

SPEAKER – requirements

No	Criteria	Require	Notes/Propose	Qty
1	Internet Bandwidth	2.5 Mbps download and 3.0 Mbps upload to Webex Cloud	Test using the link: https://mediatest.ciscopark.com/#/main	1
2	Desktop/Laptop	CPU 2GHz RAM 4GB OS: Windows 8 - 10 / MAC OS 10.13	Macbook Pro 2015 or newer	1
3	Camera/Webcam	Minimum HD720 Backlight Compensation	Logitech C920/C930	1
4	Audio	Headphone with mic Or SPEAKERphone	Jabra 410 / Logitech Group	1
5	Light	Moderate brightness. Brighten the face of the participant		1

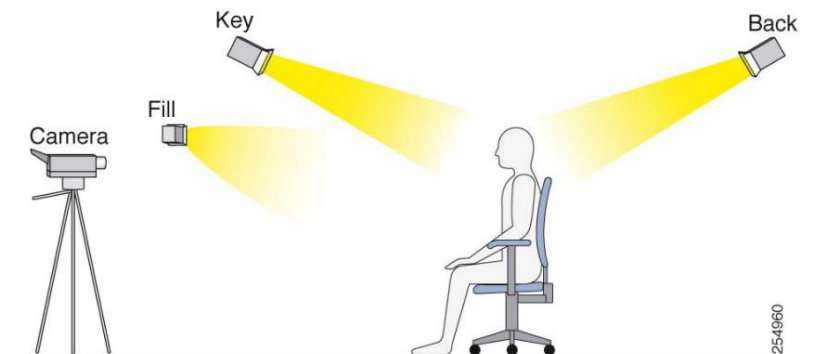
Cisco Webex Network Test

Test Results

- ✓ App Successful
- ✓ Room System Successful
- ✓ Call Successful

- TCP Connectivity Passed
- TCP Delay 106.85 ms
- TCP Download speed 40.03 Mbits/s
- TCP Upload speed 59.65 Mbits/s
- UDP Connectivity Passed
- UDP Delay 92.50 ms
- UDP Jitter (delay variation) ↓2.33 ms ↑1.79 ms
- UDP Loss Rate ↓0.00% ↑0.00%

[Retest](#) | [Copy Results to Clipboard](#) | [More Details](#)



SPEAKER – requirements

Install CISCO WebEx Meeting App on your Computer

1. Go to link: <https://www.webex.com/downloads.html>
2. Get the CISCO WebEx Meetings for Windows or Mac OS



webexapp.msi

3. The install file downloaded – launch it and Follow the instructions to set up.

Once installed
the app will launch automatically.

Joining as a SPEAKER

1. Click the link provided in the invitation email. It will direct you to this page. Enter First name, Last name and email address, **Press Submit**.



Event Information: Webex Event Test - April 1

Event status: ● Started
Date and time: Wednesday, April 1, 2020 5:00 pm
Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)
Program: EVENT TEST
Duration: 1 hour
Description: Testing the capabilities of Events. Thank you for your participation!

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

First name:
Last name:
Email address:

Submit



Event Information: Webex Event Test - April 1

Event status: ● Started
Date and time: Wednesday, April 1, 2020 5:00 pm
Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)
Program: EVENT TEST
Duration: 1 hour
Description: Testing the capabilities of Events. Thank you for your participation!

Join Event Now as Panelist

Join

If you are the host, [start your event](#).

