Create Meeting Room

- Web Online
- Outlook Via Cisco Webex Meeting Client
- Android Phone
- iOS Phone

Webex Meetings

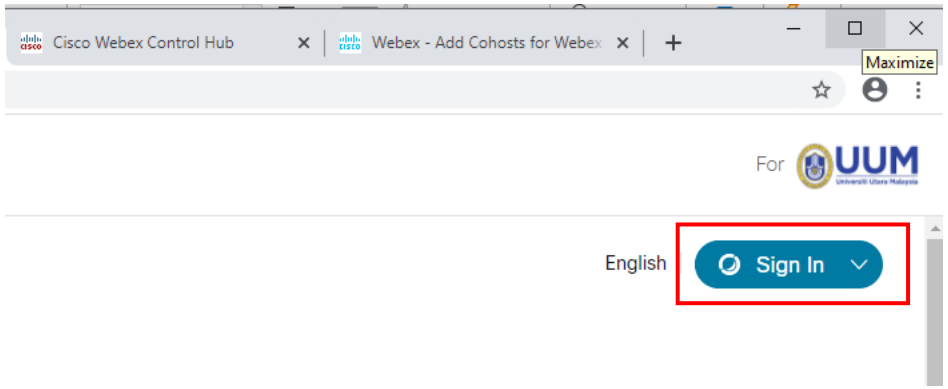
UUMIT
UUM Information Technology

Create Meeting Room using Online Web

Create Meeting Room using Web Online

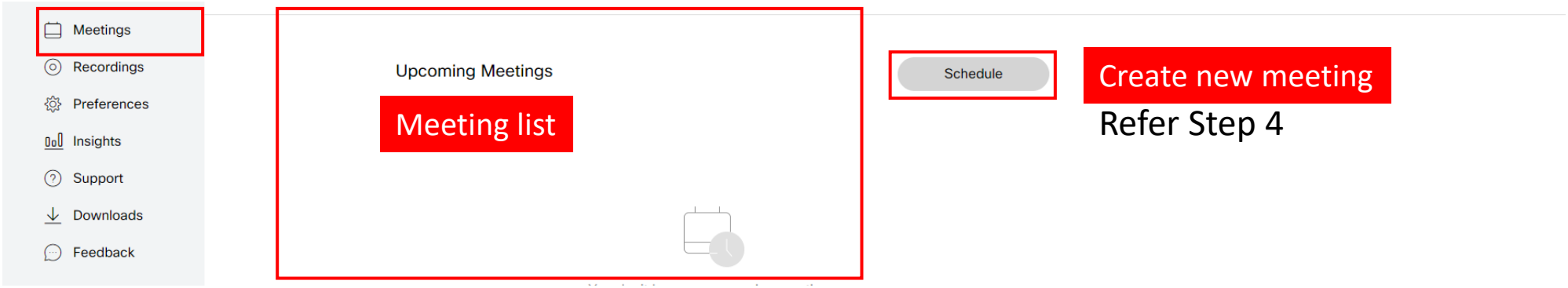
Step 1: Type https://uum.webex.com/ Recommended Browser **Google Chrome**

Step 2: Sign In



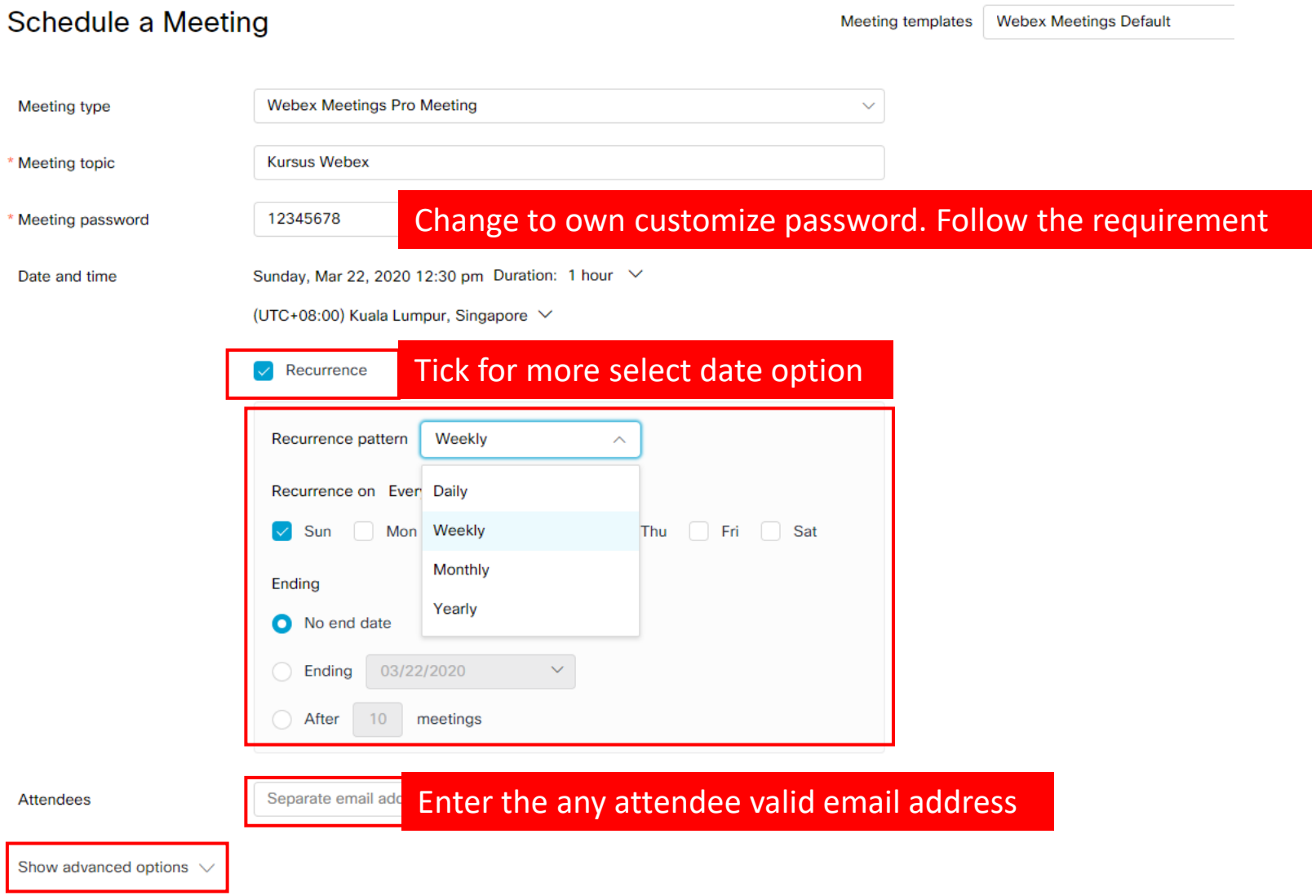
Enter the personal email uum and password
Note: make sure account have been activated

