INTERNATIONAL CAMPUS
ZHEJIANG UNIVERSITY
浙江大学国际联合学院

International Campus Online Class Platform（WebEx）User Guide

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Instruction

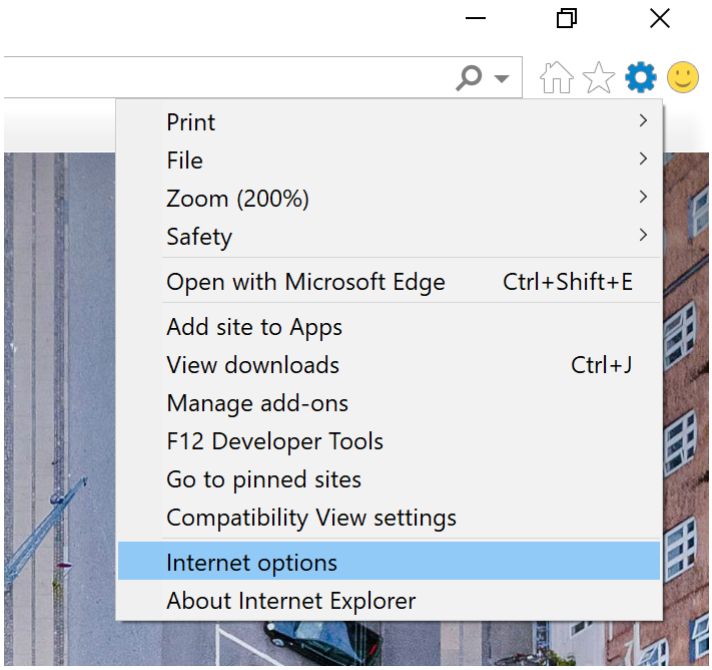
Webex provides a stable remote solution for video conferencing, screen share, and meeting record, which is suitable for remote teaching interaction. If you have problems while using WebEx, please contact ITS. Email: itservices@intl.zju.edu.cn Tel: 0571-87572669

1. Configuration Requirement

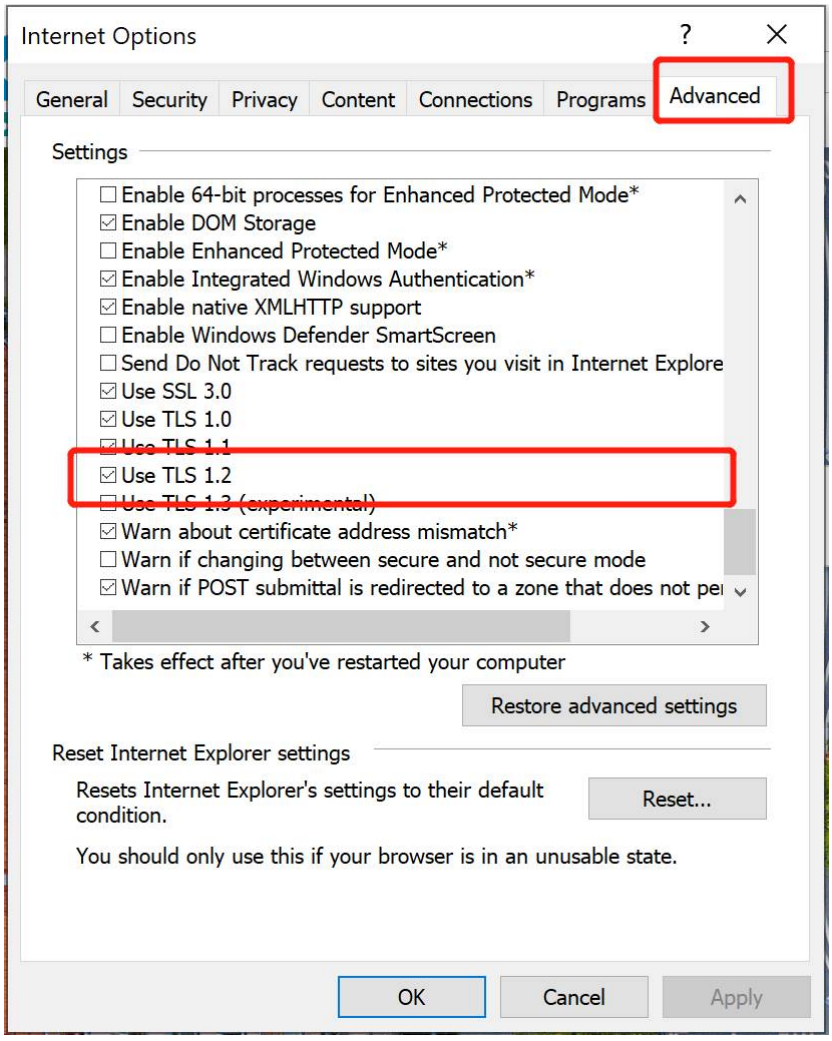
- The following systems and browser versions are applicable for WebEx