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

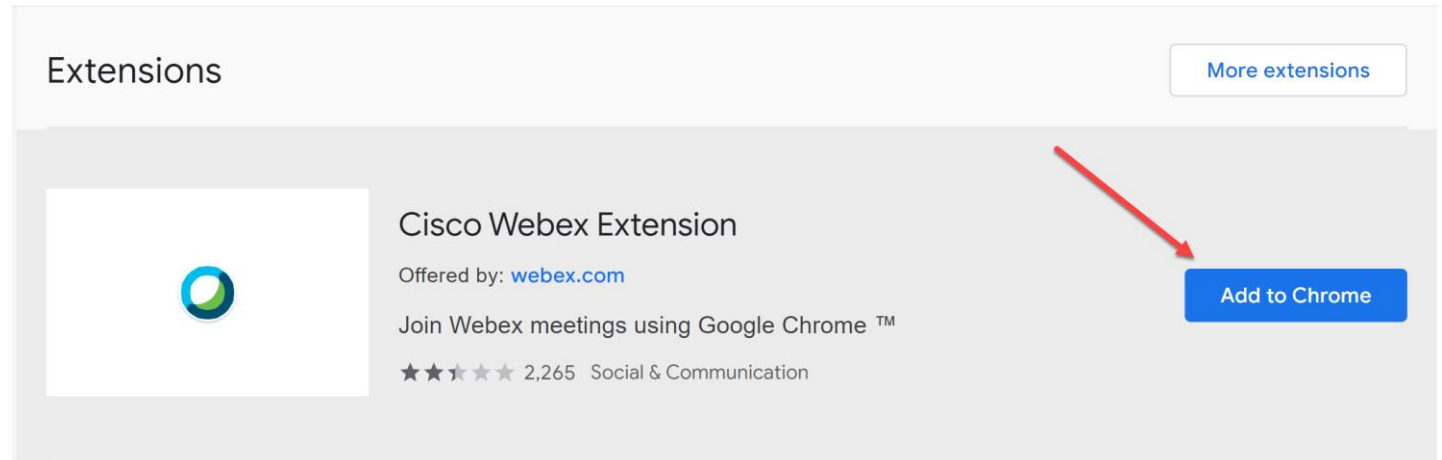
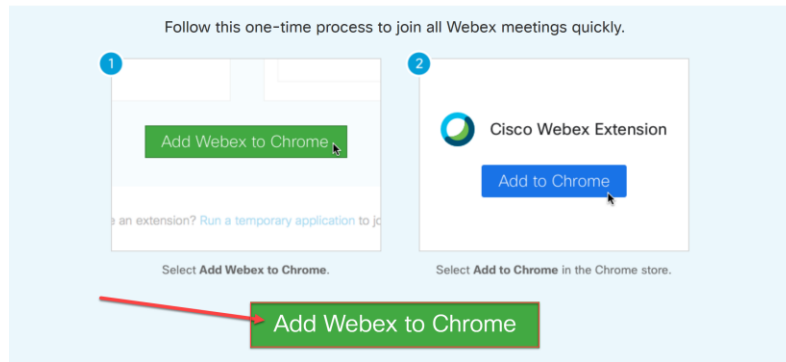
2. Press Join.

Joining as a SPEAKER

Add WebEx Extension to your Internet Browser (we prefer Google Chrome)

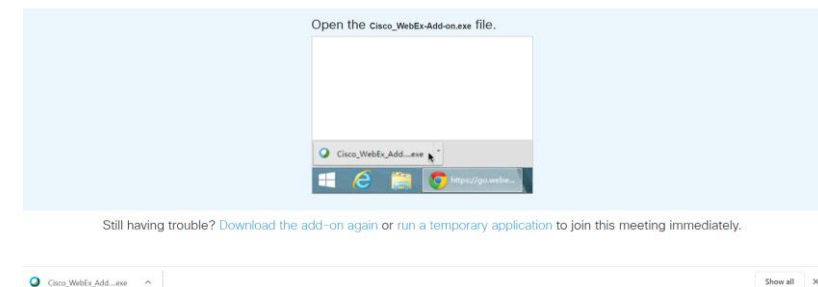
Press Add WebEx to Chrome - The Cisco Webex Extension will download to your computer. When the download is complete, double click the application in the lower lefthand corner.

Step 1 of 2: Add Webex to Chrome



If you are having issues downloading the application, click **run a temporary application** to join the meeting.

