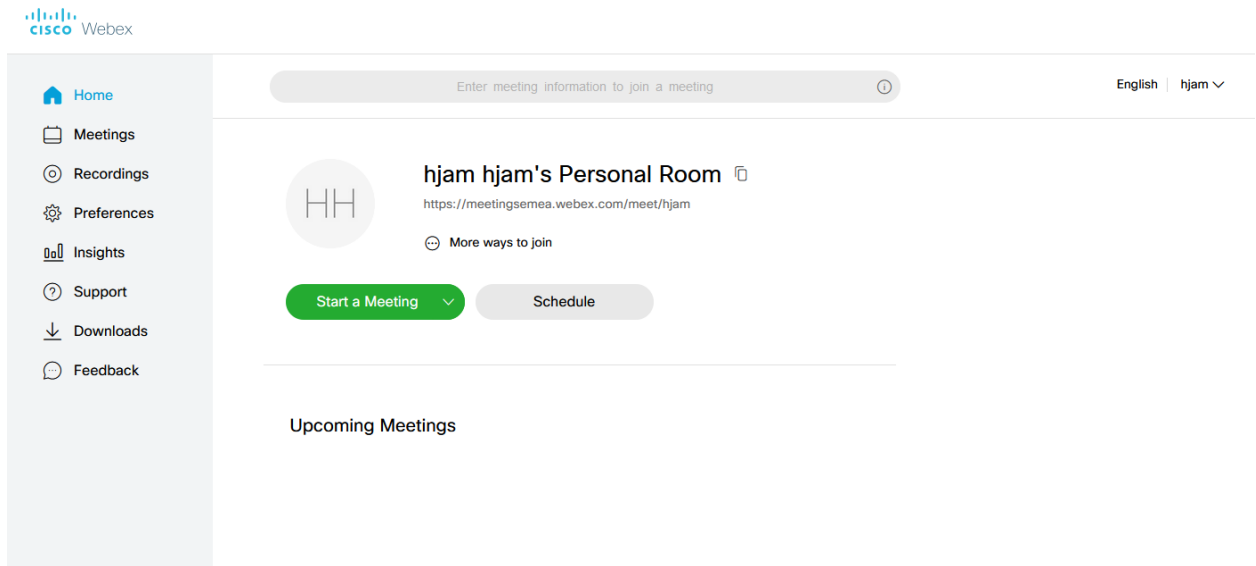
1. Terão de efetuar o registo no sistema da Cisco Webex, para isso terão de aceder ao site <https://www.webex.com/> e clicarem no botão “Sign up now, it’s free”.



2. De seguida terão de inserir o endereço de email e depois esperarem pela criação da conta pela Cisco (este processo pode ser demorado, no meu caso demorou 24 horas)