Step 3: Click Meeting & Schedule



Refer Step 4

Step 4: Fill all the information



Step 5: Click **Advanced Options** for more setting

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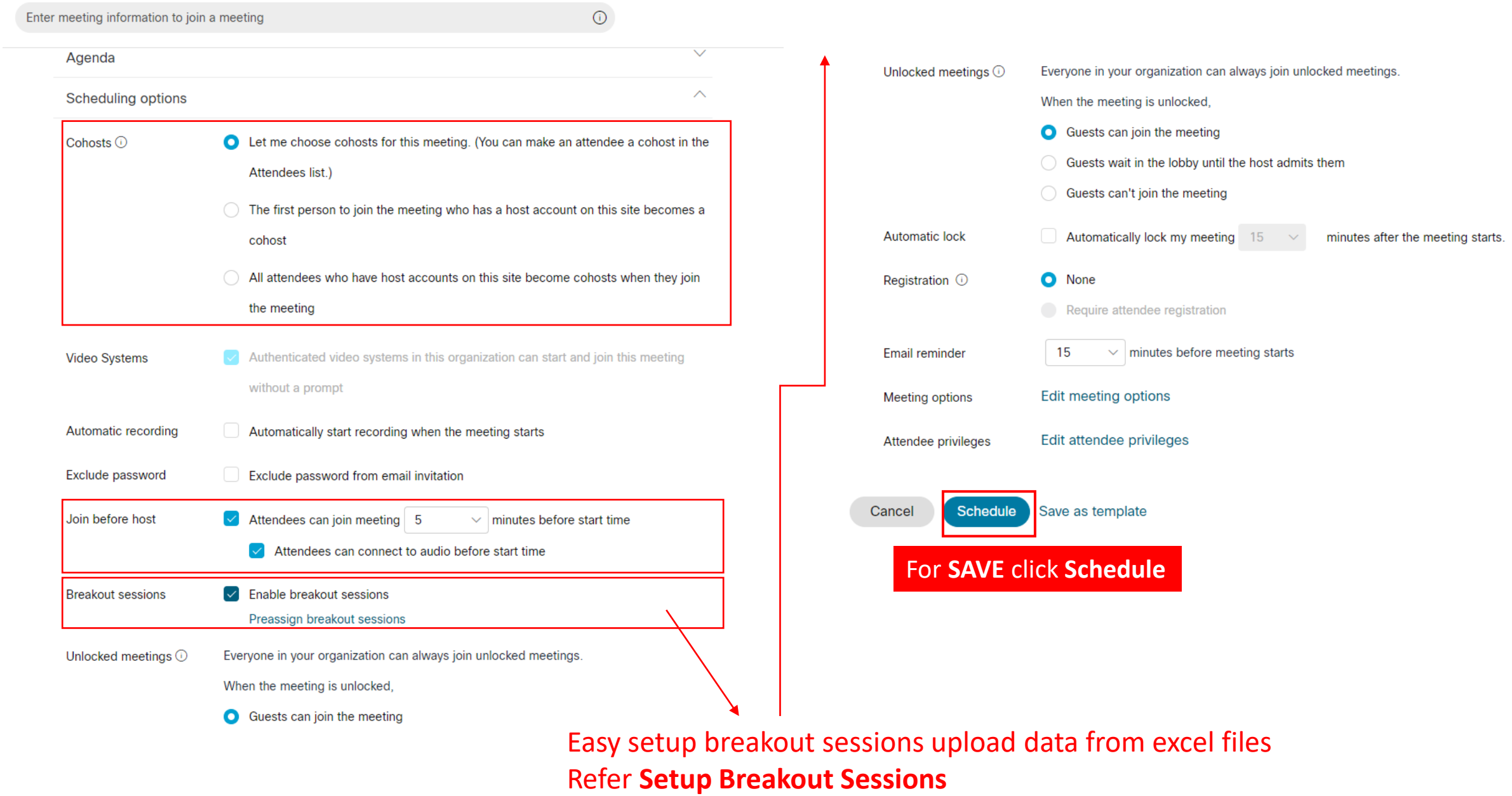
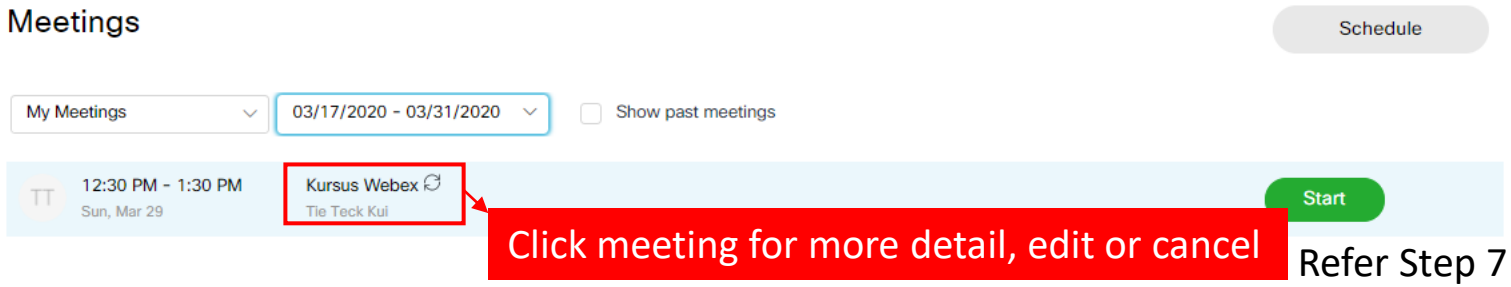


Easy setup breakout sessions upload data from excel files

Refer **Setup Breakout Sessions**

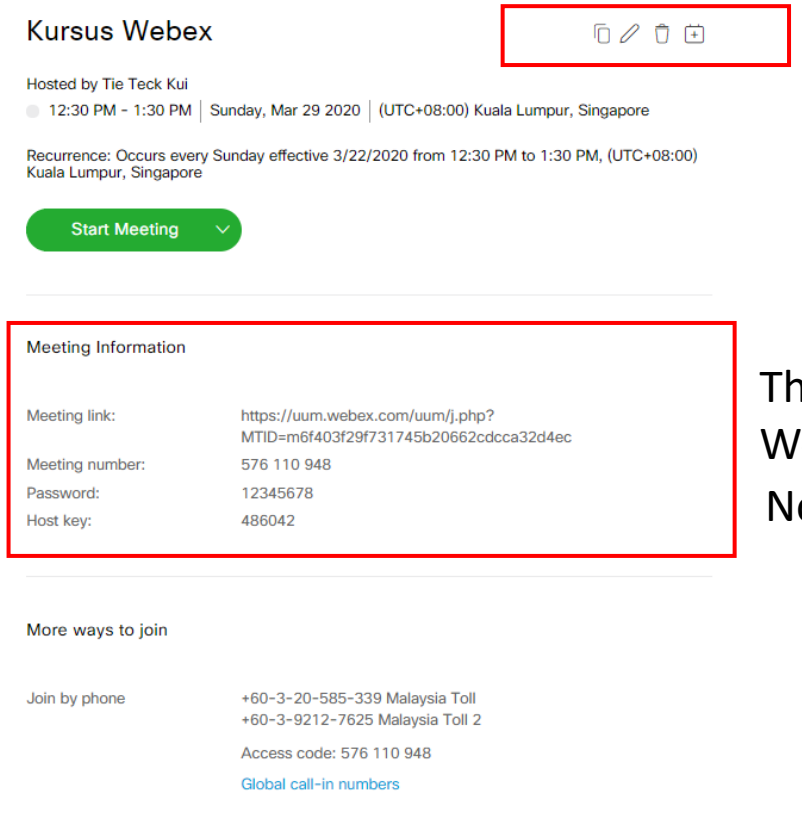
Step 6:

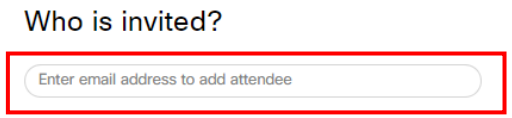


Refer Step 7

Step 7: Meeting Information

Copy, Edit, Cancel





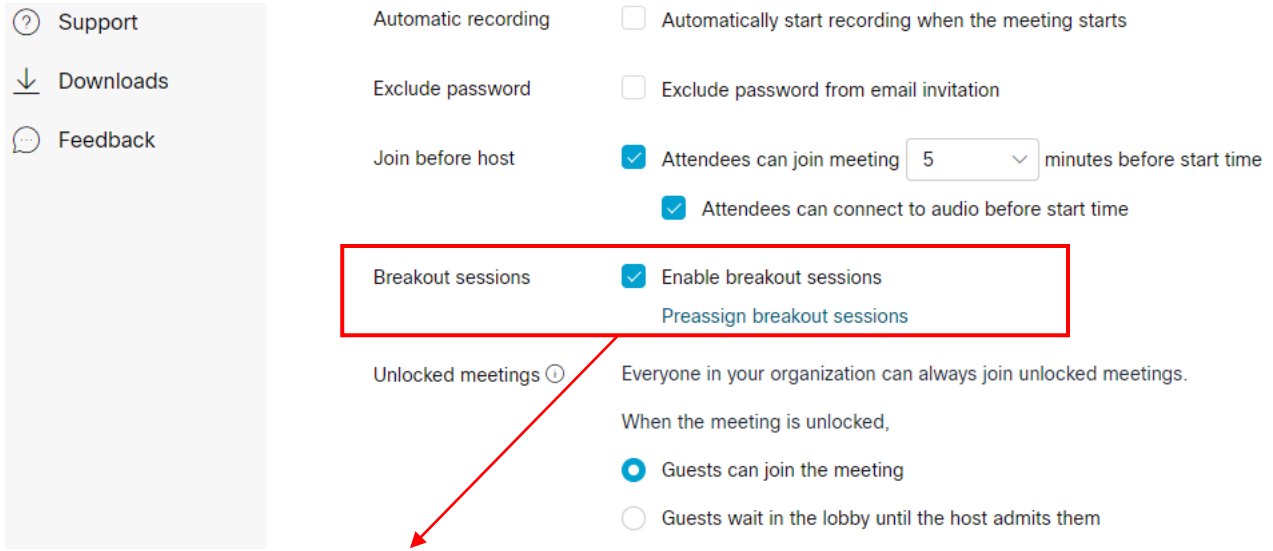
Type email address & press Enter for auto save

This information can be email/WhatsApp / telegram WeChat/ line/ SMS, etc.