Step 2 of 2: Install the Cisco Webex add-on

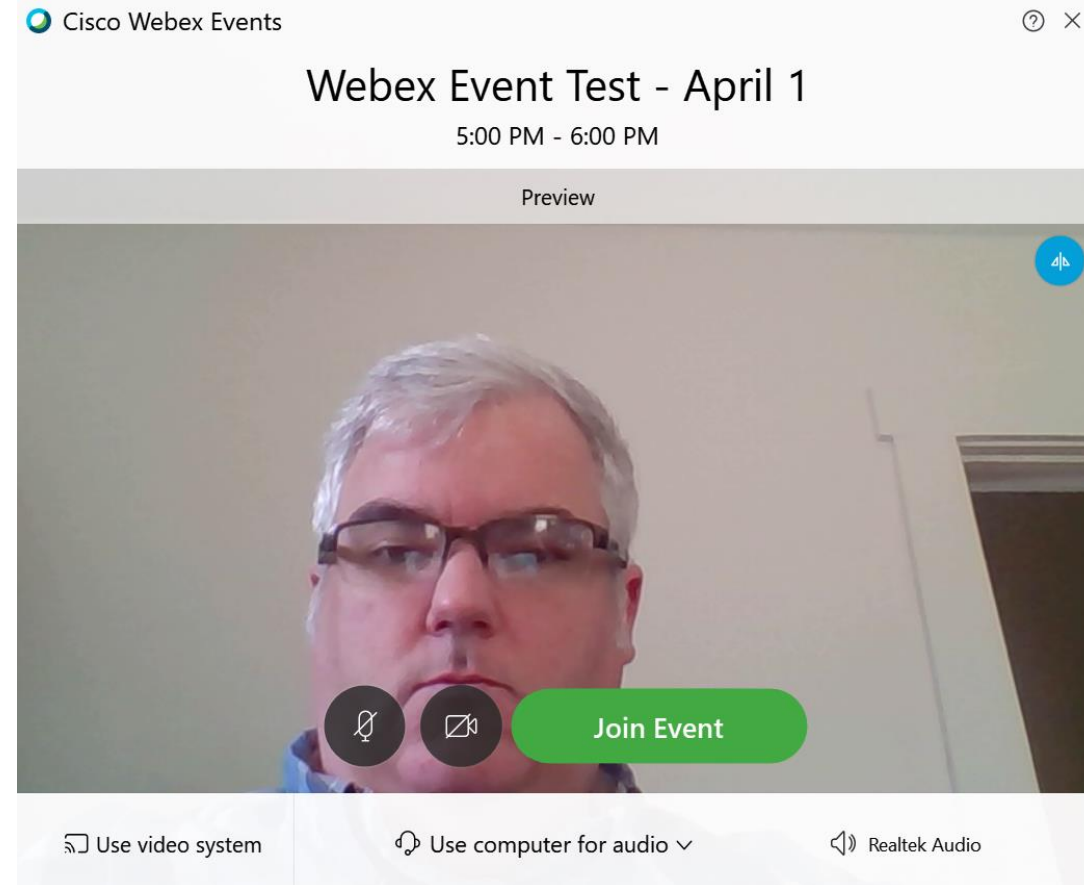


Joining as a SPEAKER

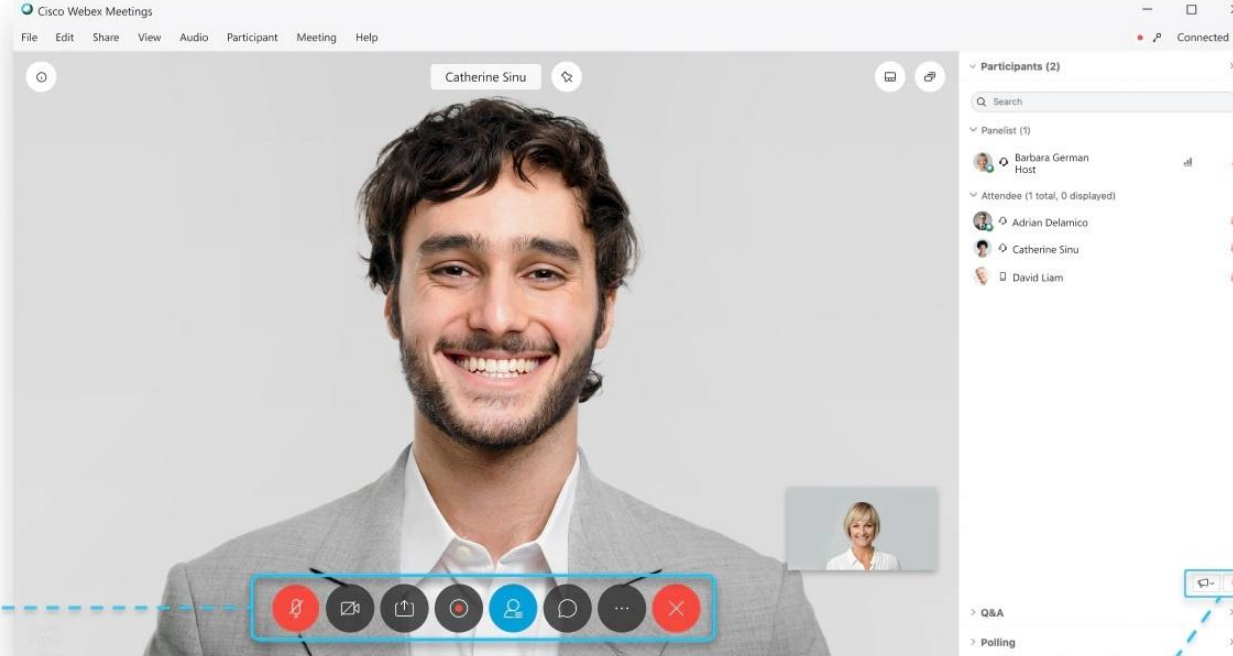
The Desktop App will open to this screen, giving you a preview of your camera. **Use computer for audio** — Use your computer with a headset or speakers (If you use an external audio system, select it from the list).

