



# Guida all'utilizzo di Webex

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10/03/2020 - Ver 2.2

# Indice dei contenuti

- 1 Setup iniziale
- 2 Utilizzo
- 3 Condivisione documenti
- 4 Chat
- 5 Chiusura
- 6 Link utili

① Setup Iniziale

# Descrizione del processo di setup (preliminare)

## 1. ORGANIZZATORE

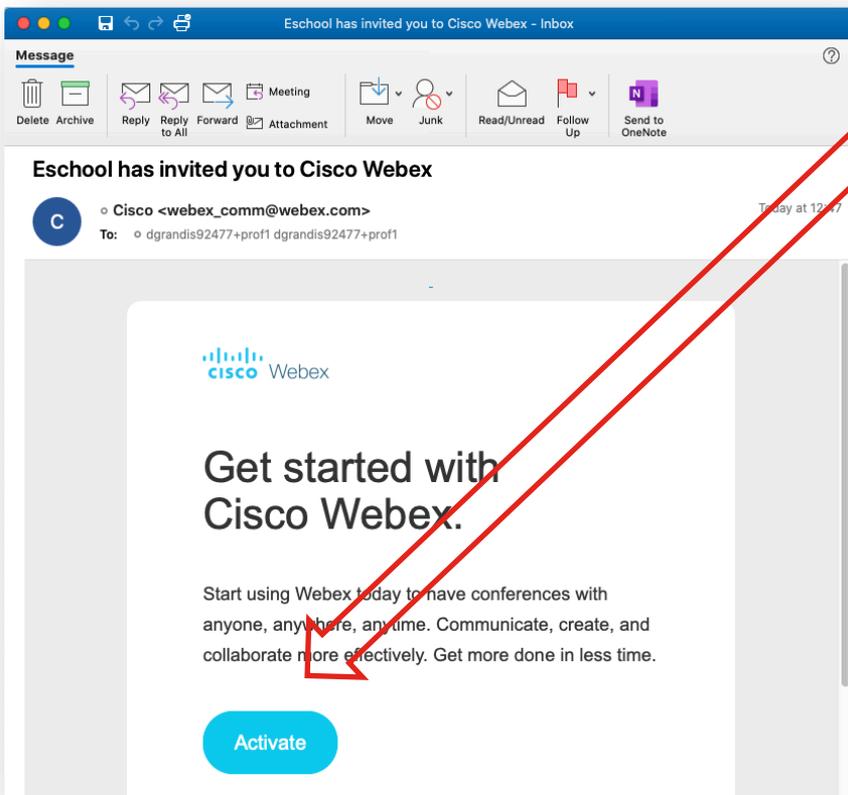
- Registrazione sul sito [www.webex.com](http://www.webex.com)
- L'organizzatore riceve la welcome email -> click per impostare la password e installare la app Webex Meetings

## 2. PARTECIPANTE

- Il partecipante installa Cisco Webex Meetings sul proprio iPad/tablet senza dover creare un account Webex

# Setup per l'organizzatore (1/2)

Cliccare su "activate" nell'email di benvenuto



Viene aperto il browser che consente all'organizzatore di impostare la propria password

**Create a new password**

New password

Confirm new password

**Save & Sign In**

**Password Requirements**

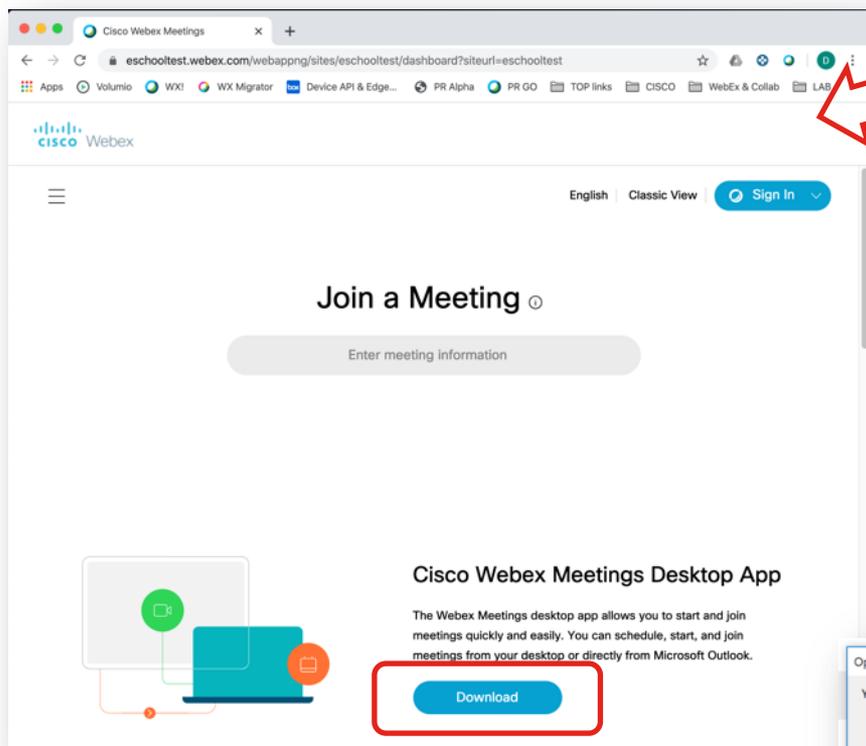
**Must contain**

- At least 8 characters
- At most 256 characters
- At least 1 lowercase alphabetical character (a, b, c...)
- At least 1 uppercase alphabetical character (A, B, C...)
- At least 1 number (1, 2, 3...)
- At least 1 special character (-!@#\$%^&\*()-\_+=+[]{}|;:.,<>/?)