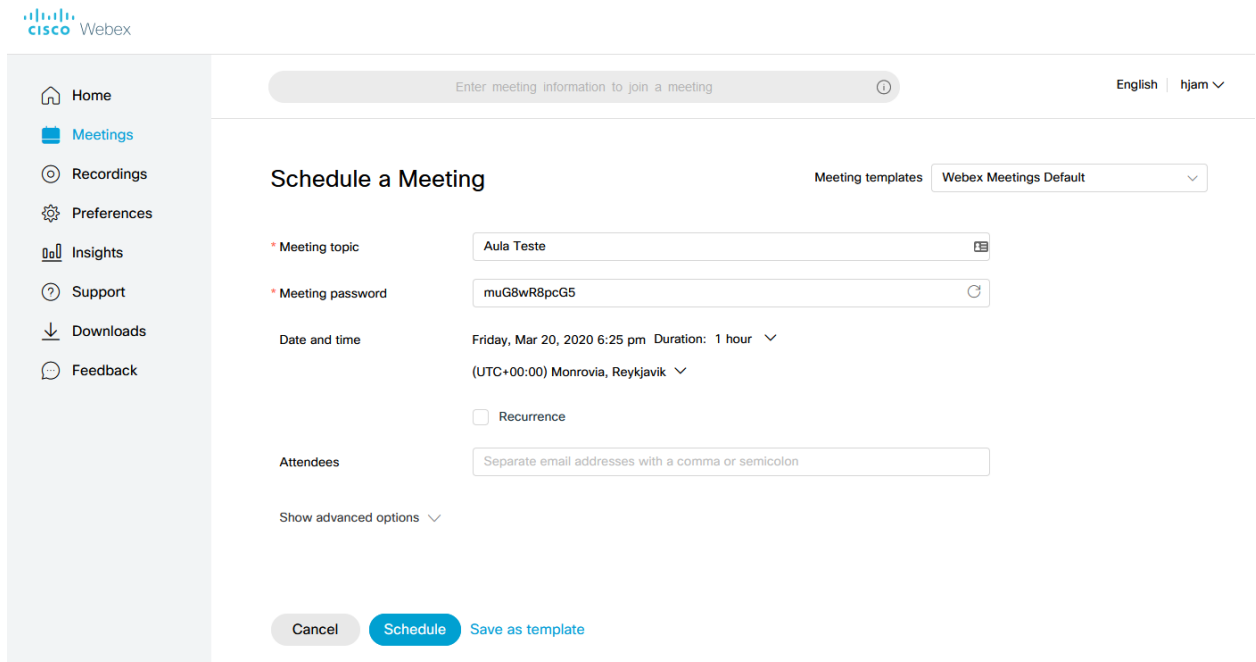


3. Após receberem o email da Cisco para a finalização da criação da conta têm acesso ao backoffice para o agendamento de reuniões. Para procederem ao agendamento têm de clicar no botão "Schedule"



The screenshot shows the Cisco Webex user interface. On the left is a navigation sidebar with options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area features a search bar at the top with the text "Enter meeting information to join a meeting". Below this is the user's profile for "hjam hjam's Personal Room" with a URL "https://meetingsemea.webex.com/meet/hjam" and a "More ways to join" link. Two buttons are visible: a green "Start a Meeting" button with a dropdown arrow and a grey "Schedule" button. Below the buttons is a section titled "Upcoming Meetings".

4. Na página apresentada podem configurar a reunião



The screenshot shows the "Schedule a Meeting" configuration page in Cisco Webex. The sidebar on the left is the same as in the previous screenshot, but the "Meetings" option is highlighted. The main content area has a search bar at the top. Below it, the "Schedule a Meeting" form is displayed. At the top right of the form is a "Meeting templates" dropdown menu set to "Webex Meetings Default". The form fields include: "Meeting topic" with the value "Aula Teste"; "Meeting password" with the value "muG8wR8pcG5"; "Date and time" set to "Friday, Mar 20, 2020 6:25 pm" with a duration of "1 hour" and a time zone of "(UTC+00:00) Monrovia, Reykjavik"; a "Recurrence" checkbox which is unchecked; and an "Attendees" field with the placeholder text "Separate email addresses with a comma or semicolon". At the bottom of the form is a "Show advanced options" dropdown. At the very bottom of the page are three buttons: "Cancel", "Schedule", and "Save as template".

5. Para agendarem a reunião terão de clicar no botão “Schedule” e têm acesso as informações da reunião

The screenshot displays the Cisco Webex user interface. On the left is a navigation sidebar with options: Home, Meetings (highlighted), Recordings, Preferences, Insights, Support, Downloads, and Feedback. The top header includes the Cisco Webex logo, a search bar for meeting information, and language/user settings (English, hjam). The main content area shows a meeting titled "Aula Teste" hosted by "hjam hjam". The meeting time is 6:25 PM - 7:25 PM on Friday, Mar 20 2020, in UTC+00:00 Monrovia, Reykjavik. A prominent green "Start Meeting" button is visible. Below this, the "Meeting Information" section lists: Meeting link (https://meetingsemea.webex.com/meetingsemea/j.php?MTID=m98f89da6b18565172f55bec08d82d25), Meeting number (958 894 658), Password (muG8wR8pcG5), and Host key (589312). On the right, a "Who is invited?" section contains a text input field for adding attendees.

6. Deverão copiar o “Meeting Link” para o poderem partilhar no Moodle (ou por email) com os alunos.
7. No primeiro acesso que os alunos fizerem ao Cisco Webex, tal como no Colibri FCCN, terão de instalar o aplicativo da Cisco para acederem as reuniões.