



มหาวิทยาลัยมหิดล
มิ่งขวัญแผ่นดิน



Cisco Webex Events

INTRO

Cisco Webex Events is an application help you create a live online event which support up to a thousand attendees to join a live online event, discussing, presentation sharing, presenter switching, polling, result reporting, event recording, Q&A, private chatting.

This guide will teach you step by step from start until the end.



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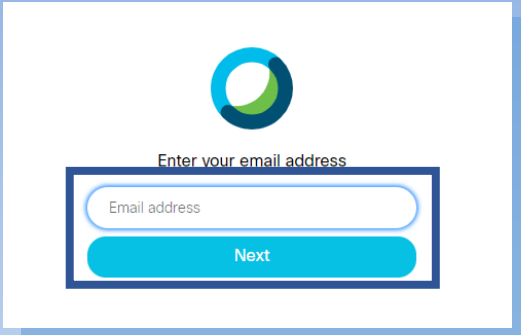
How to Set up and prepare for an event

Cisco **Webex** Events

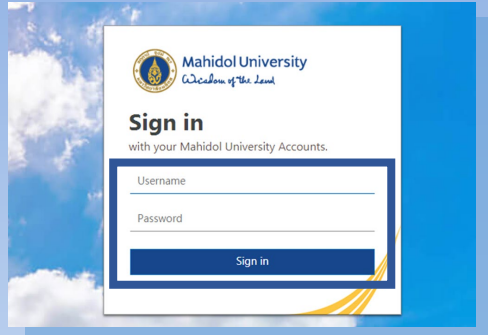


1. Go to mahidol.webex.com
Enter your MU email address
(ex. Name.Sur@mahidol.ac.th)

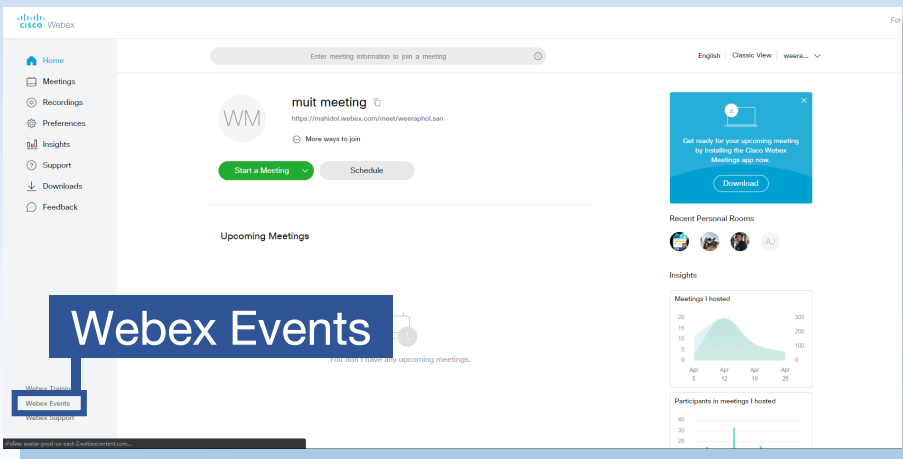
Click Next



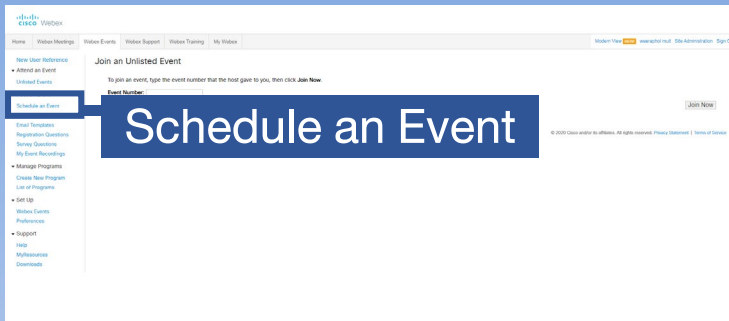
2. Sign in with your Name.Sur and Password



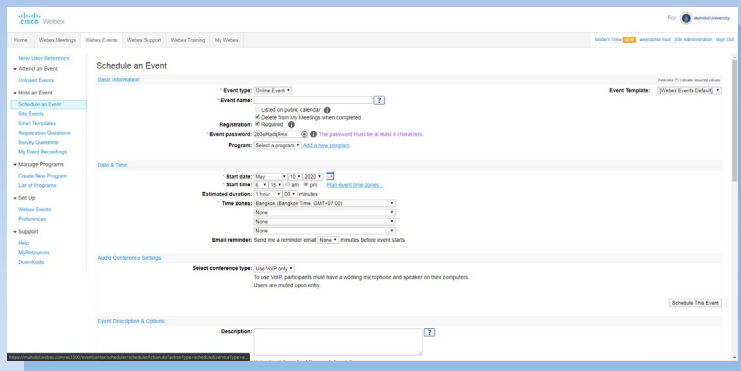
3. Select Webex Events on the bottom left navigation bar



4. Select Schedule an Event on the left menu



5. Schedule an Event page will let you set event information



6. Basic Information

Event type : Online Event

Event name : Enter your event name

Listed on public calendar : Anyone can see your event on public calendar

Delete from My Meetings when completed : This event information will be deleted when it's over

Registration : Required The attendees are required to register

Event password : The system generate an Auto-Password or you can enter your own password

Program : Select a program or add a new program

Schedule an Event

Basic Information:

* **Event type:** Online Event

* **Event name:** ?

Listed on public calendar

Delete from My Meetings when completed

Registration: Required

* **Event password:** ? The password must be at least 4 characters.

Program: Select a program [Add a new program](#)



7. Date & Time topic

Start date : select your event date

Start Time : select your time by host and attendees time zone

Date & Time:

* Start date: May 11 2020

* Start time: 9 15 am pm [Plan event time zones...](#)

Estimated duration: 2 hours 00 minutes

* Time zones: Bangkok (Bangkok Time, GMT+07:00)

Bangkok (Bangkok Time, GMT+07:00)

London (GMT Summer Time, GMT+01:00)

None

Email reminder: Send me a reminder email 30 minutes before event starts

8. Or you can change or add Start Time by another time zone if your attendees are in another country by selecting [Plan event time zone...](#) then select participants time zone

* Start time: 9 15 am pm [Plan event time zones...](#)



Select Time Zones - Google Chrome

mahidolwebex.com/cmp3300/webcomponents/widget/timeplanner.do

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone: Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone: Bangkok (Bangkok Time, GMT+07:00) +

Save participants time zones

Show Time Cancel

9. You can add participants time zone up to 3 then click [Show Time](#) to compare the time zones

Select Time Zones - Google Chrome

mahidolwebex.com/cmp3300/webcomponents/widget/timeplanner.do

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone: Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 1: Bangkok (Bangkok Time, GMT+07:00) -