**Must not contain**

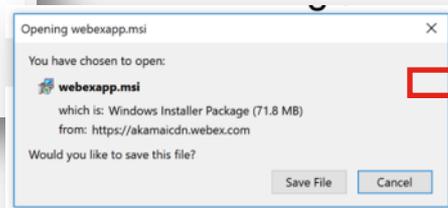
- Your name or email address

# Setup per l'organizzatore (2/2)



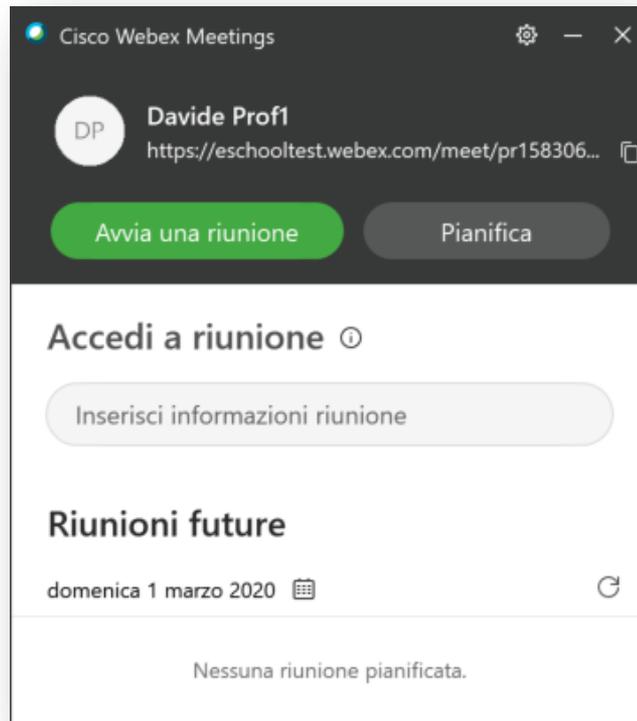
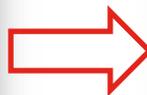
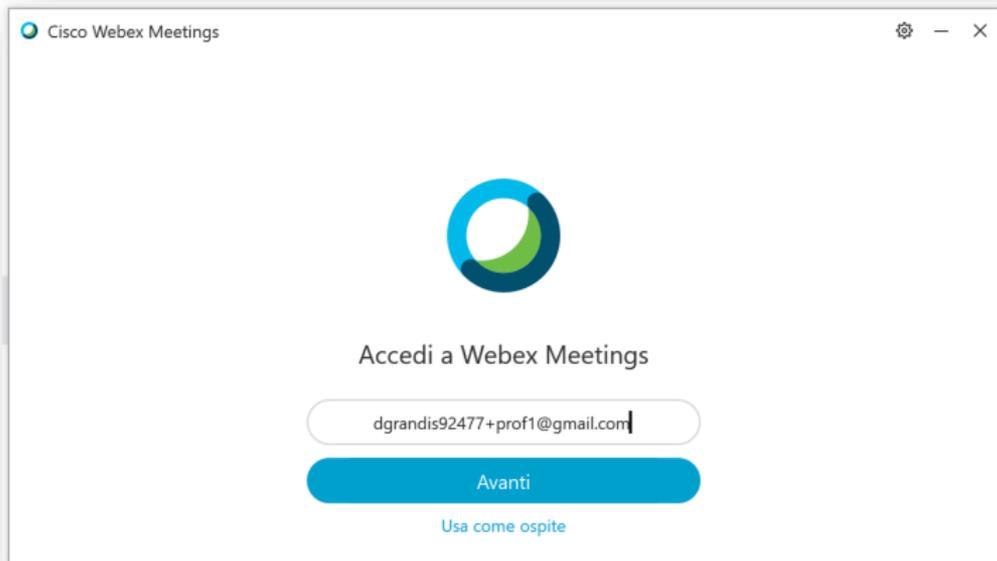
Nel browser viene caricata la pagina Webex

Cliccare "Download" per scaricare la App Webex Meetings ed installarla



# Login per l'organizzatore

Lanciare la app Webex Meetings sul PC e fare login usando le credenziali Webex (indirizzo email e password)



## 2 Utilizzo

# Riunione Virtuale

## Come si usa:

- L'organizzatore genera la riunione virtuale utilizzando la App Webex
  - L'organizzatore copia il link Webex della riunione dalla app Webex
  - L'organizzatore condivide il link con i partecipanti attraverso gli strumenti più ideonei (email, instant messaging, etc)
- All'ora indicata, l'organizzatore fa partire il meeting
- I partecipanti potranno accedere cliccando sul link ricevuto

# Webex Pannello di controllo

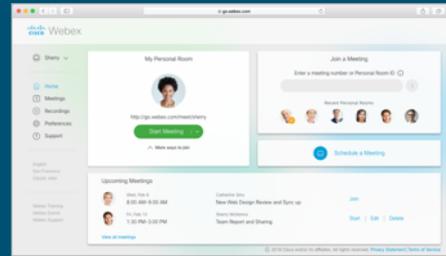
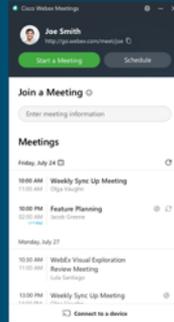
The screenshot shows the Webex control panel in a browser window. The browser address bar displays "go.webex.com". The interface is divided into several sections:

- Left Sidebar:** Contains navigation icons and labels: "Sherry" (with a dropdown arrow), "Home", "Meetings", "Recordings", "Preferences", "Support", "English", "San Francisco", "Classic view", "Webex Training", "Webex Events", and "Webex Support".
- My Personal Room:** A central card showing a profile picture of a woman, the URL "http://go.webex.com/meet/sherry", a green "Start Meeting" button with a dropdown arrow, and a link for "More ways to join".
- Join a Meeting:** A card with the heading "Join a Meeting", a text input field for "Enter a meeting number or Personal Room ID", a search icon, and a "Recent Personal Rooms" section with six circular profile icons.
- Schedule a Meeting:** A button with a calendar icon and the text "Schedule a Meeting".
- Upcoming Meetings:** A list of two meetings:
  - Meeting 1: "Wed, Feb 8, 8:00 AM-9:00 AM" by "Catherine Sinu" for "New Web Design Review and Sync up". Action: "Join".
  - Meeting 2: "Fri, Feb 10, 1:30 PM-3:00 PM" by "Sherry McKenna" for "Team Report and Sharing". Actions: "Start", "Edit", "Delete".A link "View all meetings" is located below the list.