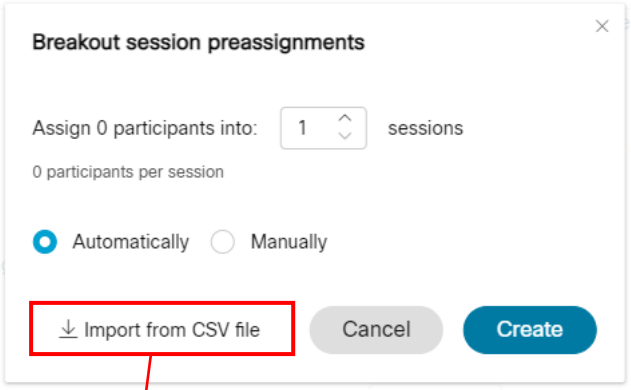
Note: Meeting Number and Meeting password is confidential

Setup Breakout Sessions Upload using excel CSV Files

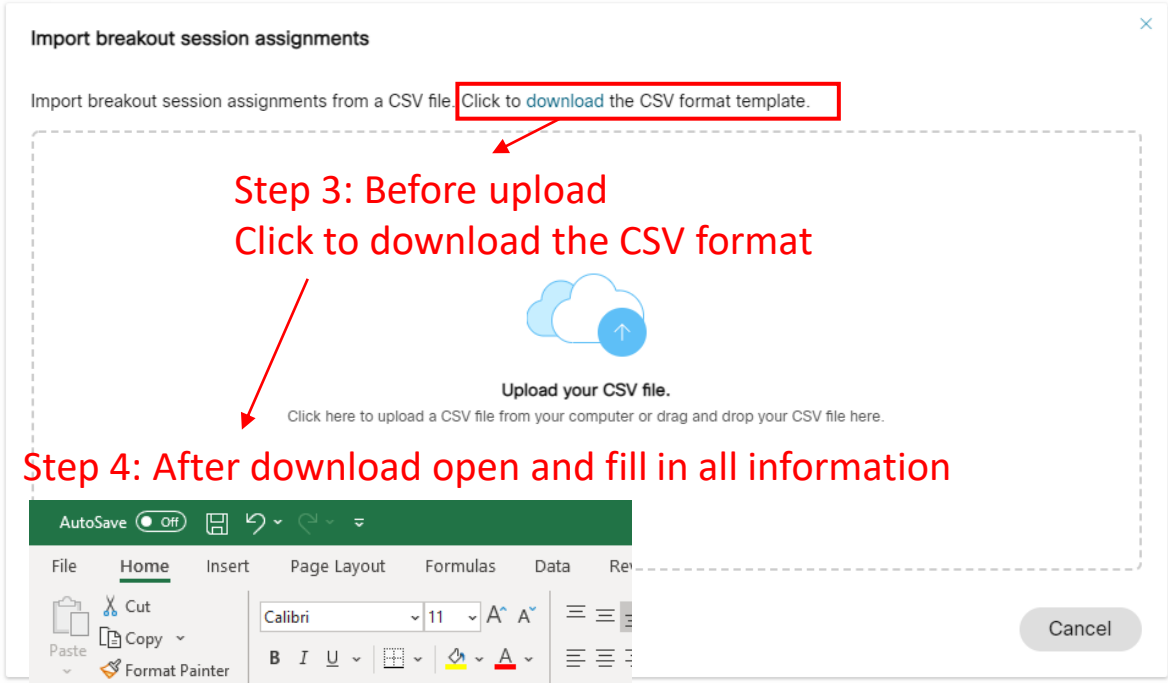
Setup Breakout Sessions



Step 1: Click Preassign breakout sessions

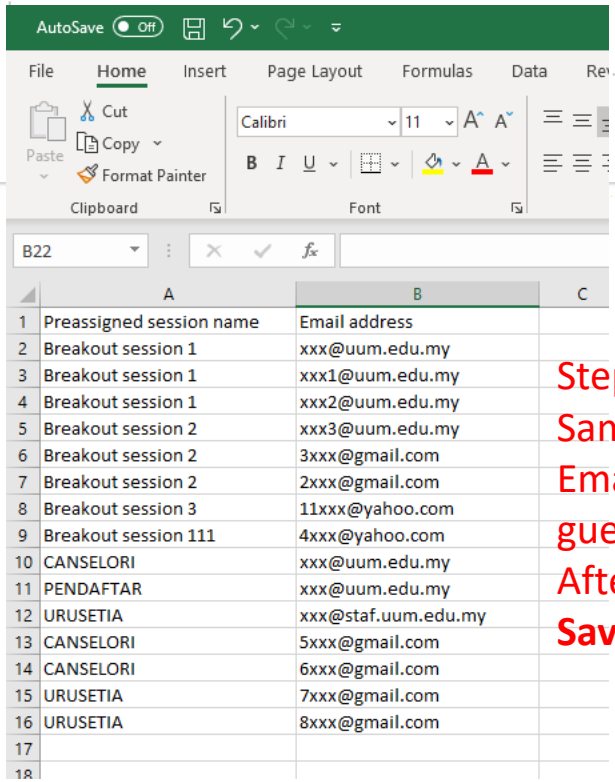


Step 2: Click Import from CSV file



Step 3: Before upload
Click to download the CSV format

Step 4: After download open and fill in all information



	A	B	C
1	Preassigned session name	Email address	
2	Breakout session 1	xxx@uum.edu.my	
3	Breakout session 1	xxx1@uum.edu.my	
4	Breakout session 1	xxx2@uum.edu.my	
5	Breakout session 2	xxx3@uum.edu.my	
6	Breakout session 2	3xxx@gmail.com	
7	Breakout session 2	2xxx@gmail.com	
8	Breakout session 3	11xxx@yahoo.com	
9	Breakout session 111	4xxx@yahoo.com	
10	CANSELORI	xxx@uum.edu.my	
11	PENDAFTAR	xxx@uum.edu.my	
12	URUSETIA	xxx@staf.uum.edu.my	
13	CANSELORI	5xxx@gmail.com	
14	CANSELORI	6xxx@gmail.com	
15	URUSETIA	7xxx@gmail.com	
16	URUSETIA	8xxx@gmail.com	
17			

Step 5: Follow the format ROW 1
Same name mean same room
Email can be with account and guest
After finish filling make sure -
Save- Close excel file

Import breakout session assignments

Import breakout session assignments from a CSV file. Click to download the CSV format template.

Upload your CSV file.

Click here to upload a CSV file from your computer or drag and drop your CSV file here.

Step 6: Click upload or drag excel file for upload area

Cancel

Breakout session preassignments

Not assigned (0)

Participants

People you invite to the meeting will be listed here as participants that you can assign to breakout sessions.