Participants Time Zone 2: Bangkok (Bangkok Time, GMT+07:00) - +

Participants Time Zone 3: London (GMT Summer Time, GMT+01:00) - +

Save participants time zones

Show Time Cancel



Select Time Zones - Google Chrome

mahidolwebex.com/cmp3300/webcomponents/widget/timeplanner.do

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone: Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 1: Bangkok (Bangkok Time, GMT+07:00) -

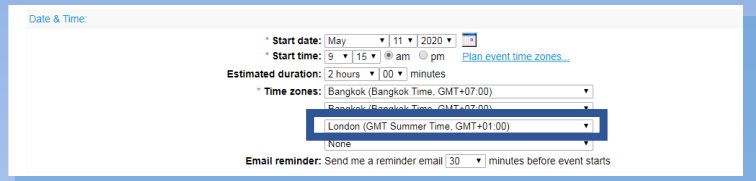
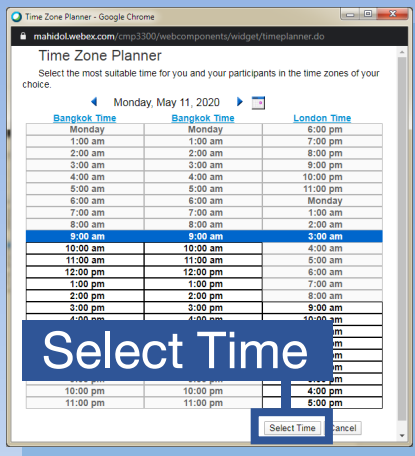
Participants Time Zone 2: London (GMT Summer Time, GMT+01:00) - +

Save participants time zones

Show Time Cancel

Show Time

10. Time Zone Planner will show the table to help you select the most suitable time for your event.

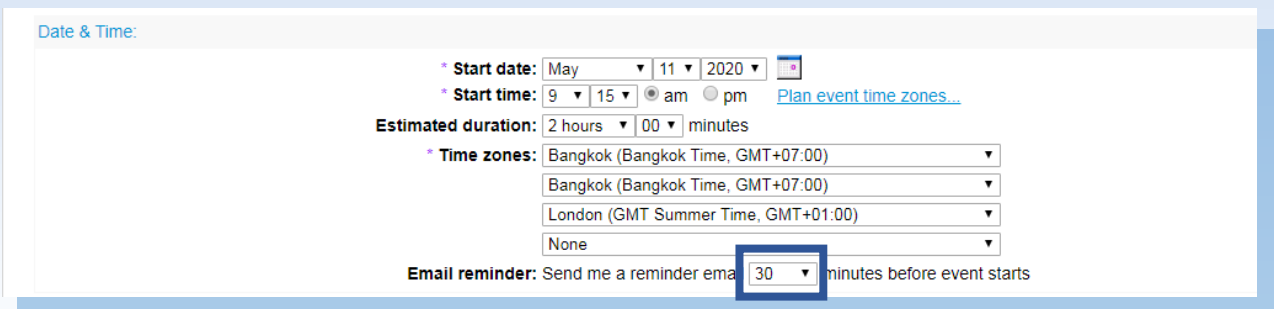


11.

Estimated duration : select your estimated duration

Time Zone : the selected time zones for host and attendees

Email reminder : select time before event starts



12. Audio Conference settings

Select Conference type : Use VoIP only

To use VoIP, participants must have a working microphone and speaker on their computers. Users are muted upon entry.



Audio Conference Settings:

Select conference type: **Use VoIP only**

To use VoIP, participants must have a working microphone and speaker on their computers. Users are muted upon entry.

13. Event Description & Options

Event Description & Options:

Description: ?

[Upload](#) a picture about the event description

Host image: [Upload](#) a picture of yourself or the presenter

Event material: [Upload](#) event material for attendees to download before event starts

Other UCF options: Do not allow attendees to share rich media files in this event
 Request attendees to verify rich media players

Who can view the attendee list: All participants
 Only the host, presenter, and panelists

Video: Turn on video

Post-event survey: [Create post-event survey](#)
 Do not display survey to attendees
 Display survey in pop-up window
 Display survey in main browser window (instead of destination URL)

Destination URL after event:

14. Event Description & Options

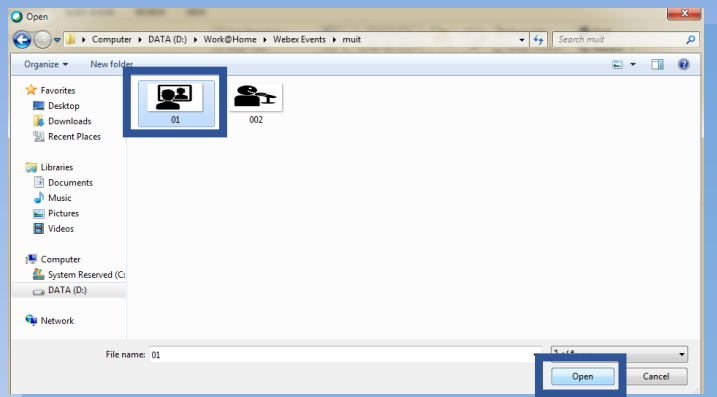
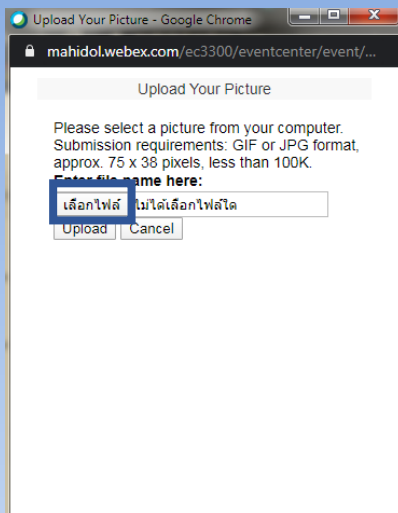
Description : enter description of the event

Description: ?

Click on [Upload](#)

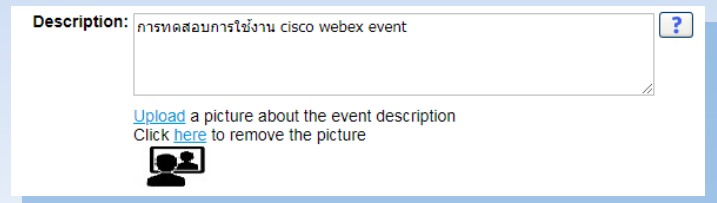
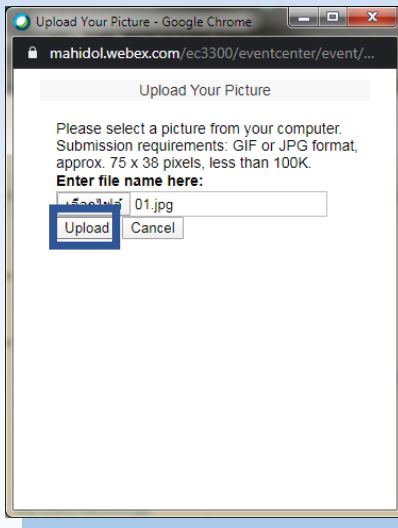
[Upload](#) a picture about the event description