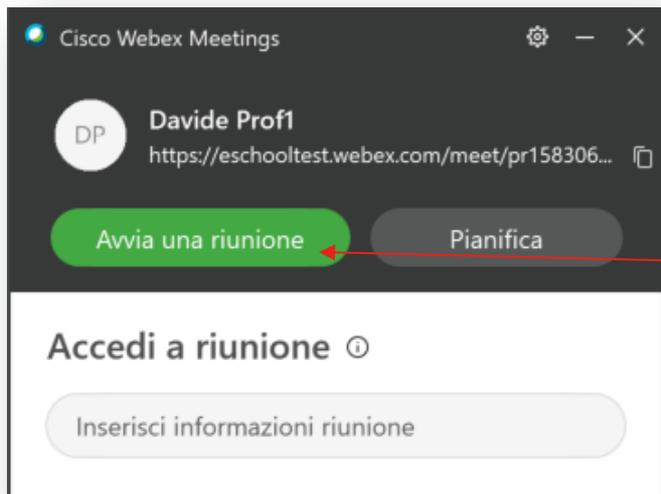
At the bottom right, there is a copyright notice: "© 2018 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service".

# Per iniziare il meeting Avvia Riunione o join

Join



# Link per il meeting e avvio riunione

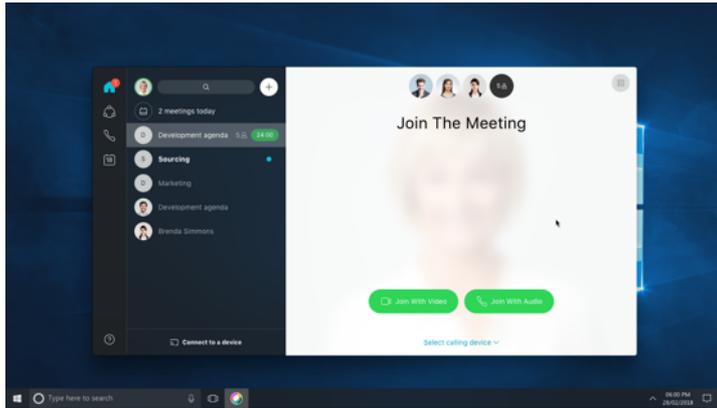


per copiare il meeting link

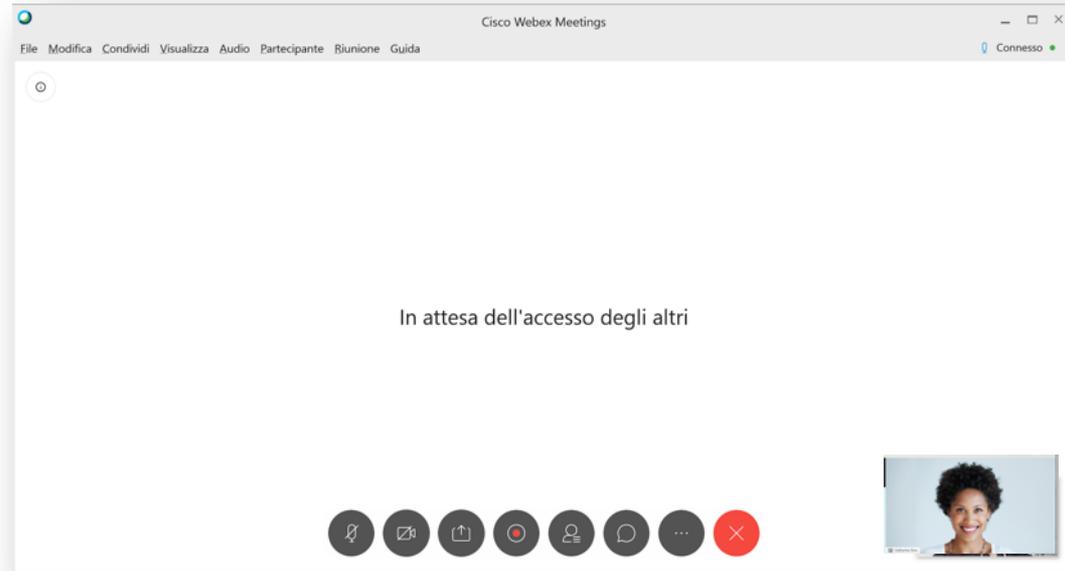
per far partire la riunione

# Riunione in corso... (lato Organizzatore)

...cliccando su "Avvia riunione" (cfr slide precedente) viene fatta partire l'anteprima video per dare modo all'organizzatore di verificare che il proprio video sia ok



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...cliccando ancora su "Avvia riunione" viene avviata la riunione vera e propria, con audio e video. Finchè nessun partecipante si sarà collegato, Webex mostra la schermata visualizzata sopra, con il video dell'organizzatore in basso a dx