	Windows	Mac OS X
Operation Systerm	Windows 7 and above	10.9 and above
IE	10 or 11	
Edge	Windows 10	
Firefox	Latest Version	Latest Version
Safari		11 or 12
Chrome	Latest Version	Latest Version

- **Wired headsets** are recommended for online interaction
- The resolution of camera should be **no less than 720P**
- Please **mute all the student**s when the class begin, so that noise could be avoid.
- If when you enter "https://zjuintl.webex.com.cn" when you login to desktop application, it shows the site is invalid, please check your browser setting:
  - **Open your IE browswe and go to the up right corner, open "Setting" - "Internet Option"**

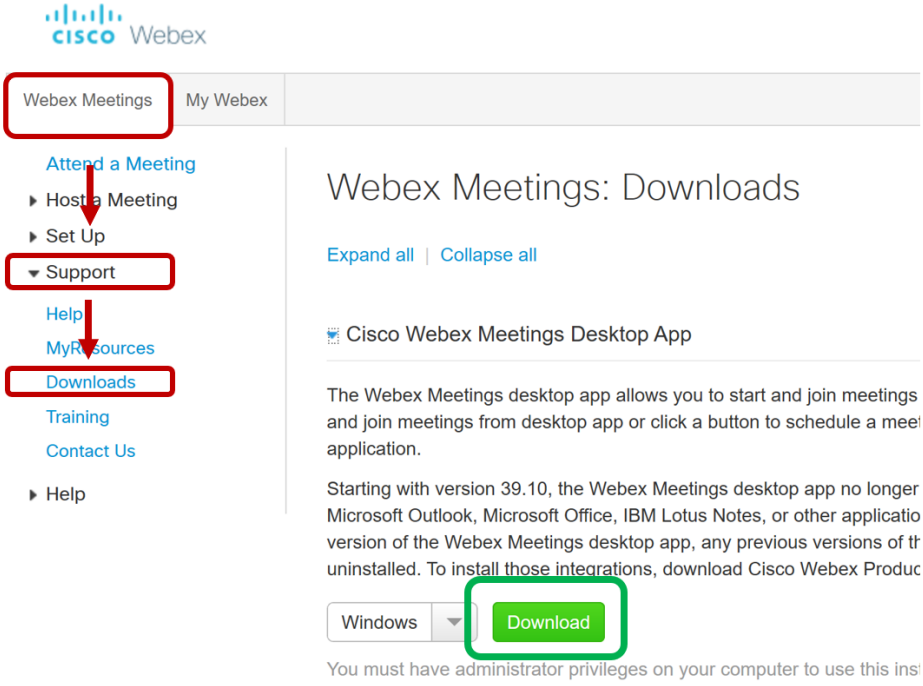


  - **In "Internet Options", choose "Advanced", find "Use TLS1.2" and tick it.**



2. Download

Step 1: Visit zjuintl.webex.com.cn, and click *Webex> Support> Downloa*d, download the desktop application according to your system.