Add people

Select all Assign to

Breakout session (7) + Add session

- Breakout session 1 (2)
- Breakout session 2 (3)
- Breakout session 3 (1)
- Breakout session 111 (1)
- CANSELORI (2)
- PENDAFTAR (1)
- URUSETIA (3)

Step 7: Click Create

Import from CSV file Reset Cancel Create

Enter meeting information to join a meeting

Join before host	Attendees can join meeting 5 minutes before start time
	Attendees can connect to audio before start time
Breakout sessions	Enable breakout sessions
	Preassign breakout sessions (13 participants assigned to 7 sessions, 0 unassigned)
Unlocked meetings	Everyone in your organization can always join unlocked meetings.
	When the meeting is unlocked,
	Guests can join the meeting
	Guests wait in the lobby until the host admits them
	Guests can't join the meeting
Automatic lock	Automatically lock my meeting 15 minutes after the meeting starts.
Registration	None
	Require attendee registration
Email reminder	15 minutes before meeting starts
Meeting options	Edit meeting options
Attendee privileges	Edit attendee privileges

Step 8: Success created

Cancel Schedule Save as template

For **SAVE** click **Schedule**

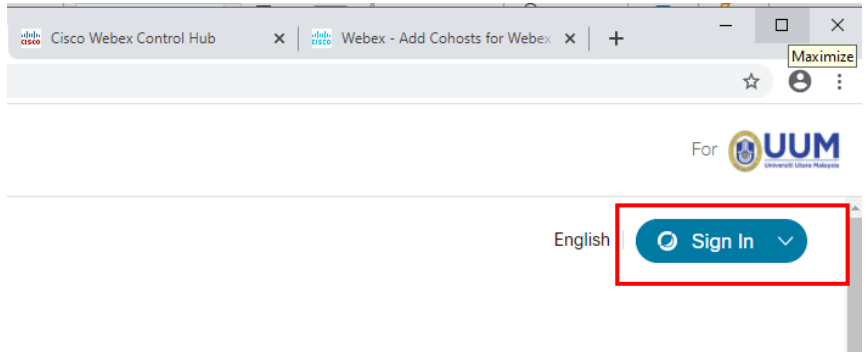
Create Meeting Room using Outlook Via Cisco Webex Meeting Client

Create Meeting Room using Outlook Via Cisco Webex Meeting Client

Note: Make sure notebook or computer have Outlook Account before to process and succeed install plugin

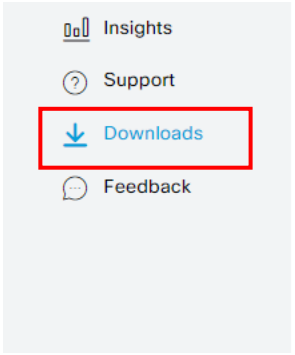
Step 1: Type https://uum.webex.com/ Recommended Browser **Google Chrome**

Step 2: Sign In

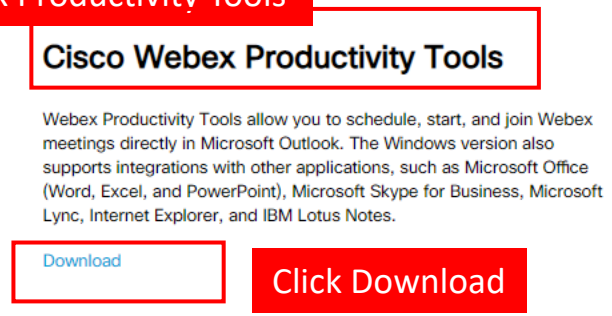


Enter the personal email uum and password
Note: make sure account have been activated

Step 3: Click Download



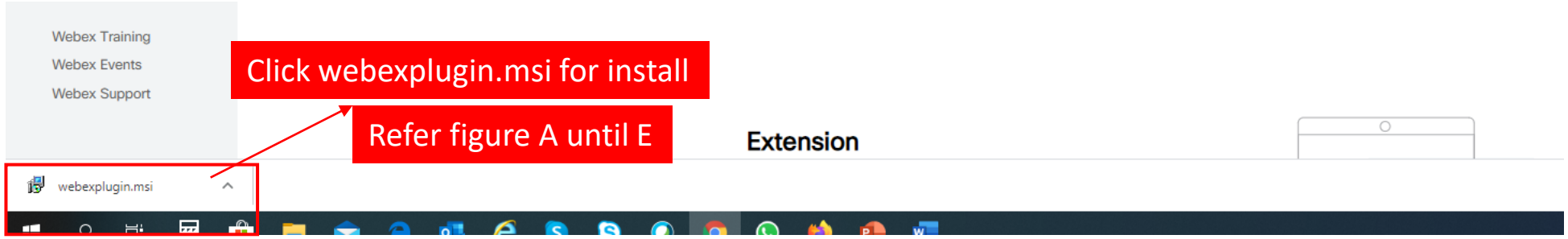
Scroll down for Cisco Webex Productivity Tools



Click Download

Refer Step 4

Step 4:



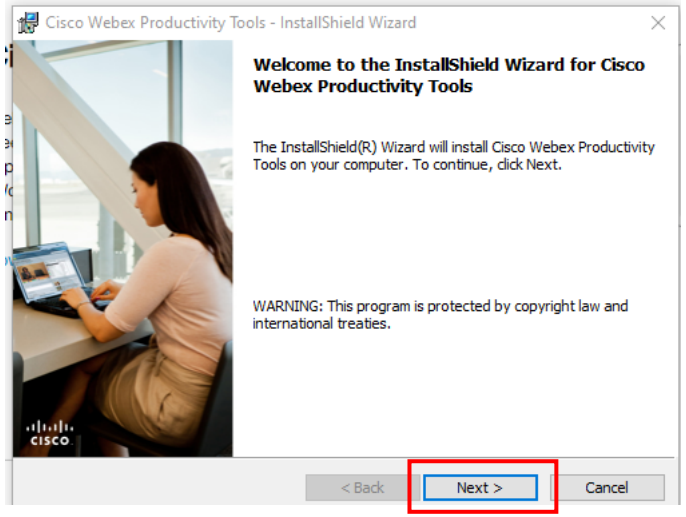


figure A

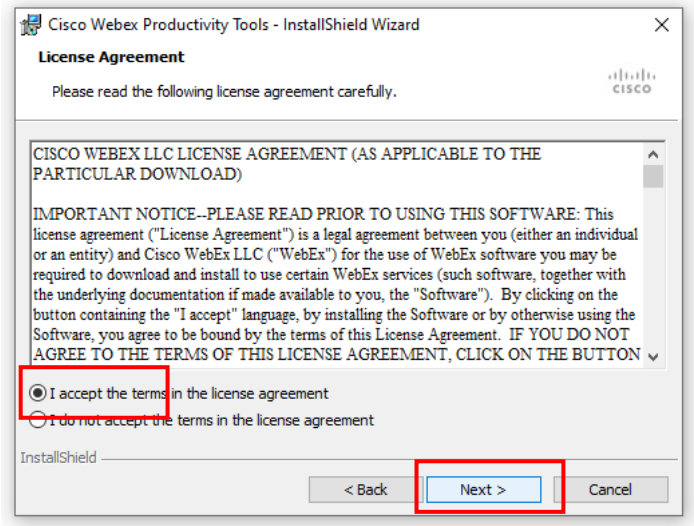


figure B

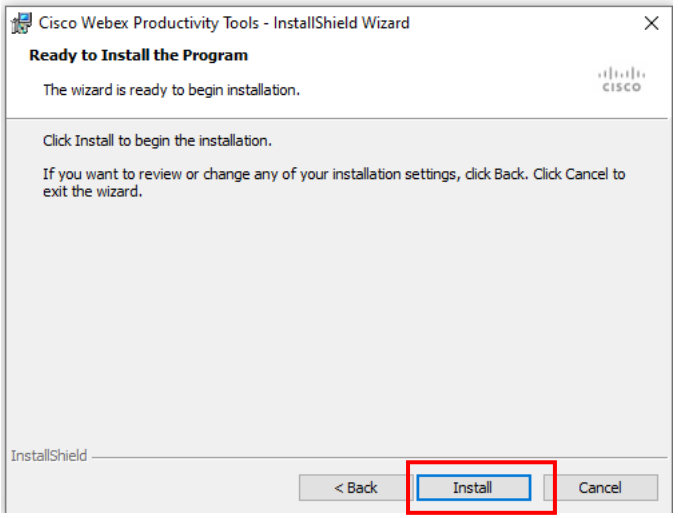


figure C

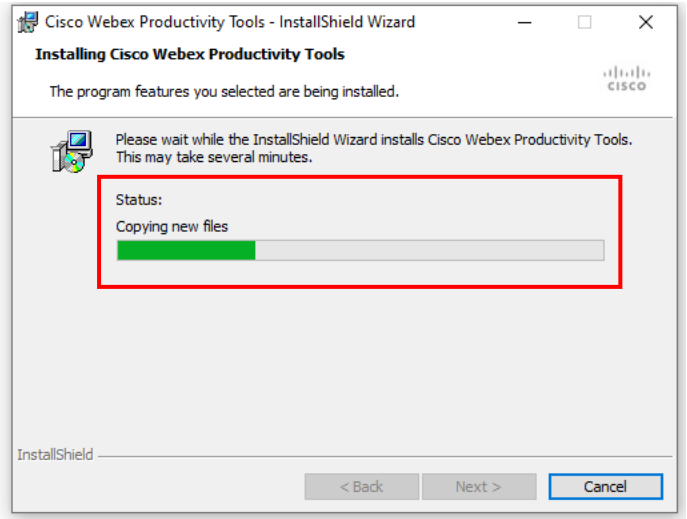


figure D

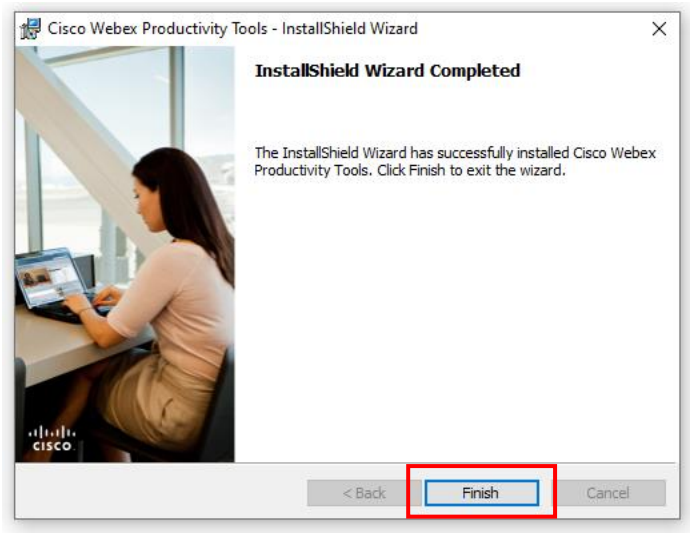
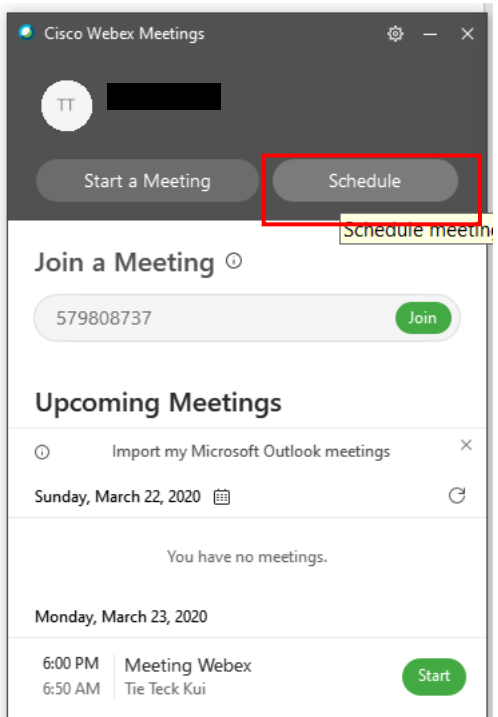


figure E

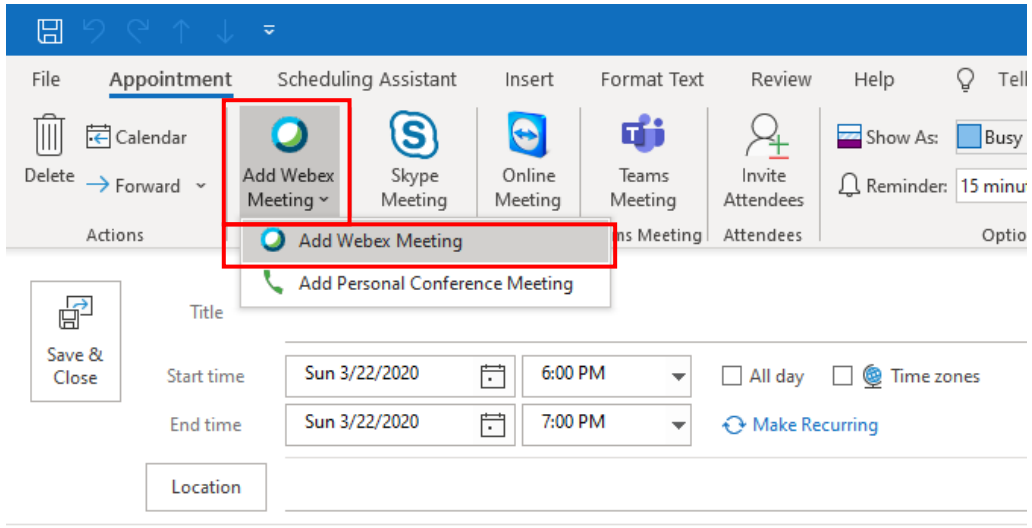
Step 5:



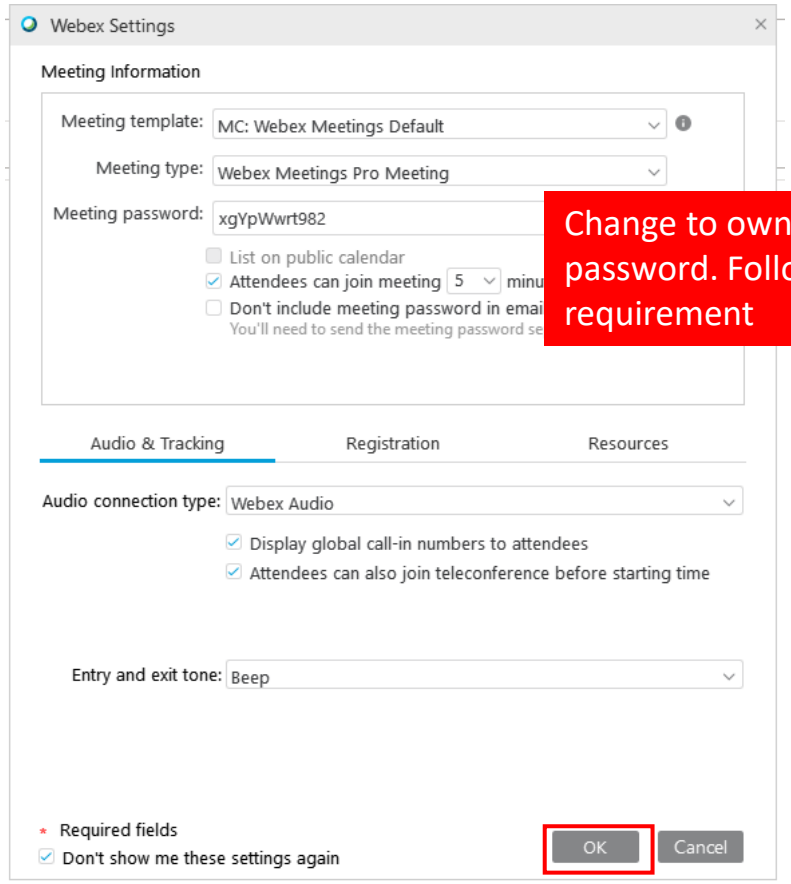
Two option to create Schedule Meeting:

1. Click Schedule on Cisco Webex Meetings Client or
2. Click Outlook from Calendar Outlook

Step 6: Click Menu Add Webex Meeting & Add Webex Meeting

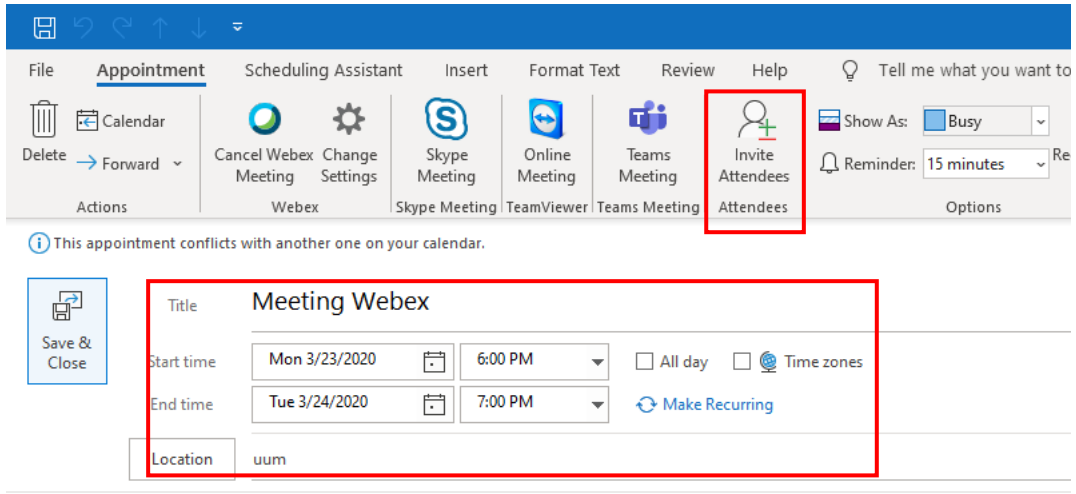


Step 7: Enter the all information & Click OK



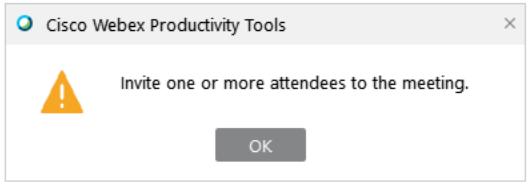
Change to own customize password. Follow the requirement

Step 8: Enter the all information & Invite Attendees

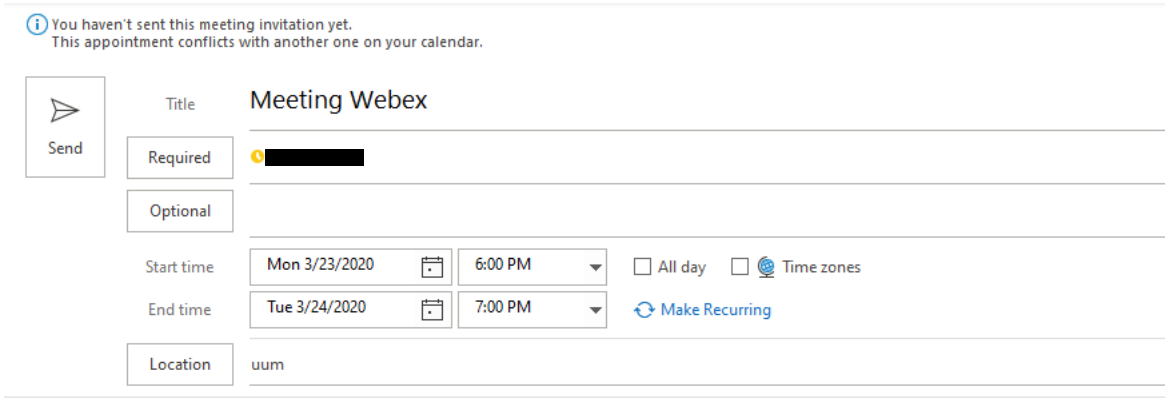


-- Do not delete or change any of the following text. --
A Webex meeting has been added. Meeting details will replace this section after you save or send this invitation.

Popup Note:



Step 9: Meeting have successful created



-- Do not delete or change any of the following text. --

When it's time, join your Webex meeting here.

Meeting number (access code): 578 649 352
Meeting password: xgYpWwrt982

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
+60-3-20-585-339 Malaysia Toll
+60-3-9212-7625 Malaysia Toll 2
Global call-in numbers

This information can be email/whatsapp / telegram Wechat/ line/ sms, etc

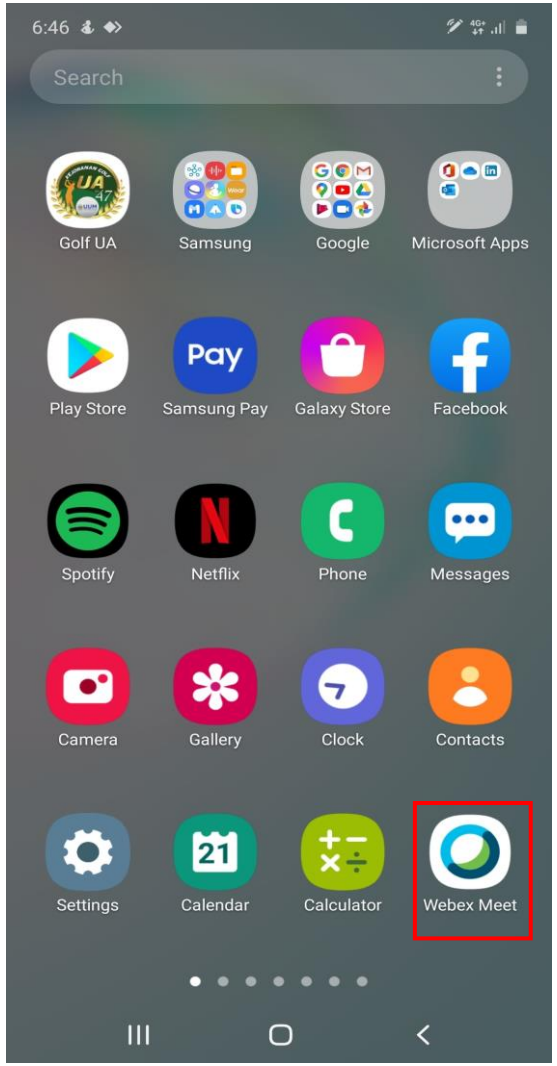
Note: Meeting Number and Meeting password is confidential

Create Meeting Room using Android Phone

Create Meeting Room using Android Phone

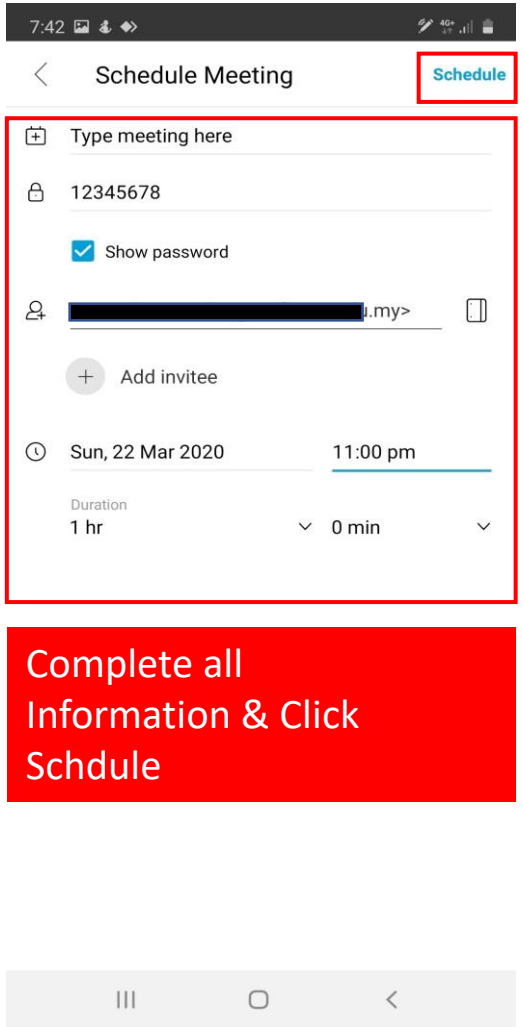
Note: Make sure installation and configuration have been done before process the all step.
Refer user manual (webex uum mobile Android.pdf)