# Accesso dei partecipanti

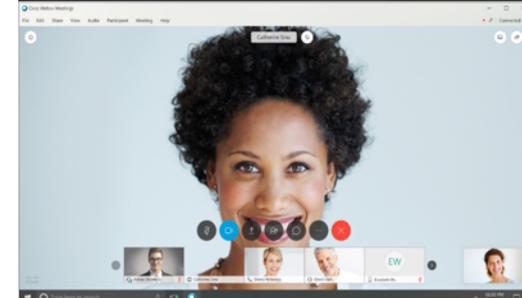
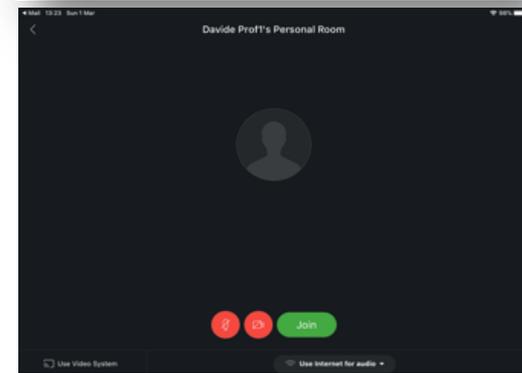
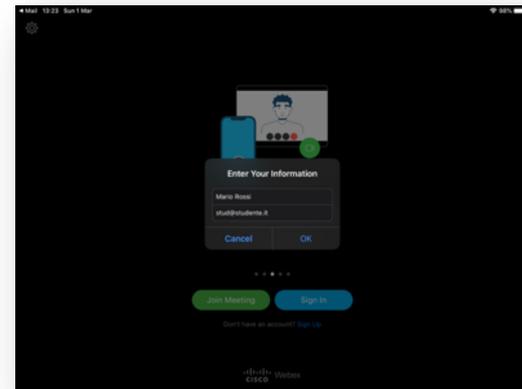
**Premessa:** I partecipanti avranno installato la app Webex Meetings e ricevuto, ad esempio via email, il link per partecipare alla riunione.

Cliccando sul link viene lanciata la app Webex

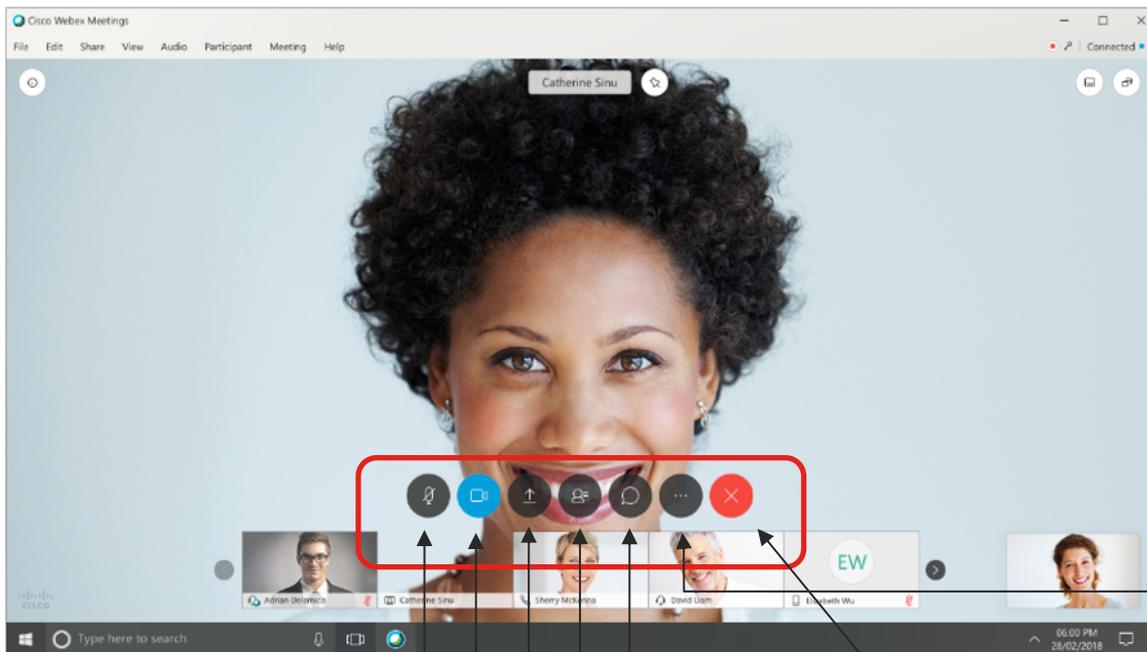
Il partecipante inserisce il proprio nome e cognome e un indirizzo email -> click su "join meeting"  
*(nota: account Webex non necessario, quindi non serve alcuna password, inoltre l'email è puramente informativa)*

Viene avviata l'anteprima -> click "Join" per entrare nella riunione

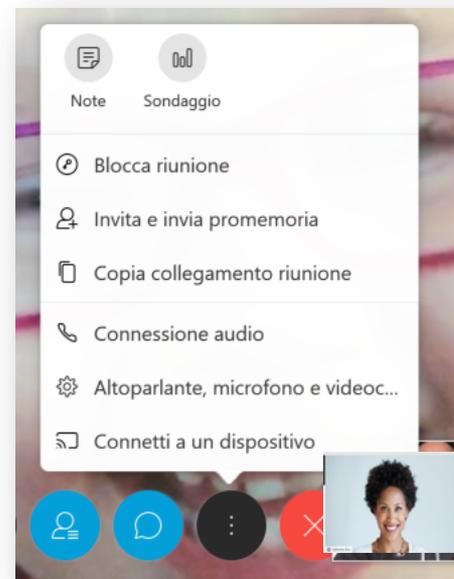
*Nota: con un browser non standard può essere necessario aprire la app Webex Meetings ed inserire il link alla lezione*