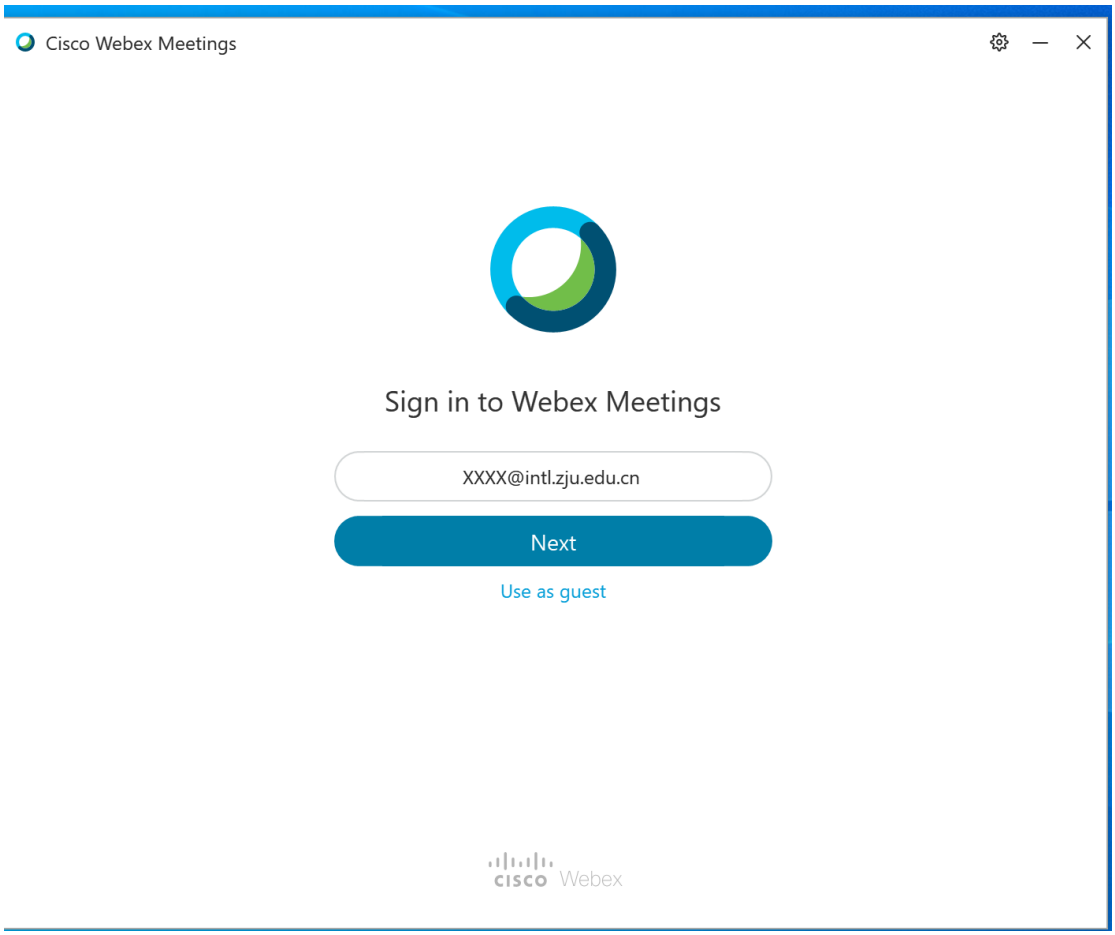


Step 2: Install the desktop application and log in with your INTL ID, open *webexapp.msi* to install.

3. How to log in?

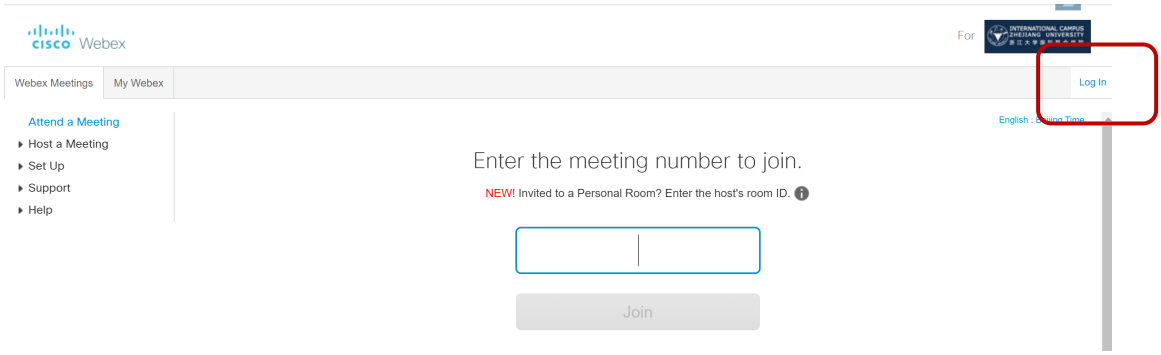
- **On WebEx Desktop Application**

Login with INTL ID.



