

## FAQs FOR WEBEX & WEBEX FOR ONLINE MEETINGS

1	<p>Q: Who will be required to activate UUM Cisco Webex?</p> <p>A : Lecturer/Host of the meeting. Please refer to the Guidelines from <a href="http://it.uum.edu.my/index.php/webex">http://it.uum.edu.my/index.php/webex</a> and choose <b>Step 1</b>.</p>
2	<p>Q : How can students join the Webex session?</p> <p>A: . Students can participate in the Webex as a 'guest' from uum.webex.com. Please refer to the Guidelines from <a href="http://it.uum.edu.my/index.php/webex">http://it.uum.edu.my/index.php/webex</a> and choose <b>Step 3</b>, then click <b>Join Meeting</b>.</p>
3	<p>Q : How do you install Webex for the FIRST TIME (Android Phone / iOS Phone / Windows 10)?</p> <p>A : Please refer to the Guidelines from <a href="http://it.uum.edu.my/index.php/webex">http://it.uum.edu.my/index.php/webex</a> and choose <b>Step 2</b>.</p>
4	<p>Q : What should I do if an error message(s) appears during the installation of Client Webex or Web App?</p> <p>A : Please refer to the Guidelines from <a href="https://studentuumedu-my.sharepoint.com/:f/g/personal/uumit_os_staf_uum_edu_my/EjlA-SQXvphKq6o1Y6NCtNgB2K0abAj5eGaiMxK1qiiQcg?e=O3wQqy">https://studentuumedu-my.sharepoint.com/:f/g/personal/uumit_os_staf_uum_edu_my/EjlA-SQXvphKq6o1Y6NCtNgB2K0abAj5eGaiMxK1qiiQcg?e=O3wQqy</a></p>
5	<p>Q : How do you set up the speaker, microphone and camera in Webex?</p> <p>A : Please refer to the Guidelines from <a href="http://it.uum.edu.my/index.php/webex">http://it.uum.edu.my/index.php/webex</a> and choose <b>Step 3</b>, then click <b>Join Meeting</b>.</p>
6	<p>Q : How can you create a meeting in Webex ?</p> <p>A : Please see the Guidelines from <a href="http://it.uum.edu.my/index.php/webex">http://it.uum.edu.my/index.php/webex</a> and choose <b>Step 3</b>, then click <b>Create Meeting</b>.</p>
7	<p>Q : How do you use Webex in UUM Online Learning?</p> <p>A : Please see the Guidelines from <a href="https://learning5.uum.edu.my/ss2021/course/view.php?id=2">https://learning5.uum.edu.my/ss2021/course/view.php?id=2</a></p>
8	<p>Q : How can you join Webex Virtual Meetings in UUM Online Learning?</p> <p>A : Please refer to the Guidelines from <a href="https://learning5.uum.edu.my/ss2021/course/view.php?id=2">https://learning5.uum.edu.my/ss2021/course/view.php?id=2</a></p>
9	<p>Q : What should I do if an error message(s) appears asking you to update meeting in Webex and Online Learning?</p> <p>A : If you have scheduled your Meeting using Webex, you need to update your schedule using a Webex app or uum.webex.com and if you have scheduled your meeting using UUM Online Learning, you need to update it in UUM Online Learning.</p>

10	<p>Q : What should I do if an error message(s) appears after clicking 'New Meeting' in Webex in UUM Online Learning?</p> <p>A : Please refer to the Guidelines from <a href="https://studentuumedu-my.sharepoint.com/:f/g/personal/uumit_os_staf_uum_edu_my/EjIA-SQXvphKg6o1Y6NCtNgB2K0abAj5eGaiMxK1qiiQcg?e=O3wQgy">https://studentuumedu-my.sharepoint.com/:f/g/personal/uumit_os_staf_uum_edu_my/EjIA-SQXvphKg6o1Y6NCtNgB2K0abAj5eGaiMxK1qiiQcg?e=O3wQgy</a></p>
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