# Funzionalità per l'organizzatore

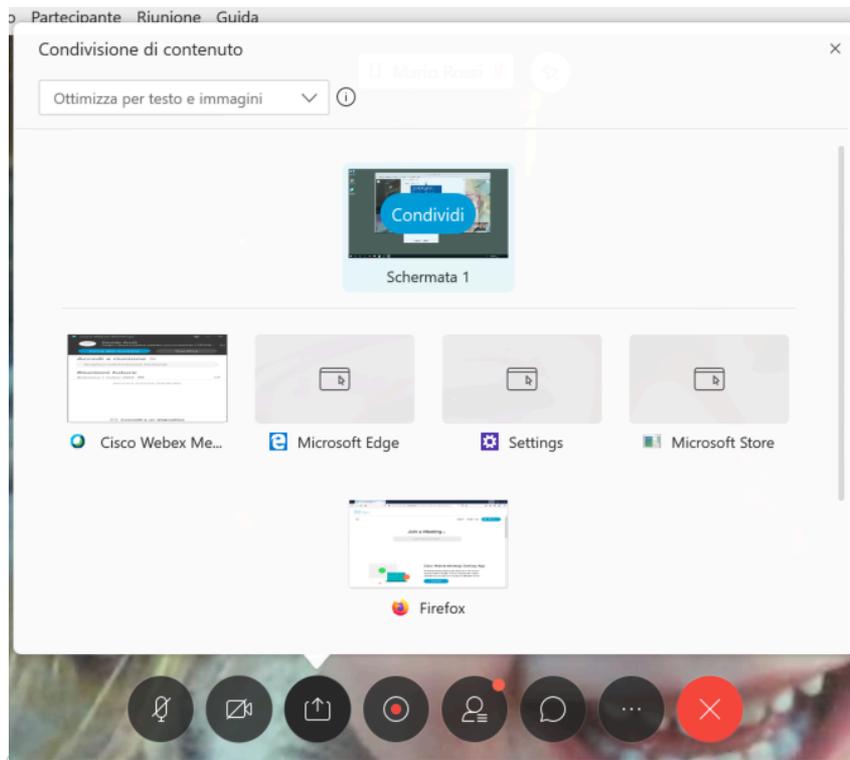


mute audio  
mute video  
condivisione schermo  
lista dei partecipanti  
chat  
termina riunione

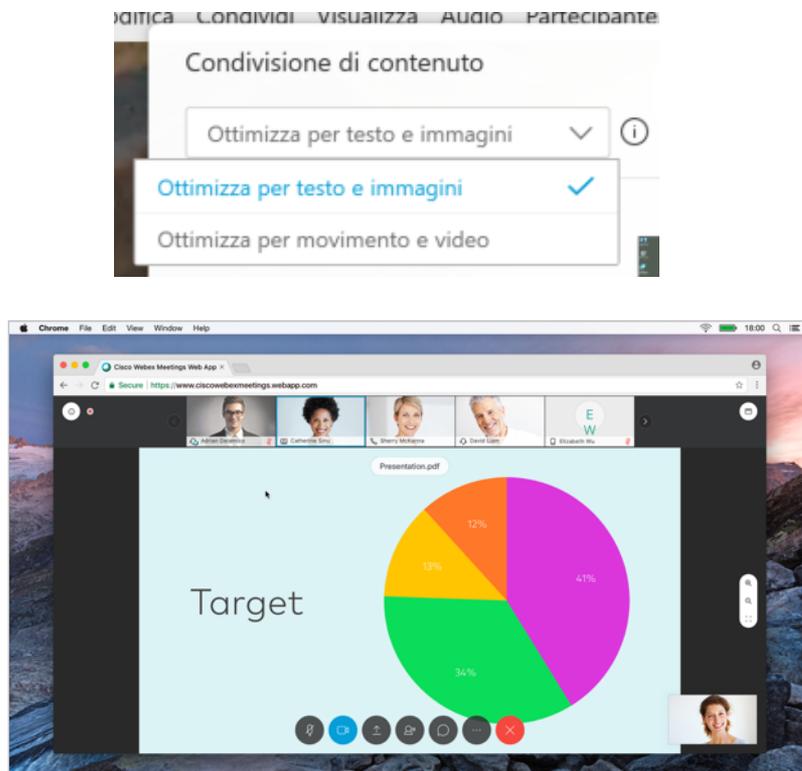


## 3 Condivisione Documenti

# Condivisione schermo (contenuti multimediali) o applicazioni

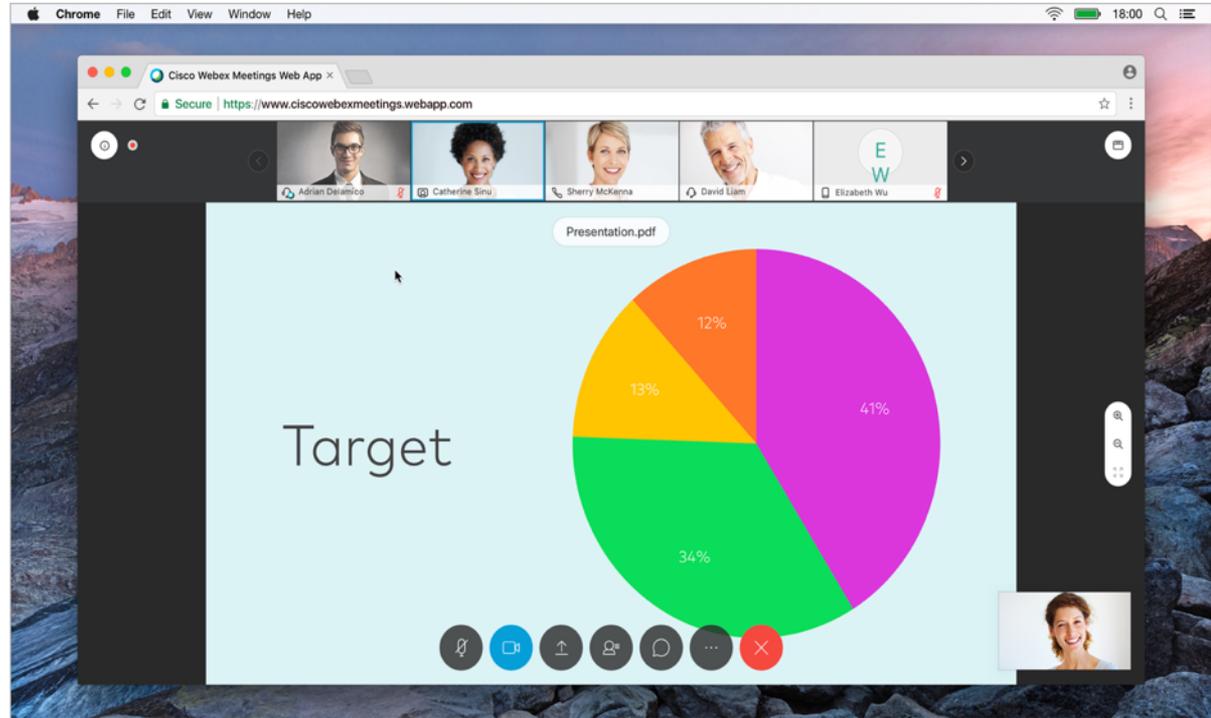


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# Funzionalità: condivisione schermo e annotazione

