



WebEx Meeting 个人免费版快速申请指南

2020.04

CX Collab PS



注册个人版WebEx Meeting

- 申请链接: <https://cart.webex.com/>
- 填写您个人邮箱地址, 点击注册按钮, 进行下一步。



注册个人版WebEx Meeting

- 填写您所在的地区
- 填写您的名字（英文、中文均可）



來設定您的 Webex Meetings 吧。

國家/地區 這有什麼重要性?

Hong Kong (繁體中文) ▾

YU

QIU

繼續



注册个人版WebEx Meeting

- 简单的注册已完成
- 请登录您注册时所留下的邮箱，检查
您是否收到激活邮件

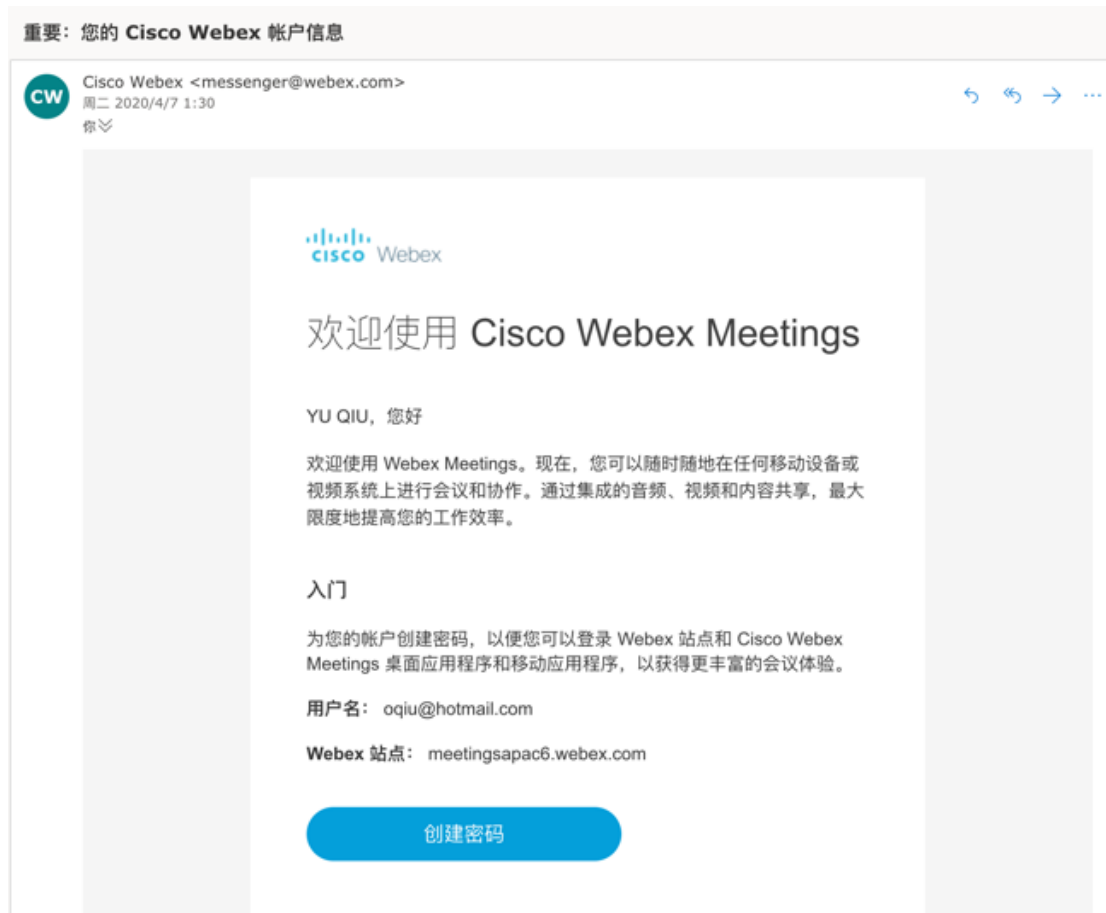


您的新帳戶已準備就緒。

我們向您發送了一封電子郵件，其中詳細介紹了如何訪問您的帳戶。

注册个人版WebEx Meeting

- 您的邮箱将会收到一封来自WebEx团队的确认激活信件
- WebEx团队将会给您随机分配一个站点供您使用，例如
“meetingsapac6.webex.com”
- 完成您账号密码的设置



注册个人版WebEx Meeting

- 请根据要求的密码规则进行重置密码



Hi YU QIU

为您的帐户创建密码，以便您可以登录 Webex 站点和 Cisco Webex Meetings 桌面应用程序和移动应用程序。

用户名: oqiu@hotmail.com

继续

必须包含

- ✓ 至少 8 个字符
- ✓ 至少 2 个字母 (a、A、b、B、c、C...)
- ✓ 大小写混合
- ✓ 至少 1 个数字 (1、2、3...)