15. Upload Your Picture page will show up then select your picture from your computer

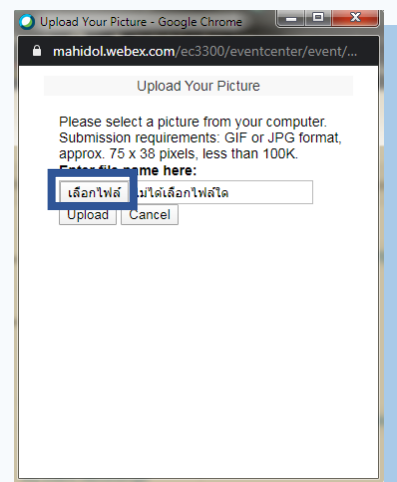
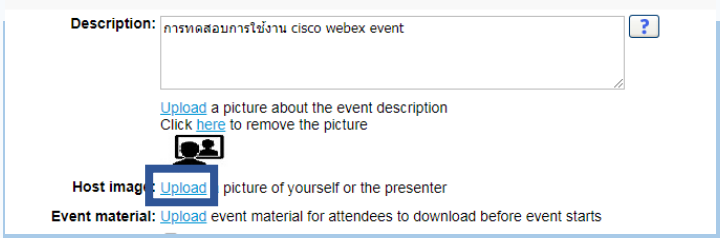


16. Click on Upload button

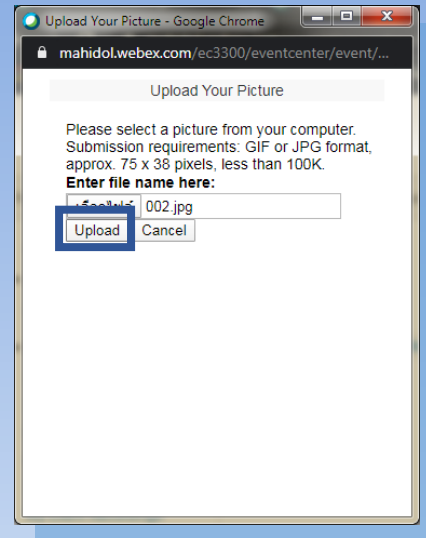
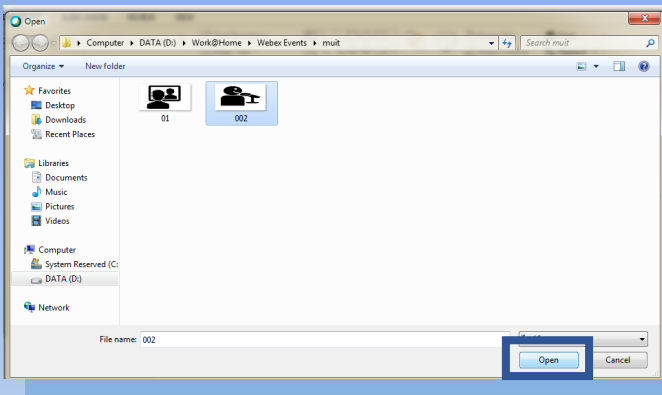
You will see your uploaded picture



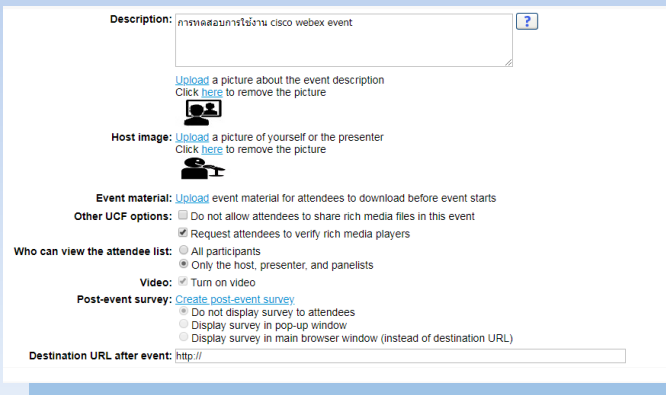
17. Host image upload a host or presenter picture of this event by clicking Upload



18. Click on Choose file button to Select your picture from your computer then click Upload button



19. You will see your uploaded picture

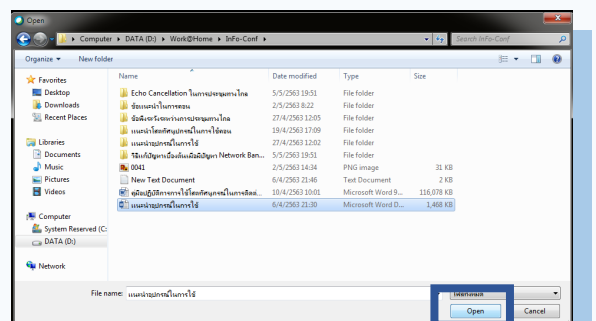
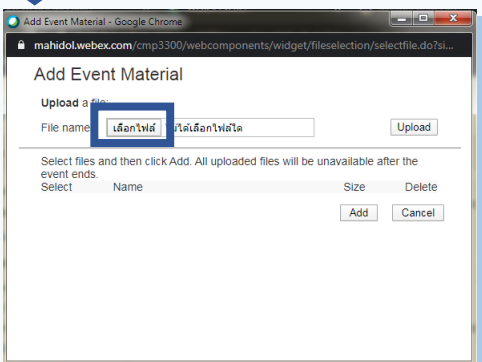


20. Event material

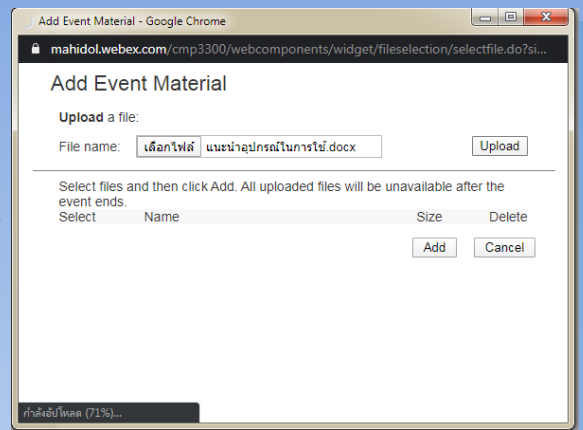
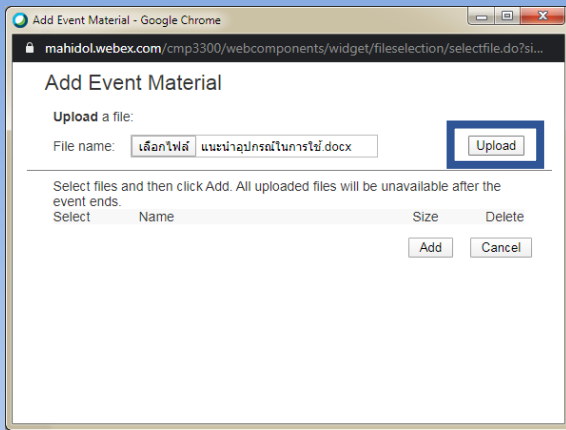
Upload your event material files from your computer