Vista partecipante



# Funzionalità: condivisione schermo e annotazione

Anche il partecipante può annotare (con il permesso dell'organizzatore):

The image shows a presentation viewer interface. At the top, there is a toolbar with icons for back, forward, search, and annotation. A red circle highlights the annotation icon. Below the toolbar, a document page is displayed. The page has a large title "Contents" and a blue circular callout that says "GET STARTED WITH RASPBERRY PI". Below this, there is a "Projects" section with a list of items. Item 22, "RASPBERRY PI CLUSTER", is circled in green. To the right of the list, there are two images: a chessboard and a Raspberry Pi board. At the bottom of the screen, there is a navigation bar with icons for back, forward, search, and annotation.

Annotation Request

Mario Rossi is requesting to annotate the shared content.

During annotation, you cannot control the shared content until you stop annotating.

Decline Approve

Contents

GET STARTED WITH RASPBERRY PI

Learn everything you need to know to become a pro with your Raspberry Pi

PAGE 06

Projects

16 MEET THE MAKERS  
The Raspberry Pi is inspiring a new generation to learn how to hack

20 LEGO-LUTION OF PI  
The history of the Pi in the form of a Lego diorama

22 RASPBERRY PI CLUSTER  
A computer cluster built from 40 Raspberry Pis

24 IDATA TRUCK  
The Pi-powered lorry that tweets back to base

26 CNES DI PACE

54 MCMMASTER FORMULA HYBRID  
Raspberry Pi provides the telemetry for this smart racing car

57 PROJECT AQUARIUS  
A Pi paludarium to recreate the Amazon

64 PIPLATEBOT  
Unique mini-robot built in an off-the-shelf Pi case

66 COFFEE TABLE PI  
An arcade cocktail table for authentic

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Annotation Request

We sent your request to the presenter. Waiting for the presenter's approval...

Close

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# Funzionalità: condivisione schermo e annotazione

Anche il partecipante può condividere il proprio schermo:

Vista  
organizzatore

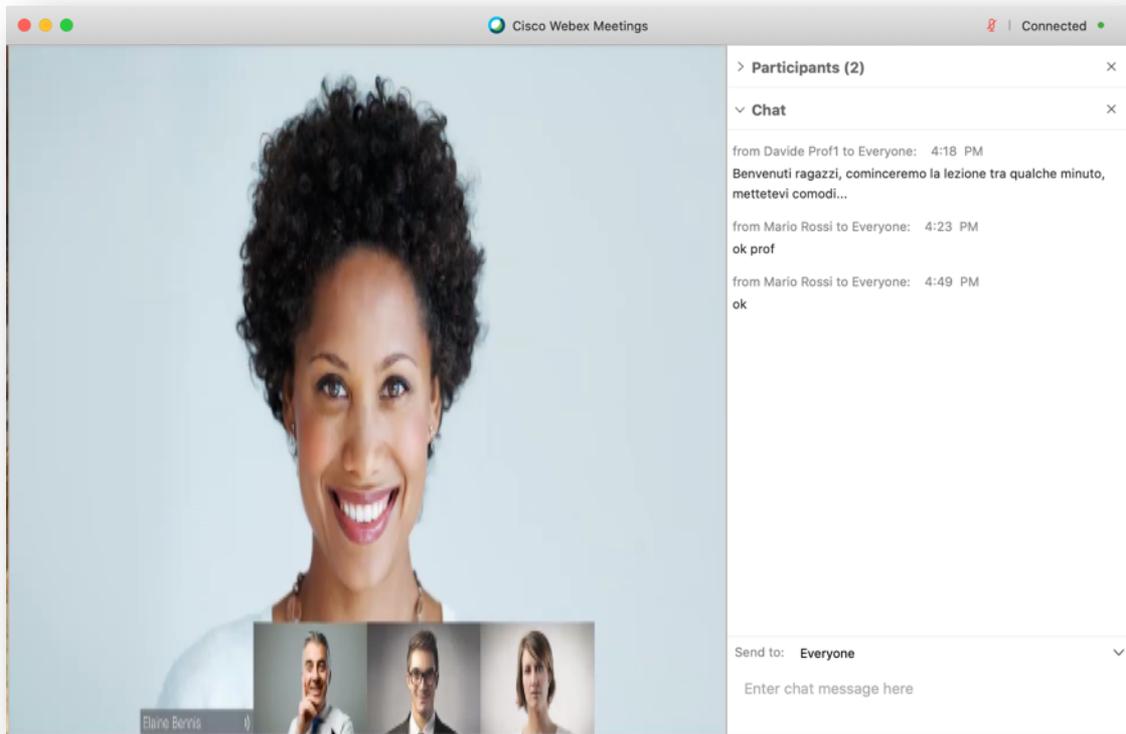


A screenshot of a Cisco Webex Meeting interface. The main content area displays a screen share of the Spotify website, which includes the Spotify logo, the text "Millions of songs. Free on Spotify.", and buttons for "SIGN UP FREE" and "CONTINUE WITH FACEBOOK". The meeting interface includes a top menu bar with "Webex Meetings", "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", "Window", and "Help". A participant list on the right shows "Davide Profi" (Host, me) and "Mario Rossi". A chat window at the bottom right shows a message from Davide Profi: "Benvenuti ragazzi! cominceremo la lezione tra qualche minuto, mettetevi comodi...". A small video thumbnail of the host is visible in the bottom right corner. The system tray at the top shows the time as 16:20 on Sun 1 Mar and 100% battery.