Attention: For the best audio experience possible, we recommend mute mic unless you want to speak in the meeting.

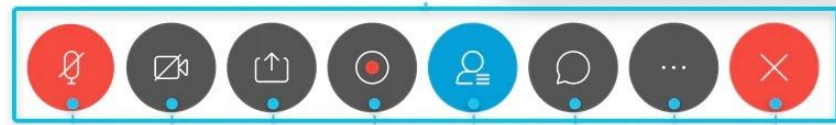
Please press  before you **Join Event**



Joining as a SPEAKER



This is an example of what the screen will look like and functions of the control in the user interface.



Mute

Start video

Share

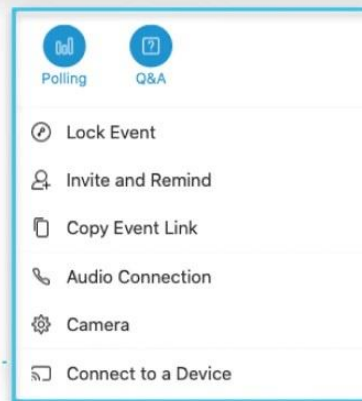
Record

Messages

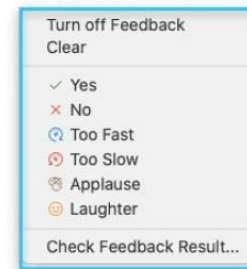
Leave

Participants

More options




Feedback





Check attendee attention

Joining as a SPEAKER

Best Practices

Mute mic unless you want to speak in the meeting. You'll see  when your microphone is muted. Click **Unmute my microphone** when you want to speak.

You can **Turn on/off my video**. The camera icon will look like this  when your video is turned off. Click **Turn on my video** when you want to show your video.

As a SPEAKERt, you also have the ability to communicate through a Chat and Q&A function by pressing this icon . A drop-down menu will allow different chat options.

If you logged out and want to rejoin the event, try again - Click the link provided in the invitation email.

The background features a white central area with abstract geometric patterns of orange and yellow triangles in the corners. The triangles vary in size and orientation, creating a mosaic-like effect. The colors range from bright yellow to deep orange.

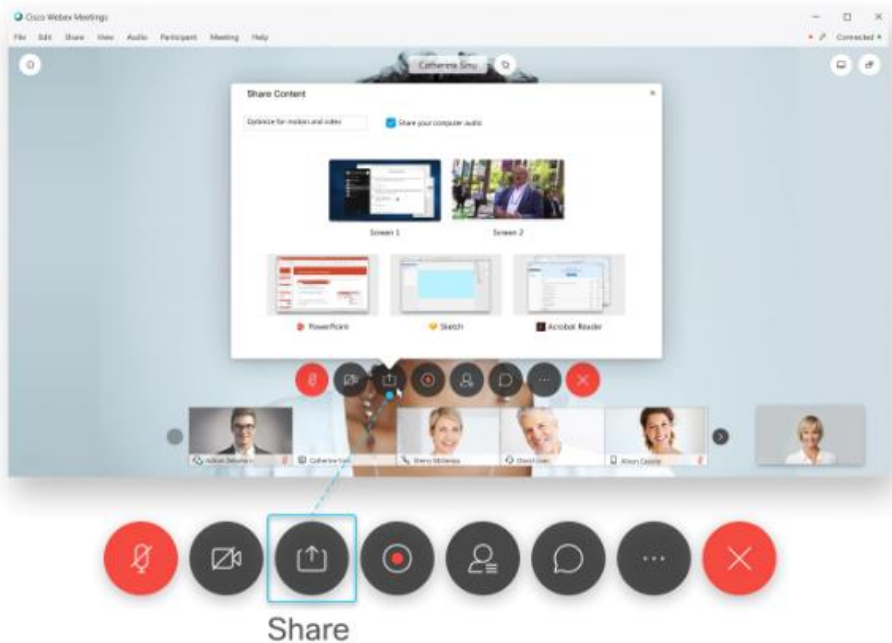
SHARING CONTENT

Sharing Content

To use this feature, user needs to be assigned Presenter Role.

1. Go to the controls at the bottom of the screen, select **Share** 

2. Select the Screen or Application and click Share



The easiest way to share content is by sharing your screen. If you are using multiple monitors, you can select the screen you want to share.

If you want more control of what you want your viewers to see, please share an application instead of a screen. This will keep your desktop and any other applications private from the viewers.

When you are finished sharing content, select Stop Sharing in the toolbar that displays at the top of the screen.





THANK YOU!

MINISTRY OF FOREIGN AFFAIRS VIETNAM