By clicking Choose file button to select your file then click Open button

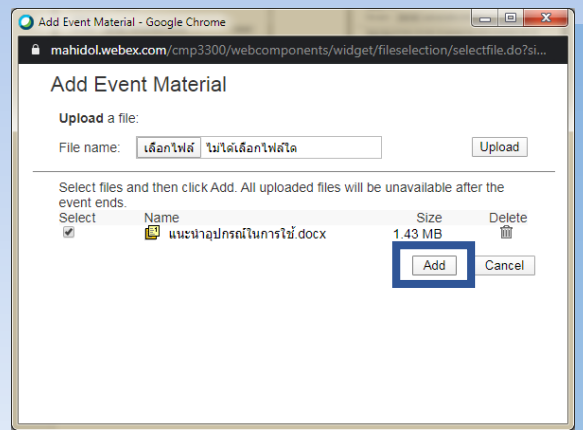
Event material: **Upload** event material for attendees to download before event starts



21. Then Click Upload button on the right side of file name



You will see your file(s) in the list below, make sure you select the file(s) then click **Add** button



22. Your Uploaded file(s) will appear below the Event material topic

Event material: Upload additional event material for attendees to download before event starts			
File Name	Description	Size	Remove
แนะนำอุปกรณ์ในการใช้.docx	เอกสารประกอบ	1468KB	

23. Other UCF options : Select an option

Other UCF options: Do not allow attendees to share rich media files in this event
 Request attendees to verify rich media players

24. Who can view the attendee list : Select an option

Who can view the attendee list: All participants
 Only the host, presenter, and panelists

25. Video : Auto-Select Turn on video

Video: Turn on video

Post-event survey : Select an option about survey

Post-event survey: [Create post-event survey](#)

- Do not display survey to attendees
- Display survey in pop-up window
- Display survey in main browser window (instead of destination URL)

Destination URL after event : enter your URL after event

Destination URL after event:

(after testing, available for using <https://mahidol.webex.com/> only)

26. Attendees & Registration

Attendees & Registration:

Attendees: [Create invitation list](#)
[View invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your registration form

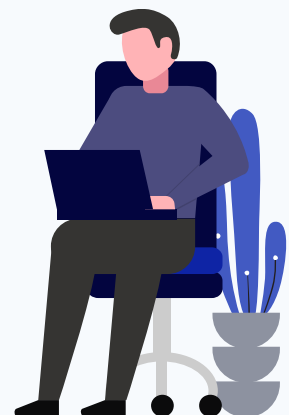
Destination URL after registration:

Approval required: Yes No [Set up approval rules](#)

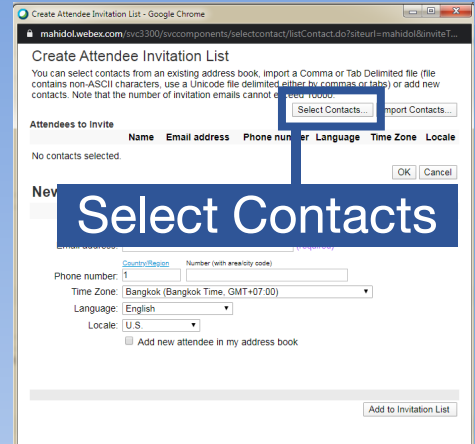
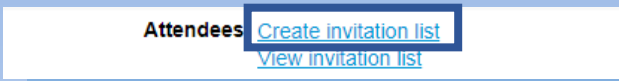
Registration password: Yes, specify password:

No

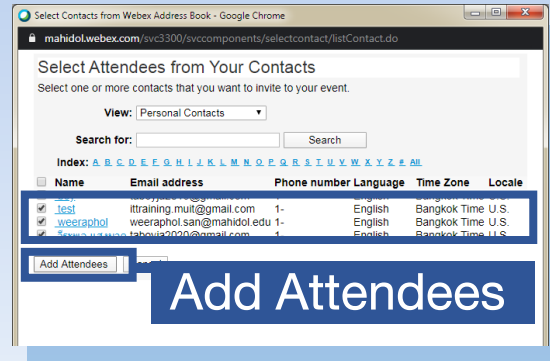
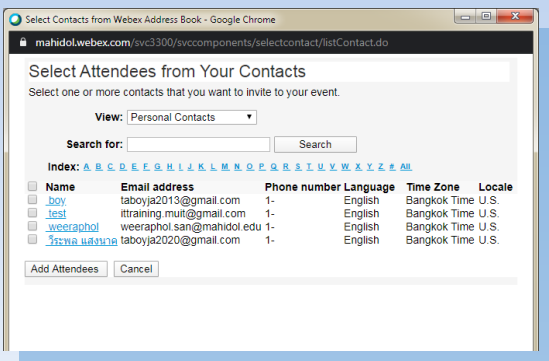
Registration ID required: Yes No



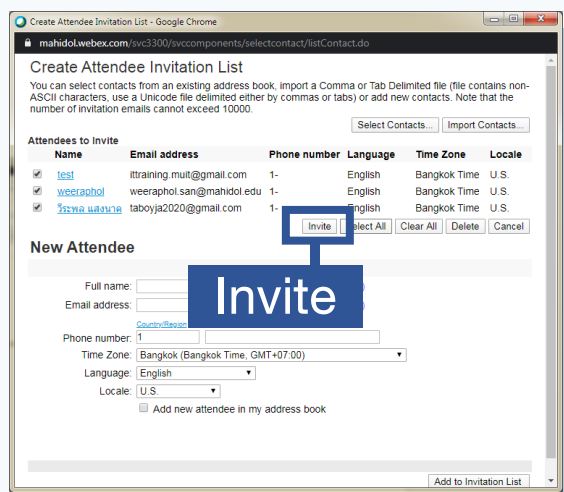
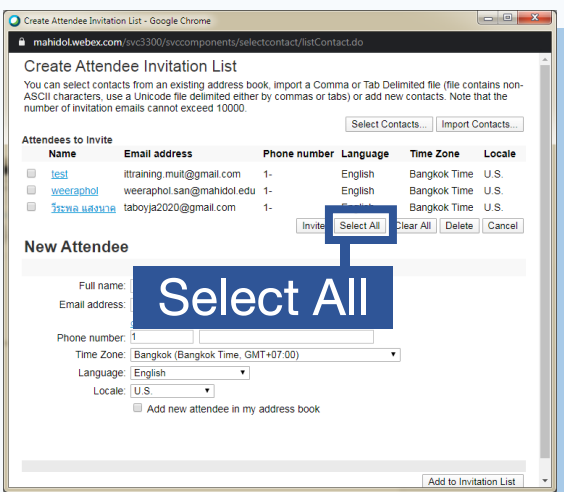
27. Attendees: click **Create invitation list**, **Create Attendee Invitation List** will appear then click **Select Contacts** button