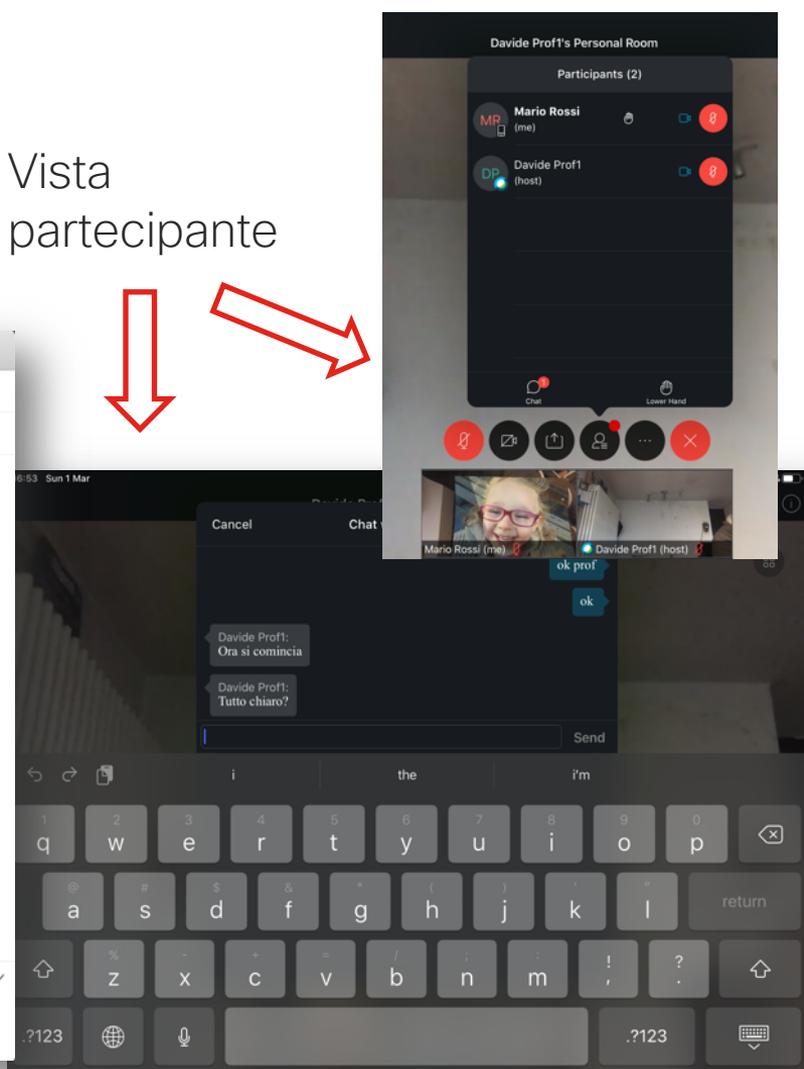
## 4 Chat

# Chat

Vista organizzatore

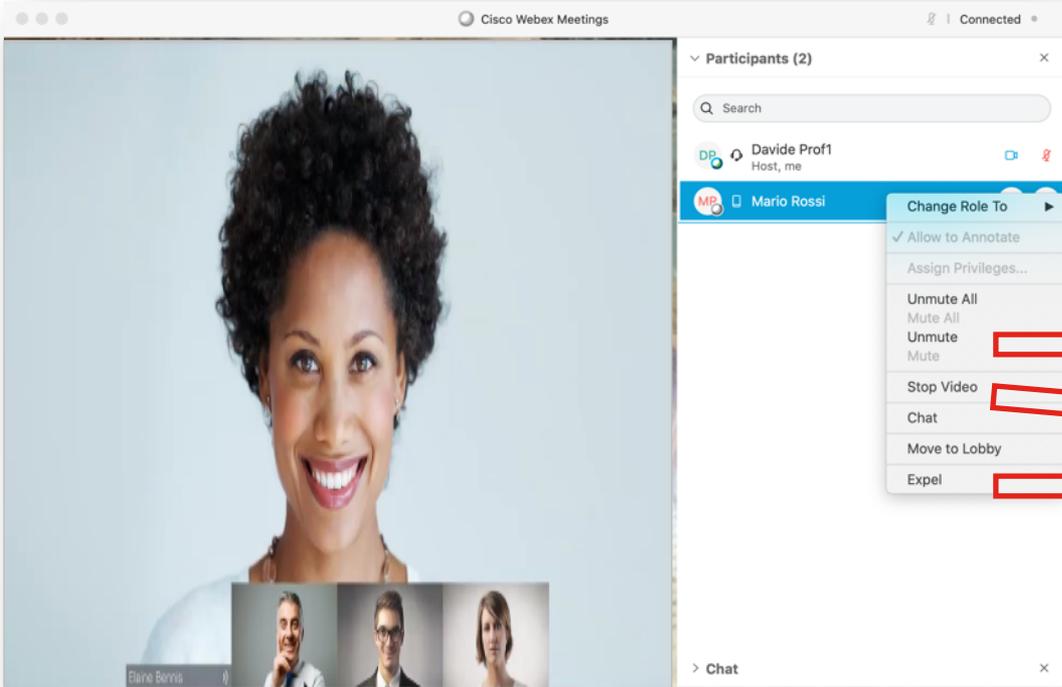


Vista  
partecipante



# Controllo della riunione

L'organizzatore può, tramite la lista dei partecipanti, mettere in mute ed eventualmente anche espellere individualmente i partecipanti