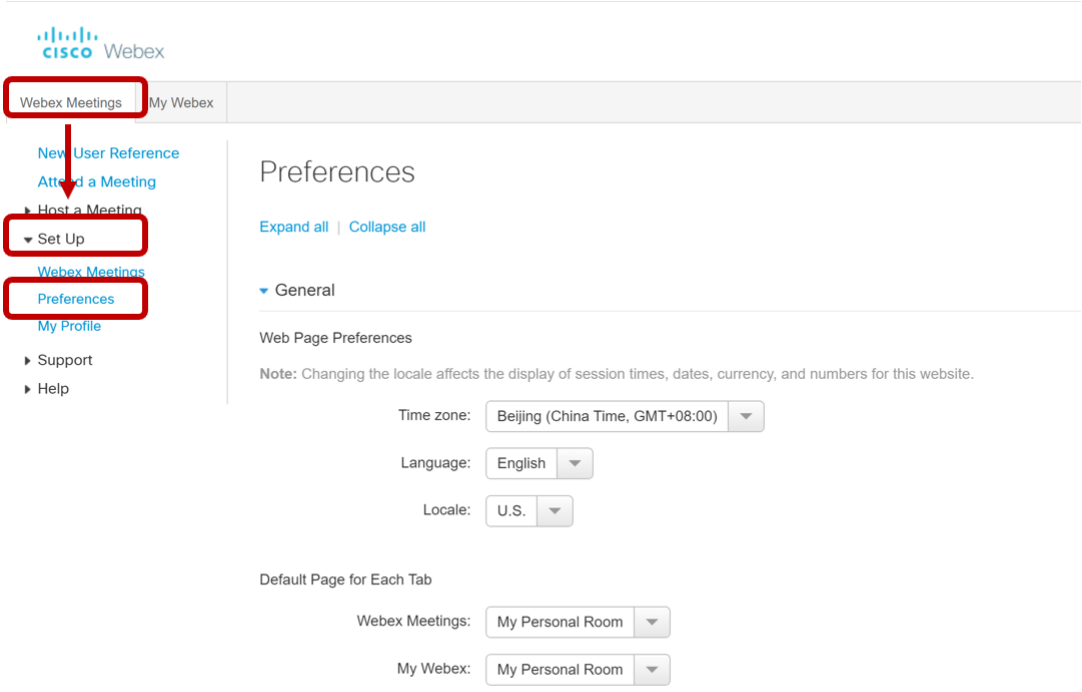
- **Log in on website**

The host needs to log in with INTL ID before scheduling and starting a meeting. Visit https://zjuintl.webex.com.cn, and click *Login* at the top-right corner, log in with your INTL ID.