Step 1: Open Webex Meet

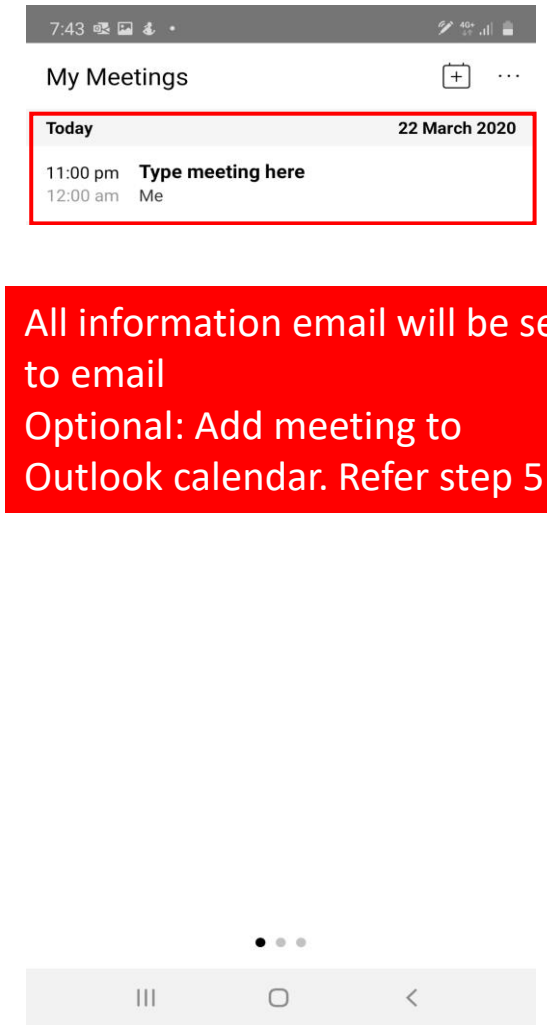


Step 2

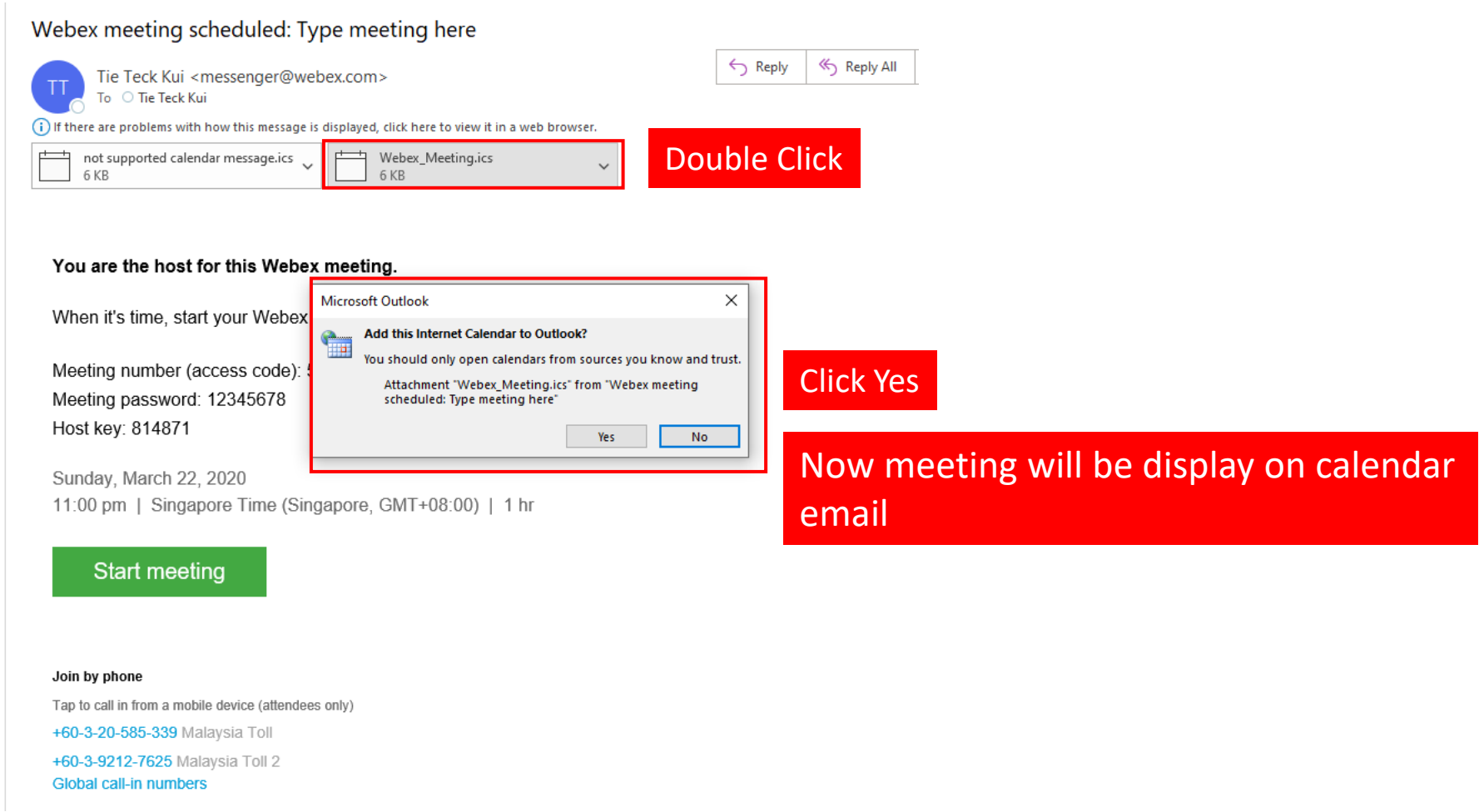
Step 3



Step 4



Step 5: Open Outlook Email

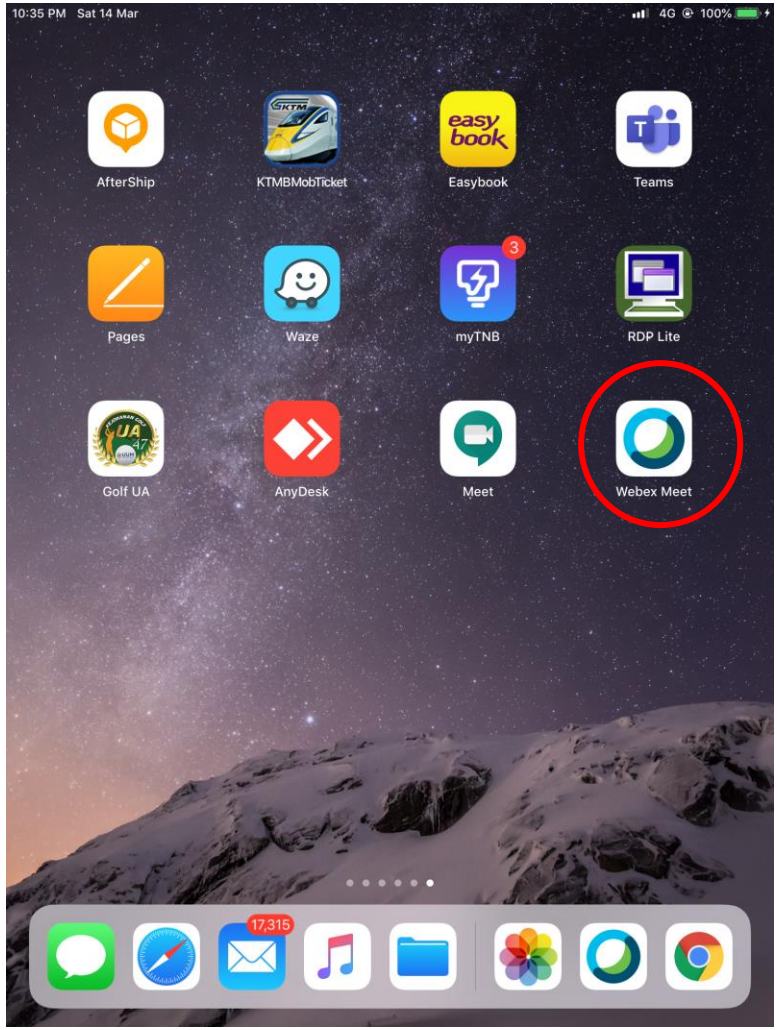


Create Meeting Room using iOS Phone

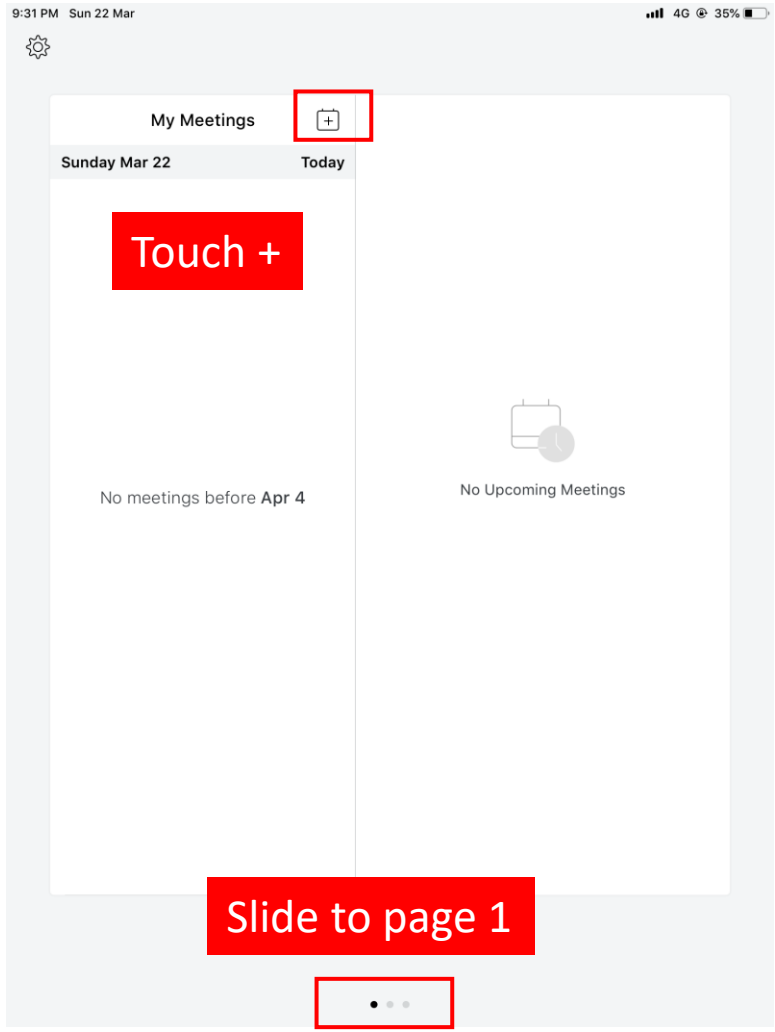
Create Meeting Room using iOS Phone

Note: Make sure installation and configuration have been done before process the all step.