28. Your contacts list will show up on the page which you can select attendees then click **Add Attendees** button

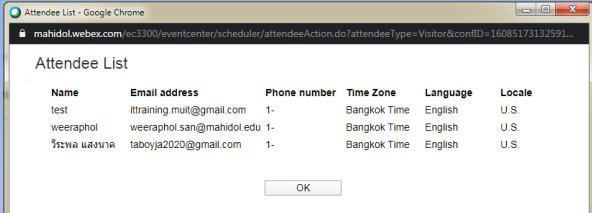



29. Your selected contacts list will appear then **Click Select All** button then click **Invite** button to send an invitation



30. Back to Attendees menu, if you'd like to check on your attendees list just click [View invitation list](#)

Attendees: [Create invitation list](#)
[View invitation list](#)



The screenshot shows a window titled "Attendee List" with a table of attendees:

Name	Email address	Phone number	Time Zone	Language	Locale
test	ittraining.muit@gmail.com	1-	Bangkok Time	English	U.S.
weeraphol	weeraphol.san@mahidol.edu	1-	Bangkok Time	English	U.S.
รับขวัญ แสงอรุณ	tabooya2020@gmail.com	1-	Bangkok Time	English	U.S.

OK

31. Invite friends : check [Allow registrants to invite friends to this event](#) box to allow invited attendees invite their friends to join this event

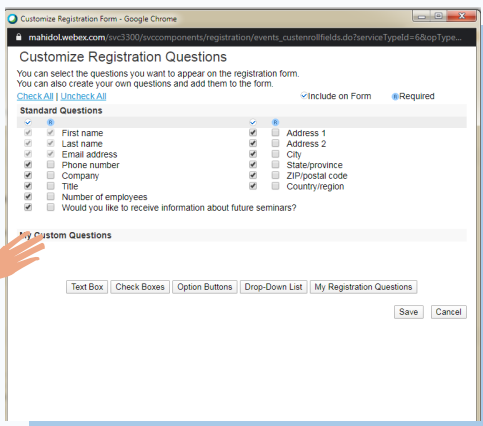


Invite friends: [Allow registrants to invite friends to this event](#)

Maximum number of registrants: enter maximum number of registrants

Maximum number of registrants:

32. Registration form: click [here](#) to customize your registration form

Registration form: Click [here](#) to customize your registration form



The screenshot shows a window titled "Customize Registration Questions" with the following content:

You can select the questions you want to appear on the registration form. You can also create your own questions and add them to the form.

[Check All](#) | [Uncheck All](#) Include on Form Required

Standard Questions

- First name
- Last name
- Email address
- Phone number
- Company
- Title
- Number of employees
- Would you like to receive information about future seminars?
- Address 1
- Address 2
- City
- State/province
- ZIP/postal code
- Country/region

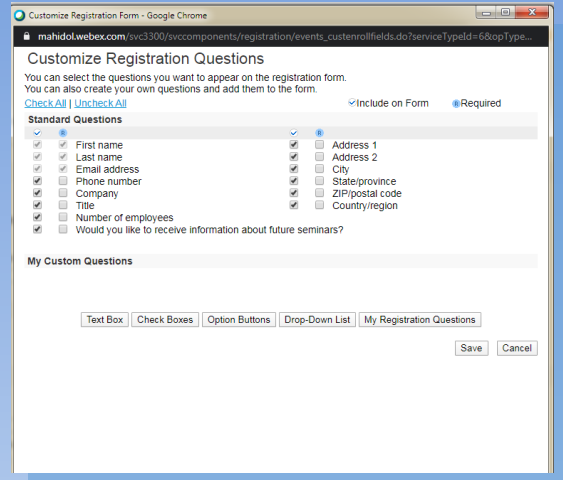
My Custom Questions

Check Boxes Option Buttons Drop-Down List My Registration Questions

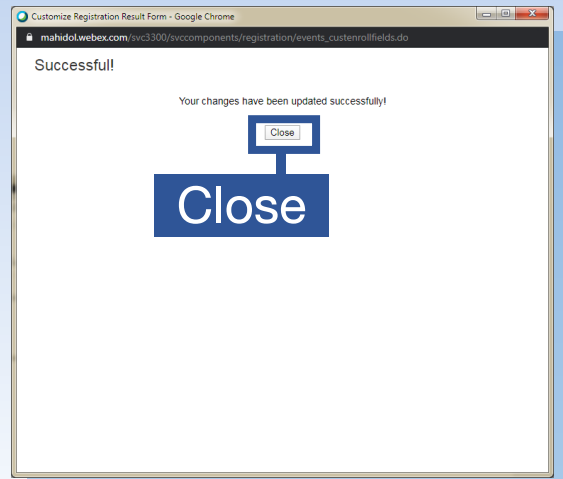
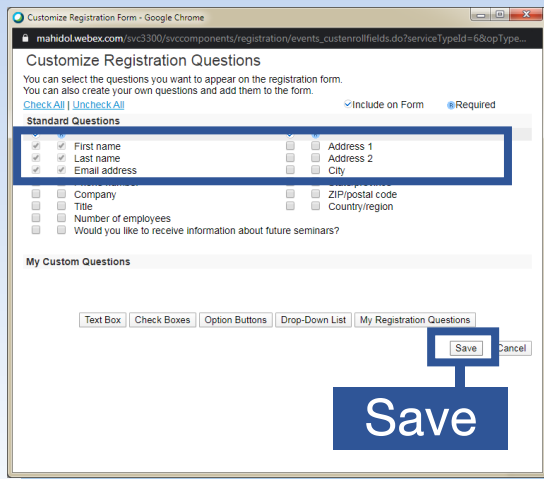
Save Cancel

33. Customize Registration

Questions page shows you choices of your registration questions



34. For Example: Your registration requires First name, Last name and Email. Click **Save** button then click **Close** button



35. Destination URL after registration :

Enter URL after registration

Destination URL after registration:

(after testing, available for using <https://mahidol.webex.com/> only)

Approval required : Select Yes box to set rules


Approval required: Yes No [Set up approval rules](#)

36. Click OK button

Do you also want to require attendees to use a unique registration ID when joining your event to ensure that only attendees with approved registration can join?

Cancel **OK**

Click [Set up approval rules](#) you will see Approval Rules to make conditions

Approval required: Yes No [Set up approval rules](#) 

37. Registration password

Select Yes, specify password: enter your registration password in a box

Registration password: Yes, specify password:

No


Registration ID required : leave system selection

Registration ID required: Yes No

38. Presenters & Panelists :

Presenters & Panelists:

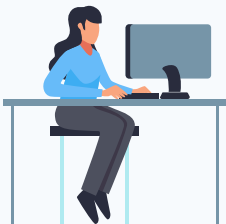
Panelists: [Create invitation list](#)
[View invitation list](#)

Panelists info: 

Allow panelists to upload documents associated with the event.