4. Change Language

- Go "Webex Meetings" - "Set Up" - "Preference" to manage the language setting,

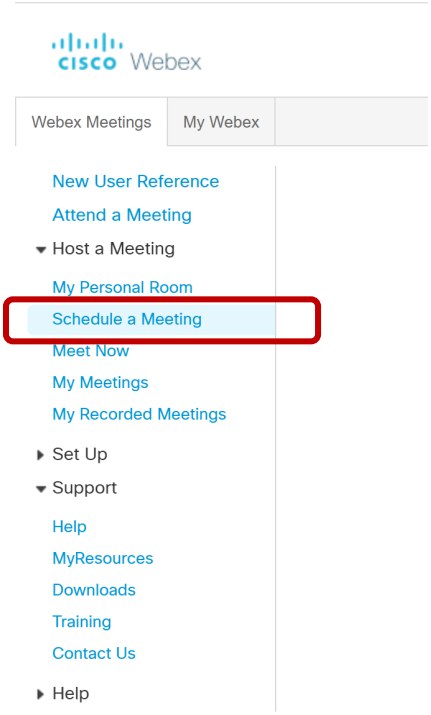


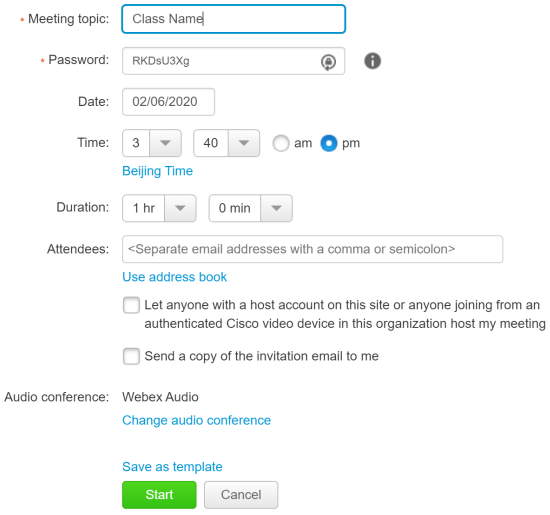
User Guide

How to Use - For Teachers

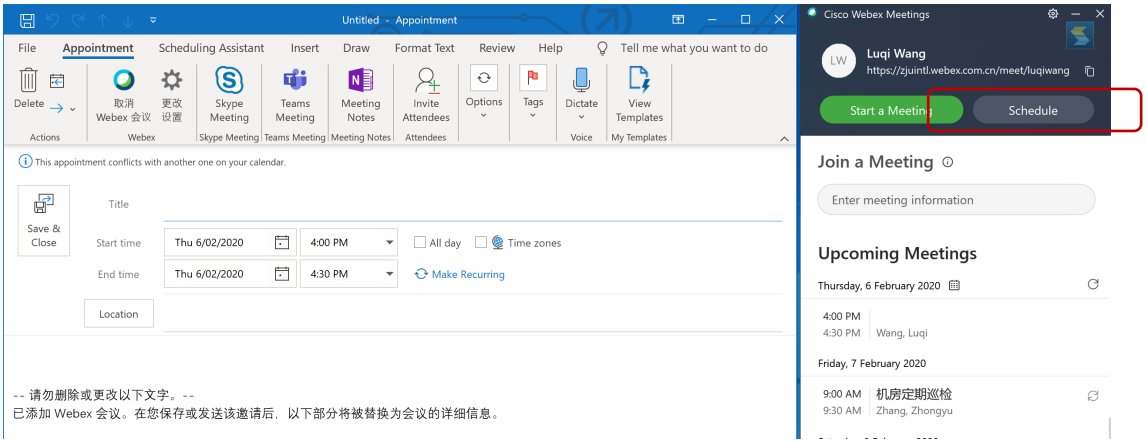
1. Schedule a class

On **Webpage**, after log in, click "*WebEx Meeting - Host a Meeting-Schedule a Meeting"* to enter the quick schedule interface, fill in the basic information of the meeting, and click *"Start"I.* Meeting information and joining links will be sent to participants by email.





- If you use **the desktop application** to schedule a meeting, the system will directly skip to Outlook to initiate a WebEx meeting, then you could fill in the meeting information and send the invitation.



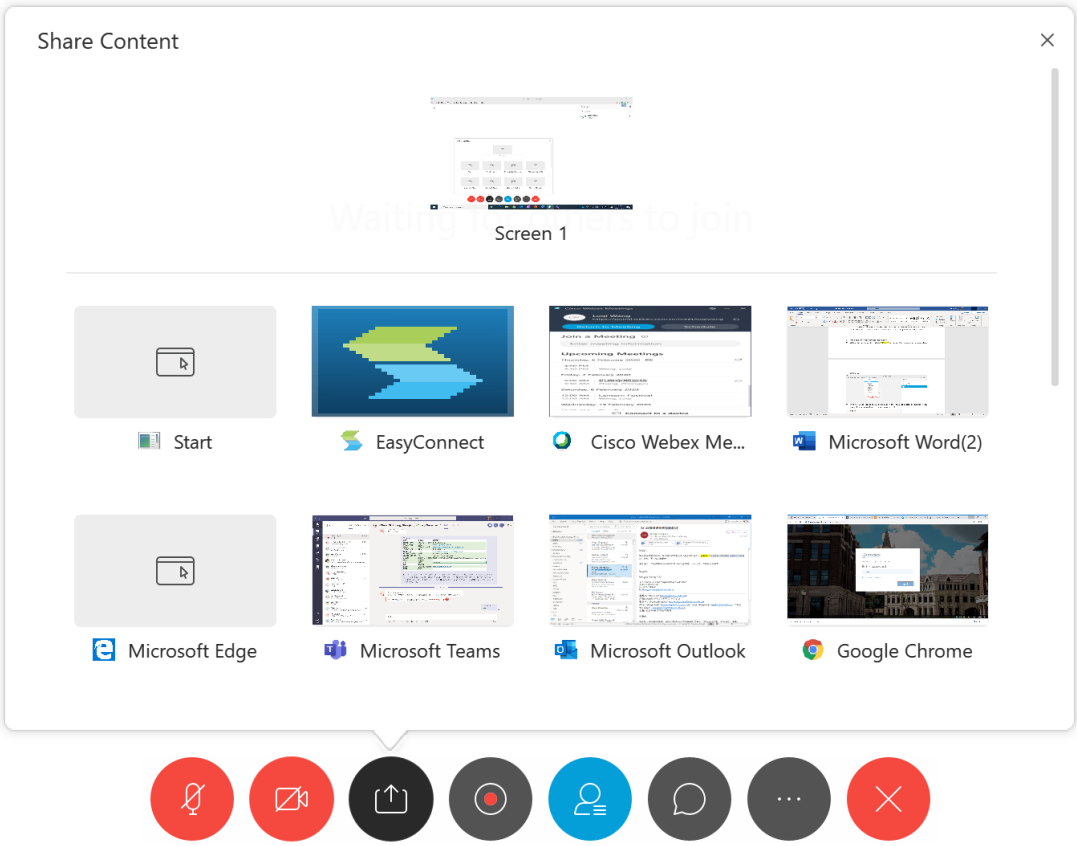
2. Functions: screen share, presenter change, student speech, class recording