不能包含

- ✓ 您的姓名、用户名或公司名称
- ✓ 您上 3 次使用的密码
- ✓ 易于猜测的文字
- ✓ 任何重复 3 次或更多次数的字符

注册个人版WebEx Meeting

- 完成密码重置后，即可登录个人版的WebEx Meeting
- 左侧可以看到个人版WebEx Meeting所可以使用的功能
- 现在，你可以与你的同事或者协作者开始免费会议



The screenshot displays the Cisco Webex user interface for a personal meeting room. On the left is a navigation sidebar with the following menu items: 主页 (Home), 会议 (Meetings), 录制文件 (Recorded Files), 首选项 (Preferences), 深入分析 (Advanced Analytics), 支持 (Support), 下载 (Download), and 反馈 (Feedback). The main content area shows the user's profile 'YU QIU 的个人会议室' with the URL 'https://meetingsapac6.webex.com/meet/oqiu'. Below the profile are two buttons: '开始会议' (Start Meeting) and '安排' (Schedule). A search bar at the top contains the text '输入会议信息以加入会议'. In the top right corner, there are language and user options: '简体中文' and 'YU'. A blue notification box on the right side prompts the user to '立即安装 Cisco Webex Meetings 应用程序，为即将进行的会议做好准备。' (Install the Cisco Webex Meetings application immediately to prepare for the upcoming meeting.) with a '下载' (Download) button. At the bottom, a section titled '即将召开的会议' (Upcoming Meetings) shows a calendar icon and the message '您没有即将召开的会议。' (You have no upcoming meetings.)

注册个人版WebEx Meeting

- 请注意，个人版WebEx Meeting是随机分配的一个站点信息，重新登录时，请使用为您分配的该站点进行登录

- <https://meetingsapac6.webex.com>

The screenshot displays the Cisco Webex Meetings website interface. At the top left is the Cisco Webex logo. In the top right corner, there is a language selector set to '简体中文' and a '登录' (Login) button. The main heading is '加入会议' (Join Meeting), with a sub-label '输入会议信息' (Enter meeting information). Below this is a large, light gray button. The bottom section is titled '使用您的帐户登录' (Log in with your account) and contains a login form with fields for '用户名' (Username) and '密码' (Password), a checkbox for '保持我的登录状态' (Keep me logged in), and a green '登录' (Login) button. A link for '忘记用户名或密码?' (Forgot username or password?) is located below the login button. To the right of the login form, there is a promotional banner for 'Cisco Webex Meetings 桌面应用程序' (Cisco Webex Meetings Desktop Application), featuring an illustration of a laptop and a '下载' (Download) button.

注册个人版WebEx Meeting

- 登录后，您拥有部分功能的WebEx Meeting，但已经足够个人进行使用
- 最多可邀请100人进行加入会议
- 可以根据时间进行预约会议
- 可以共享屏幕
- 可以录制画面
- 更多信息请参考

<https://help.webex.com/zh-cn/n19jg1u/>

The basics

When you signed up for Webex, we assigned you a host license, [Personal Room](#), and [Webex site](#). Armed with these, you can:

- Schedule meetings that last as long as you need.
- Invite up to 100 people to a meeting.
- Start instant meetings in your Personal Room
- Record meetings
- Share content

Schedule meetings

People you invite to your meetings don't need to download anything or have a Webex account.

Schedule meetings with unique secure URLs	✔ Available
Start an instant meeting in your Personal Room	✔ Available
Add an alternate host	✘ Not available

Start and join meetings

The easiest way to join is from the browser on your desktop or mobile device or the app. In certain scenarios, you may have to call in.

Join from your computer or mobile device	✔ Available
Call in to a meeting	✔ Available
Join with a toll-free number	✘ Not available
Have Webex call you when it's time to meet	✘ Not available

 Grab the [Webex Meetings App for iOS or Android](#). Schedule, host, and join meetings from your iOS device, including iPhone, iPad, and Apple Watch.

Connect to audio and video

When you start or join a meeting, you can choose how to connect your audio and video.

Test your audio and video before your meeting	✔ Available
Use your computer's audio	✔ Available
Use your computer's webcam	✔ Available
Turn off video before entering the meeting	✔ Available
Switch between active speaker and grid layouts	✔ Available