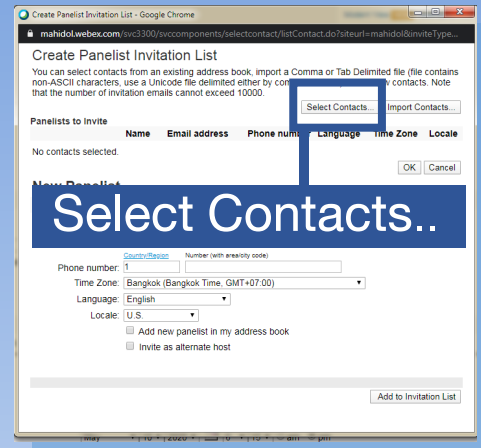
Panelist password: (recommended)

Confirm password:

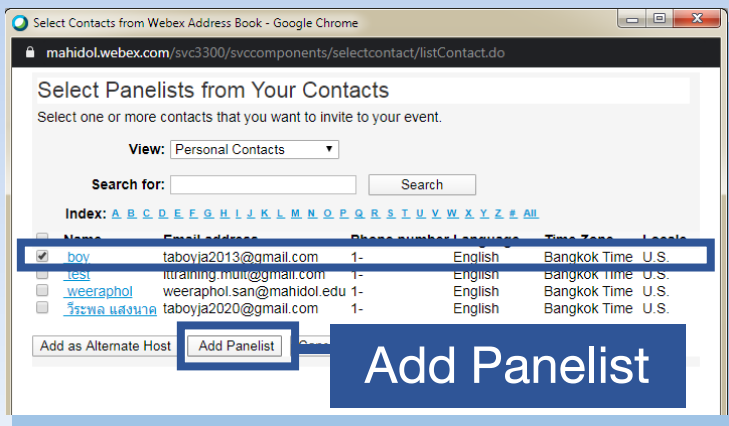


39. Panelists

Click Create invitation list you will see Create Panelists Invitation List then Click Select Contacts button to select from your contact list

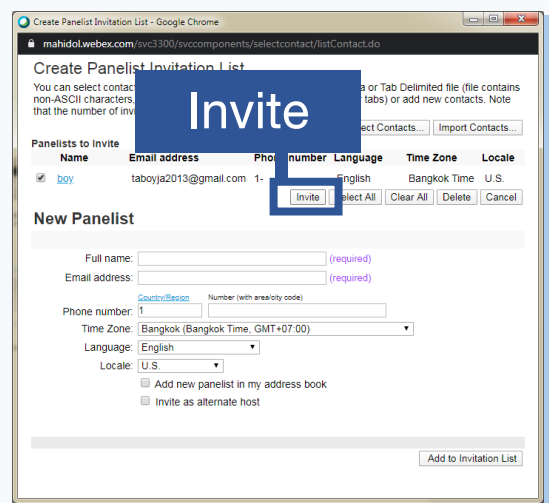
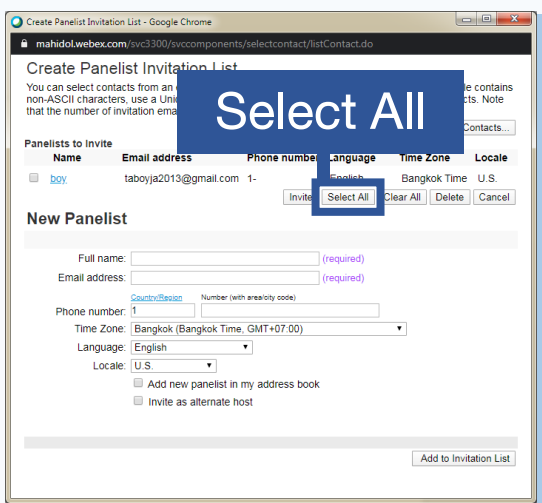


40. Select Panelists from your contact list then click Add Panelist button



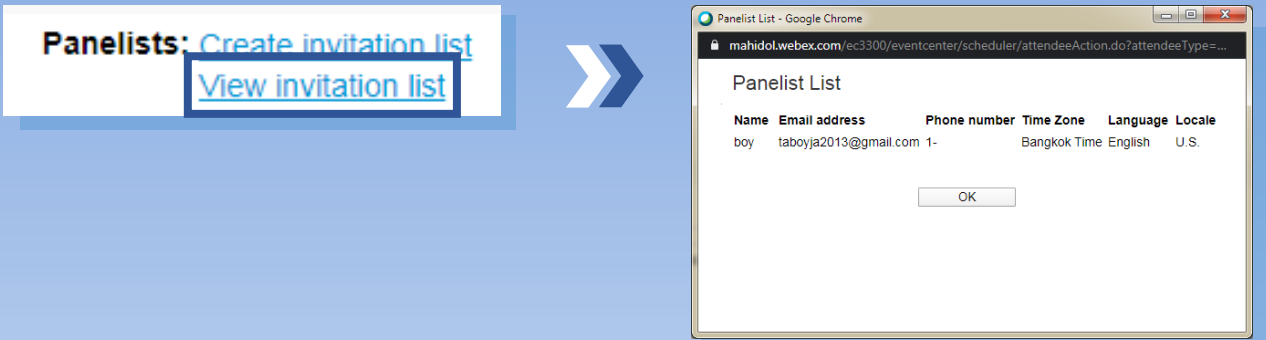
41. Back to Create Panelists Invitation List

You will see your selected panelists, click Select All and Invite button



42. Back to Panelists menu

Click **View invitation list**, you will see the selected Panelists list



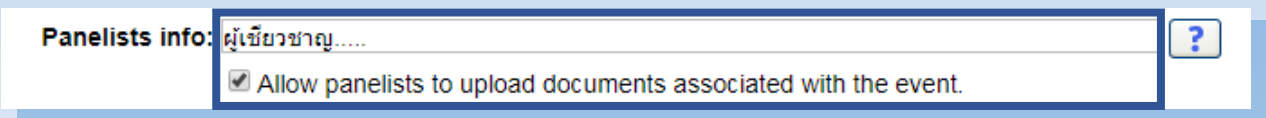
The image shows a transition from a menu to a data window. On the left, a white box contains the text "Panelists: Create invitation list" and "View invitation list" with a blue arrow pointing right. On the right, a browser window titled "Panelist List" displays a table with the following data:

Name	Email address	Phone number	Time Zone	Language	Locale
boy	taboyja2013@gmail.com	1-	Bangkok Time	English	U.S.

An "OK" button is located below the table.