1) Start a scheduled meeting

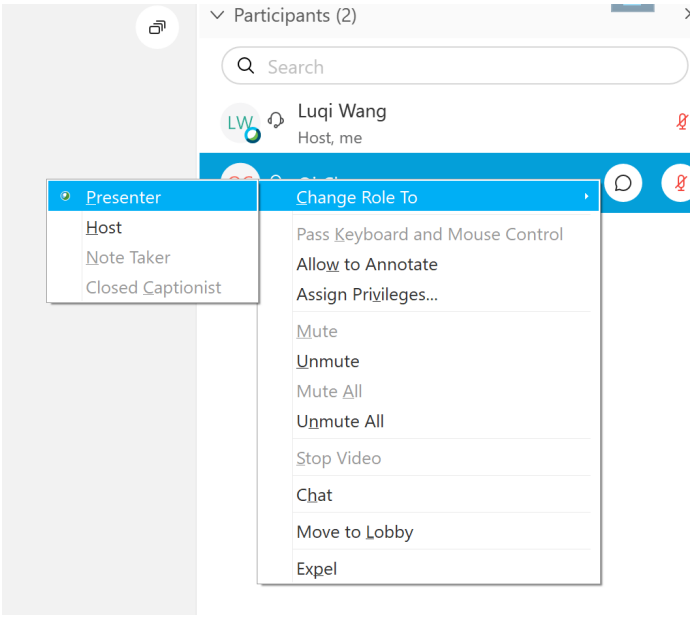
- Click *My Meeting* at the left navigation bar to find the scheduled meeting, and click *"Start"* to start the meeting directly.

2) Screen sharing & Transfer the role of presenter

- The conference presenter can share screens, files, and applications by clicking the *Share* icon.

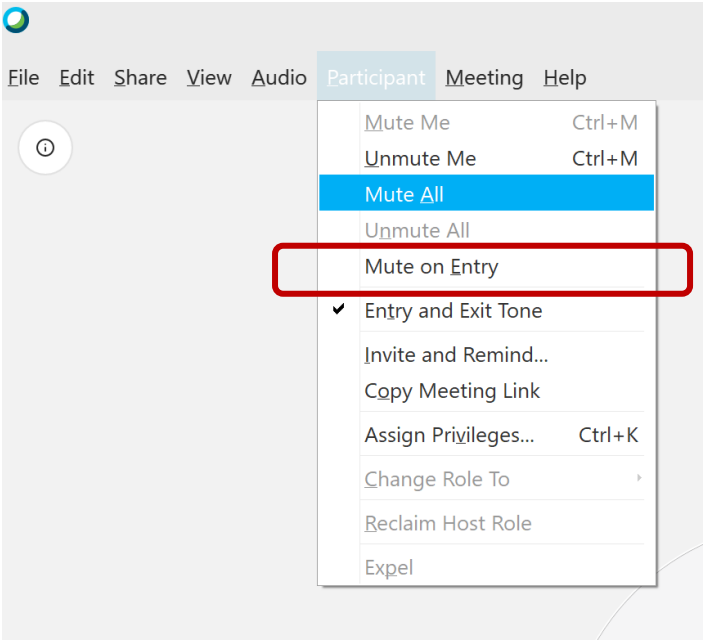


- The avatar with a spherical icon on the lower-right side is the presenter. Right-click the participant and select *Change Role* to exchange the presenter status.

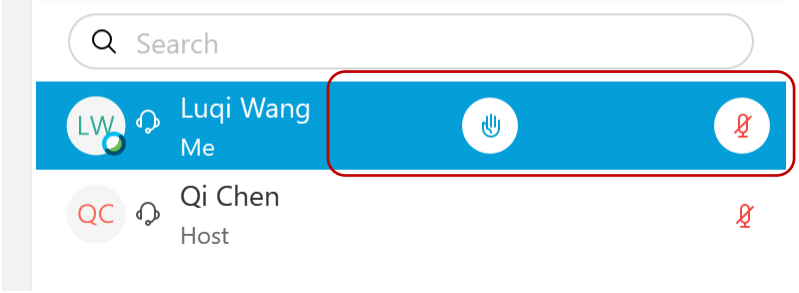


3) Mute and mute off (desktop application)

- Select the participants – Click *"Mute on entry"* to avoid noises, you can also "*mute all*" during the meeting