Refer user manual (install webex iOS.pdf)

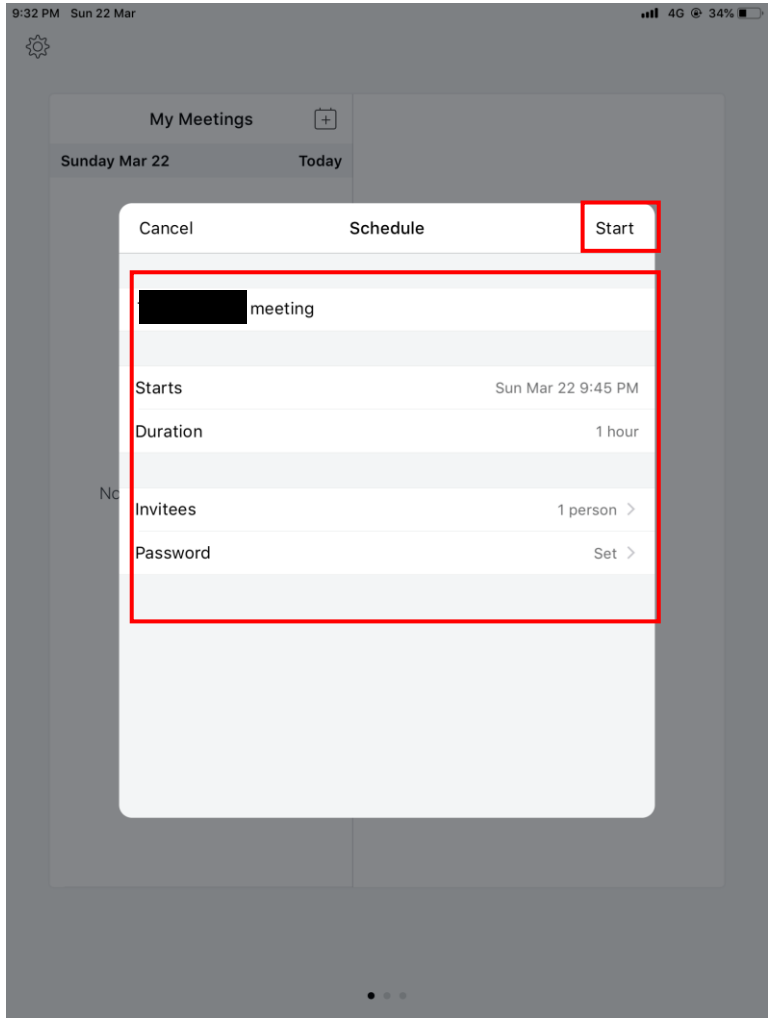
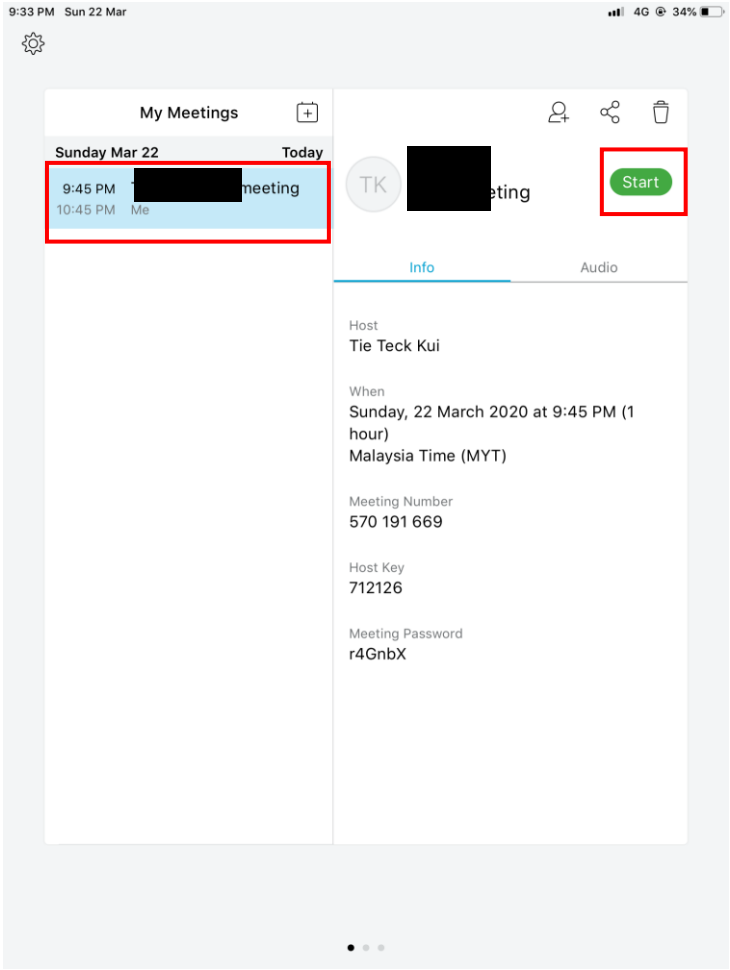
Step 1: Open Webex Meet



Step 2



Step 3: Fill all the meeting information & Click Start



Step 4: Meeting information will display on the screen
To start meeting select Meeting & click Start
Refer user manual (how to join meeting.pdf)