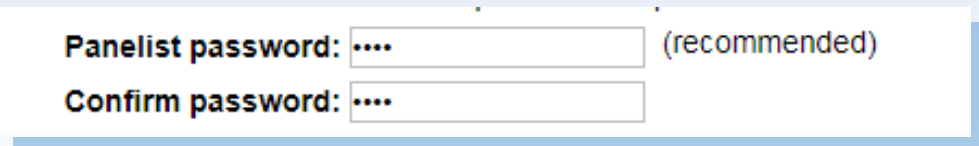
43. Panelists info : enter panelists information in space

If panelists have presentation or file, you can select Allow panelists to upload documents associated with the event.



The image shows a form titled "Panelists info:". It contains a text input field with Thai text "ผู้เชี่ยวชาญ....." and a checkbox labeled "Allow panelists to upload documents associated with the event." which is checked. A help icon (?) is visible on the right.

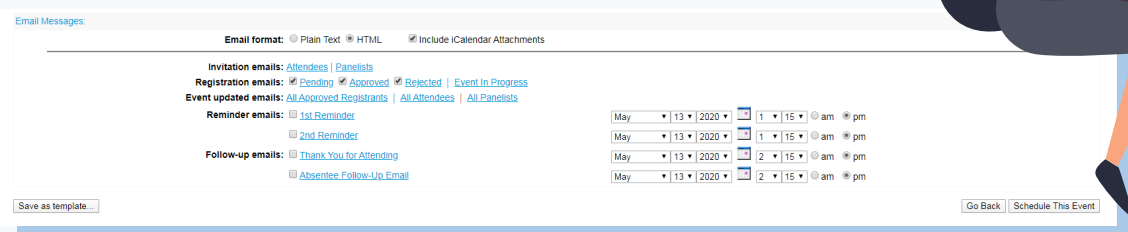
Set Panelist password and Confirm password



The image shows two password input fields. The first is labeled "Panelist password: (recommended)" and the second is labeled "Confirm password:".

44. Email Messages

for example: Invitation email



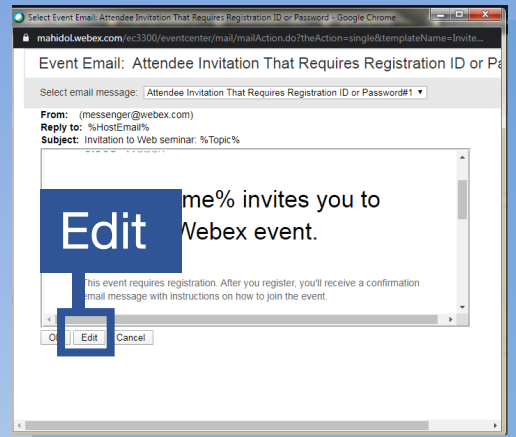
The image shows the "Email Messages" configuration page. It includes options for "Email format" (Plain Text, HTML) and "Include iCalendar Attachments". Under "Invitation emails", "Attendees" and "Panelists" are selected. Under "Registration emails", "Pending", "Approved", and "Rejected" are selected. Under "Event updated emails", "All Approved Registrants", "All Attendees", and "All Panelists" are selected. Under "Reminder emails", "1st Reminder" and "2nd Reminder" are selected. Under "Follow-up emails", "Thank You for Attending" and "Absentee Follow-Up Email" are selected. There are also date and time pickers for each email type, and buttons for "Save as template...", "Go Back", and "Schedule This Event".



45. Invitation emails

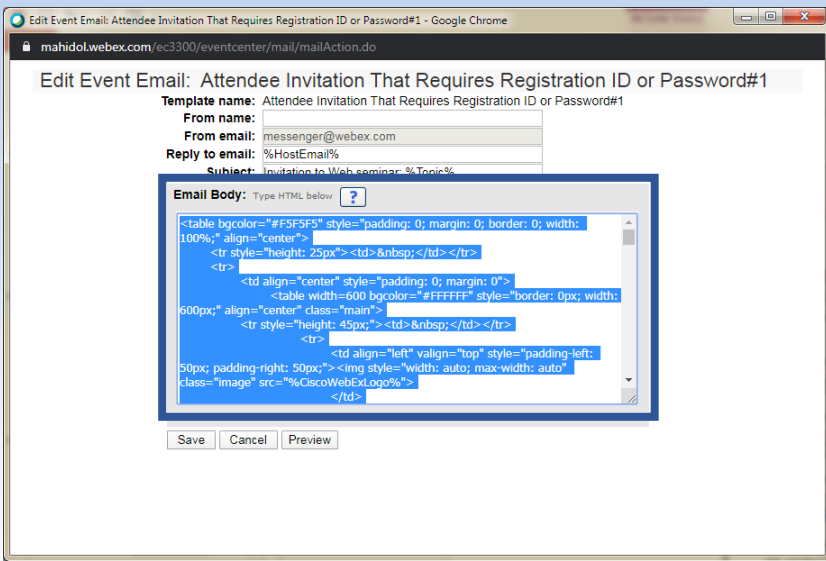
Click **Attendees**, you will see draft of invitation email which you can edit by clicking **Edit** button