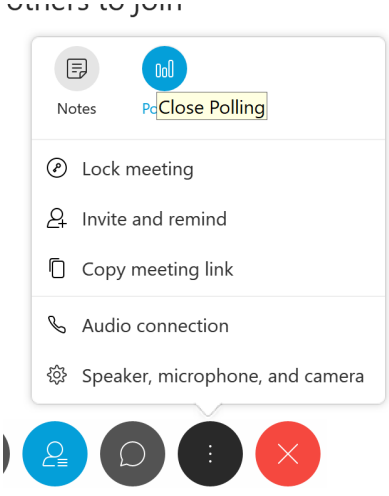


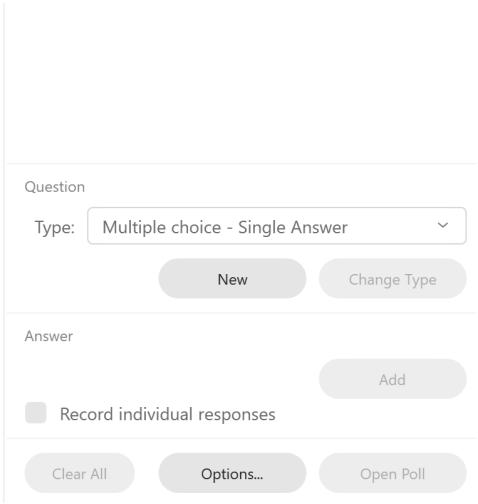
- When you see someone raise hand, click the red mute button on the right side, the button turns black means mute is turned off.



4) Polling

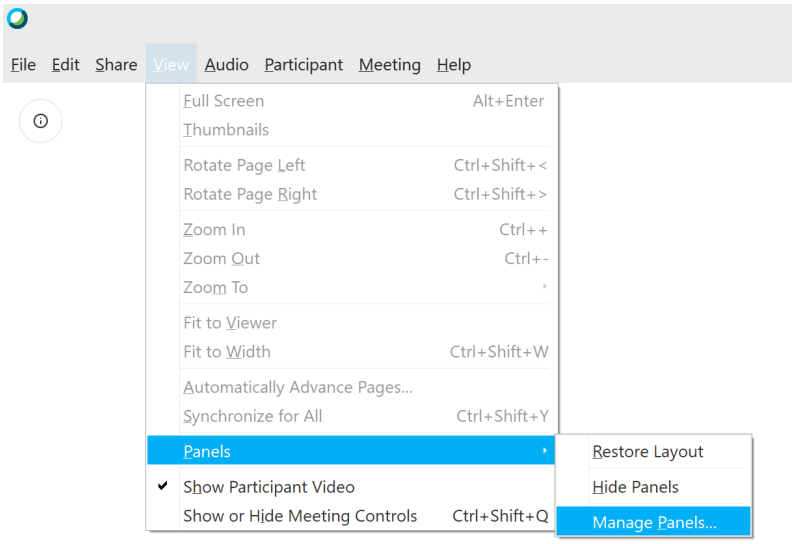
- Open a polling panel you could raise a quiz during the class.