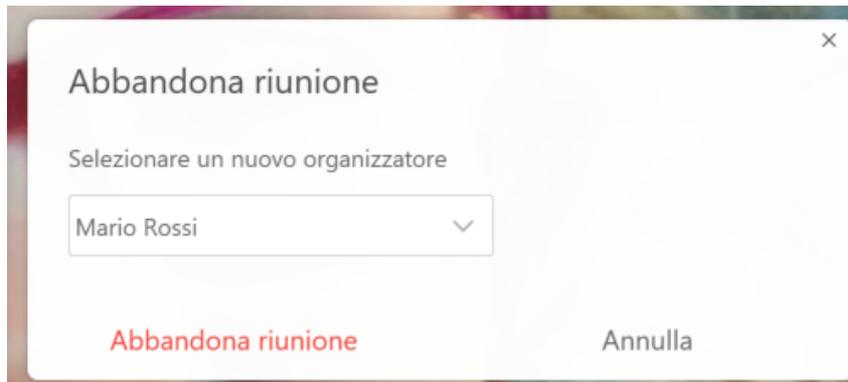
The screenshot displays the Cisco Webex Meetings interface. On the left, a large video feed shows a woman with dark curly hair smiling. Below it, a row of three smaller video thumbnails shows other participants. On the right, the 'Participants (2)' panel is open, showing a search bar and two participants: 'Davide Prof1' (Host, me) and 'Mario Rossi'. A context menu is open over 'Mario Rossi', listing various actions: 'Change Role To', 'Allow to Annotate', 'Assign Privileges...', 'Unmute All', 'Mute All', 'Unmute', 'Mute', 'Stop Video', 'Chat', 'Move to Lobby', and 'Expel'. Three red arrows point from the text labels on the right to the 'Mute', 'Stop Video', and 'Expel' options in the menu.

- Mute/unmute audio
- Mute video
- Espulsione

# 5 Chiusura

# Terminare la riunione

- Solo l'organizzatore può terminare la riunione.
- L'organizzatore ha anche la facoltà di abbandonare la riunione senza terminarla, ma in questo caso dovrà indicare un altro partecipante che ne faccia le veci



## 6 Link utili

# Link utili per l'uso di Webex

Pianificazione di una riunione Cisco Webex nella vista classica

- <https://help.webex.com/it-it/4a6d0z/Schedule-a-Cisco-Webex-Meeting-in-Classic-View>

Uso del sito Cisco Webex nella vista moderna

- <https://help.webex.com/it-it/n0s3esu/Use-Your-Cisco-Webex-Site-in-Modern-View>

Pianificazione di una riunione Webex in Microsoft Outlook

- <https://help.webex.com/it-it/nboahd2/Schedule-a-Meeting-in-Microsoft-Outlook-Using-the-Webex-Meetings-Desktop-App>

Avvio di una riunione Cisco Webex

- <https://help.webex.com/it-it/ne50jcfb/Start-a-Cisco-Webex-Meeting>

Introduzione a Cisco Webex Meetings per gli organizzatori

- <https://help.webex.com/it-it/nrebr3c/Get-Started-with-Cisco-Webex-Meetings-for-Hosts>

Scaricare e configurare l'app desktop Cisco Webex Meetings

- <https://help.webex.com/it-it/0tow9g/Download-and-Set-Up-the-Cisco-Webex-Meetings-Desktop-App>



# Cisco Webex

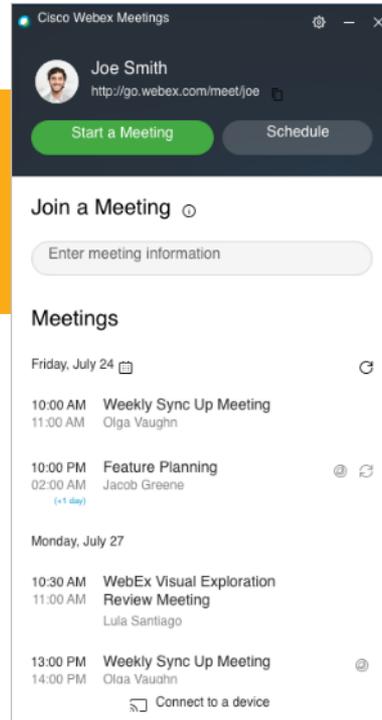
## Applicazione Desktop e Mobile



# Cisco Webex Meetings Applicazione desktop

Semplice e Veloce

Una sola  
applicazione

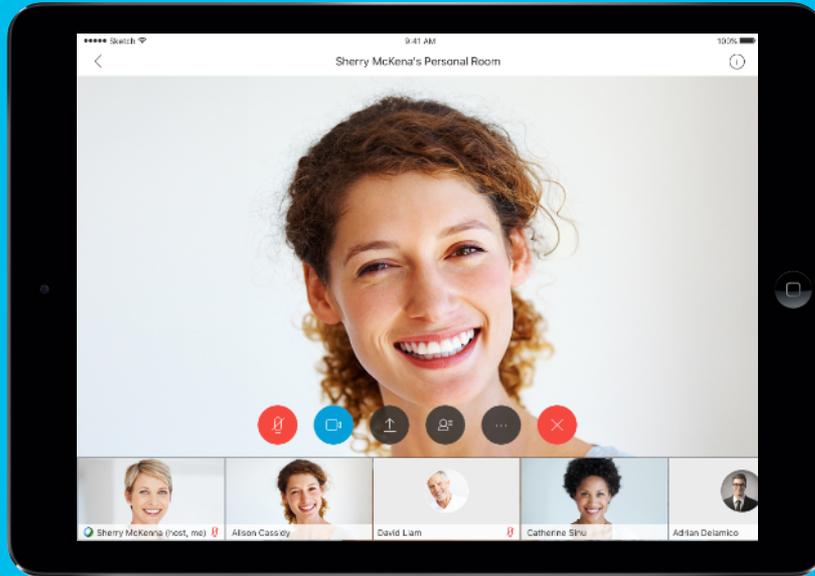
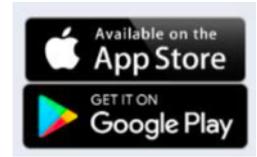


- Un solo click per avviare o programmare un meeting

Integrabile nel  
Calendar di  
Exchange/O365

# Esperienza dal Mobile

Le stesse funzionalita'



**Partecipazione da qualsiasi dispositivo con vista ottimizzata!**