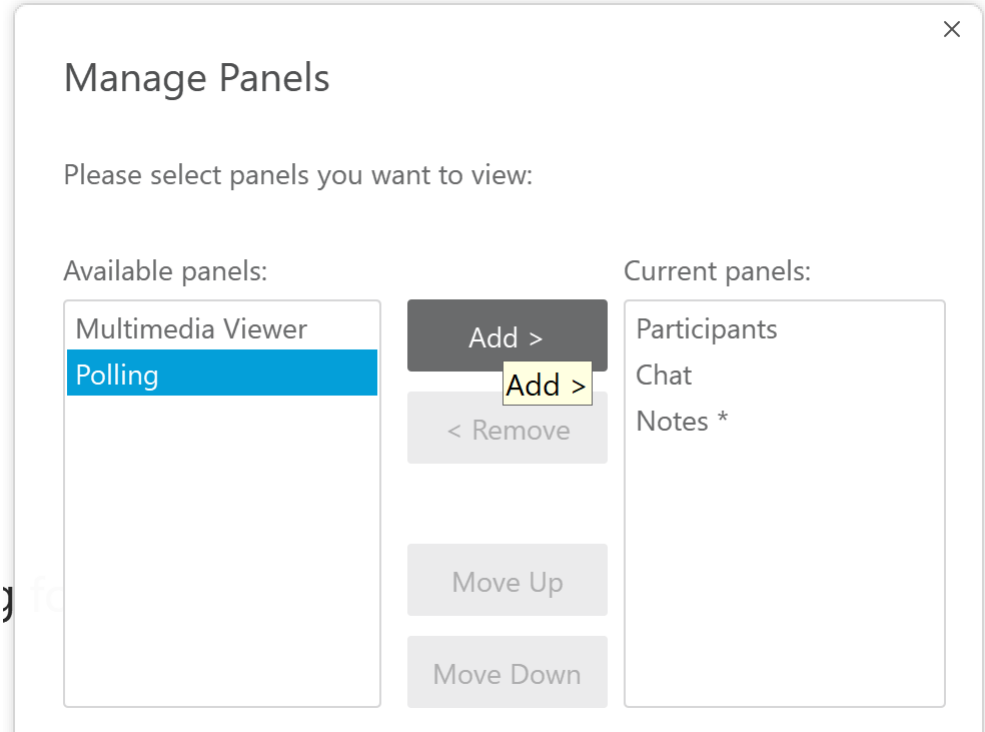




- You may not find the polling panel, click" *View-Panels-Manage Panel*" to

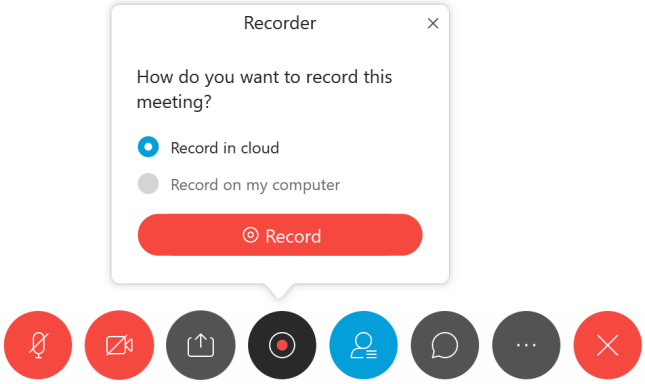
add pooling panel.



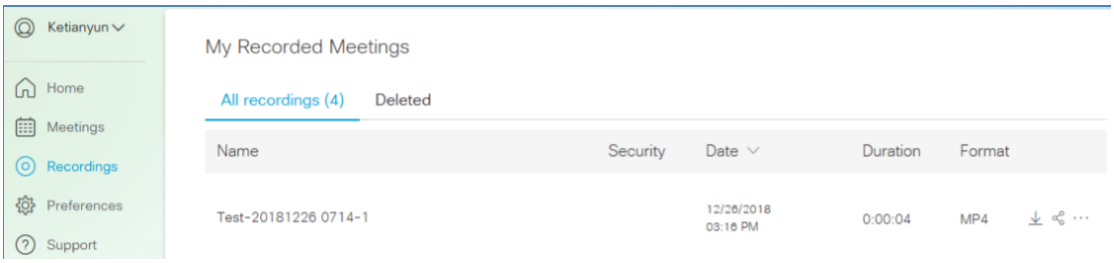


5) Record and view recorded files

- Only the host can record the meeting. Click "*Record*" to record the meeting.



- After the host ends the meeting and the recording file is generated, you can view, download, and edit the recorded file. The recording file is in MP4 format.



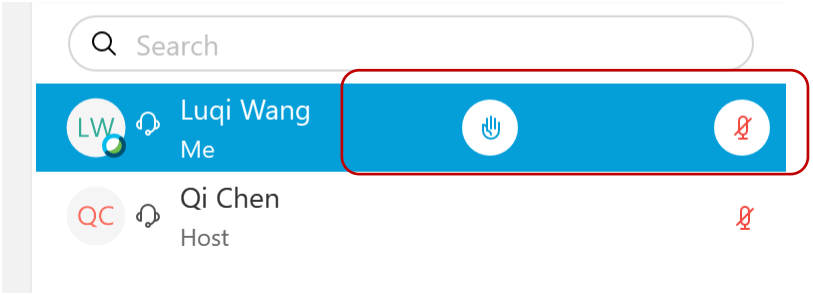
How to use – for students

1. Ready for class

After the course is scheduled by the teacher, an email will be sent to the students' mailbox. Before the class, click the green button of *Join Meeting*, or you can search the meeting number directly on the desktop application.

2. Function during the class: raise your hand to speak

Click the icon of raise hand on the right side. It turns blue means activated, and black means turned off. Beside the icon of raise hand is the icon of mute.


Search
LW
Luqi Wang
Me
QC
Qi Chen
Host