Invitation emails **Attendees** Panelists

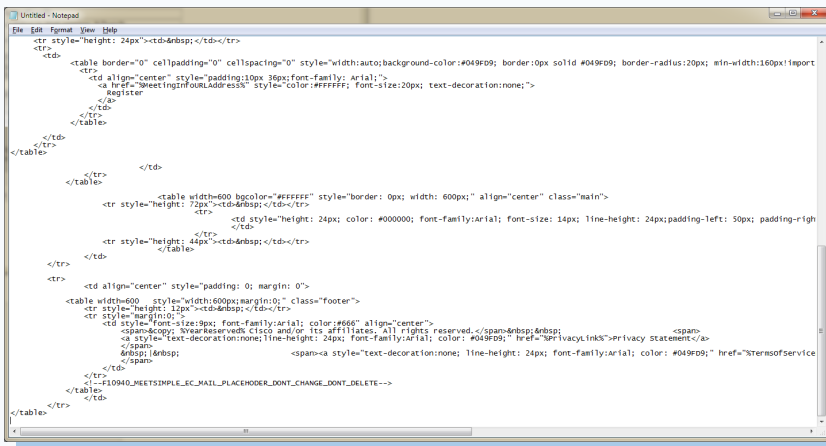


46. To edit event email attendee invitation

you can edit in this block or use text editor as Notepad by copying code

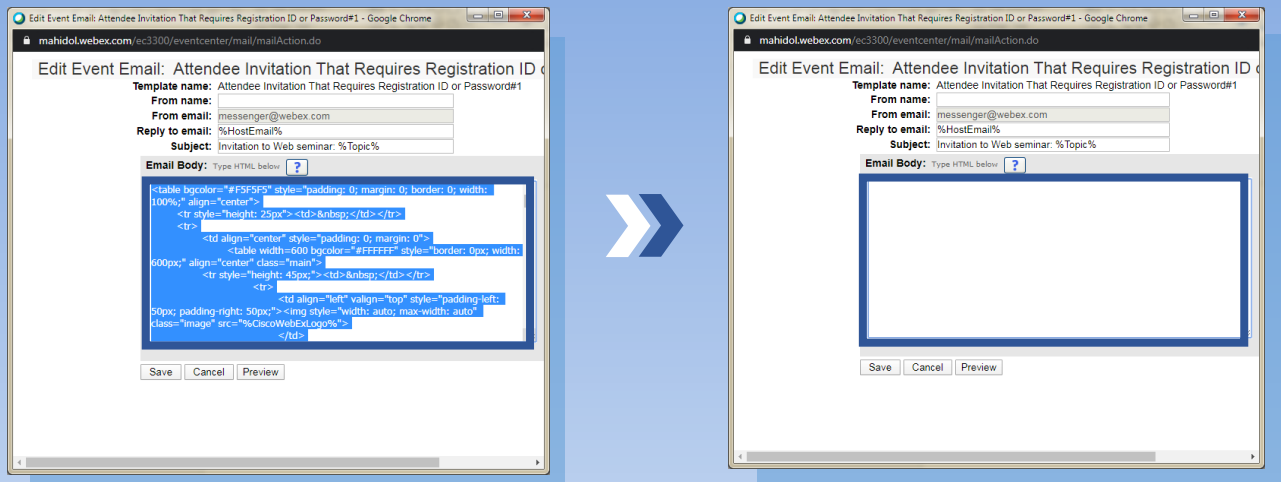


47. Paste on Notepad(text editor app)



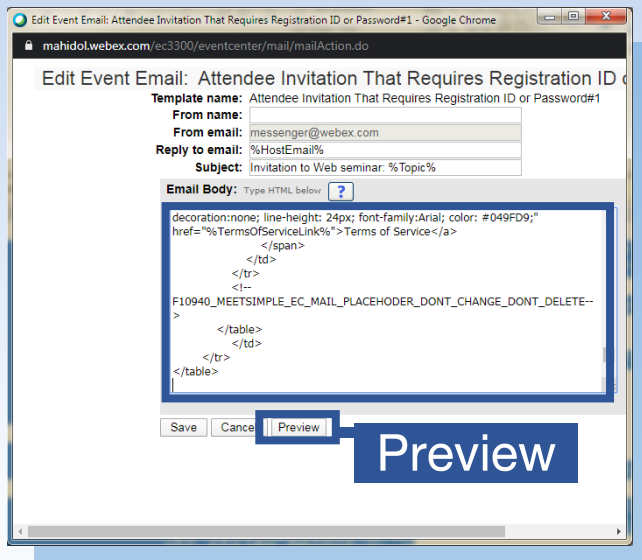
49. Back to Edit Event Email Attendee Invitation...page

Delete all code in Email body block

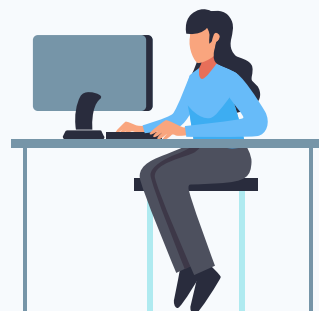
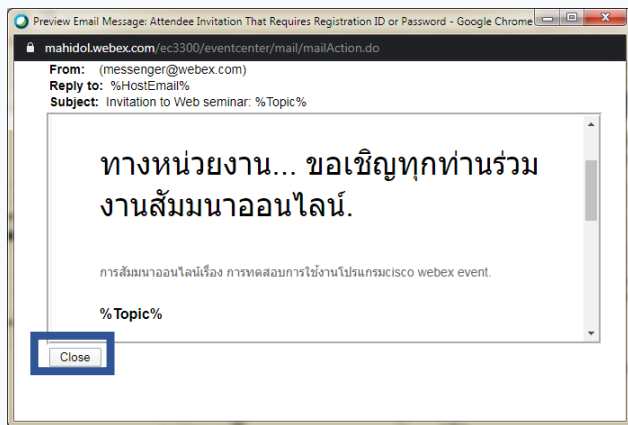


Then copy and paste code from Notepad

Click **Preview** button to see your edited invitation email

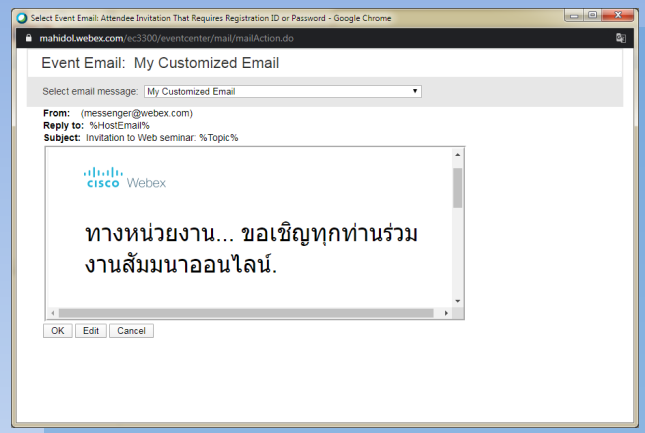
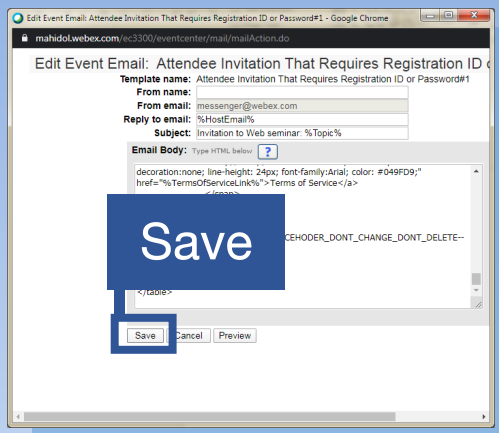


50. Invitation email preview. Click **Close** button when you done checking

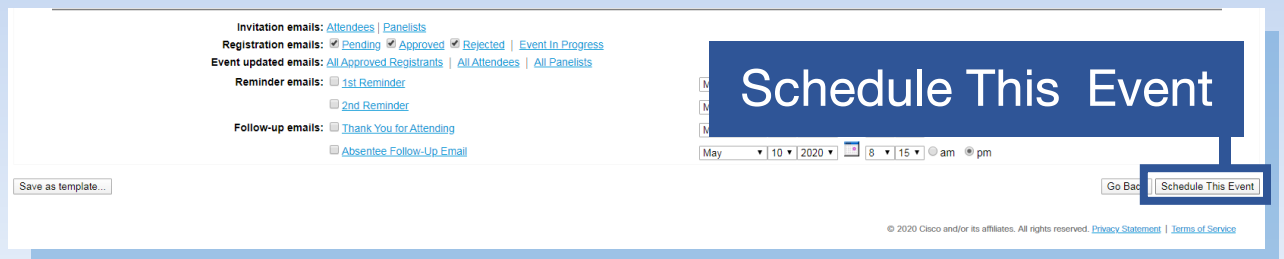


51. Back to Edit Event Email Attendee Invitation...page

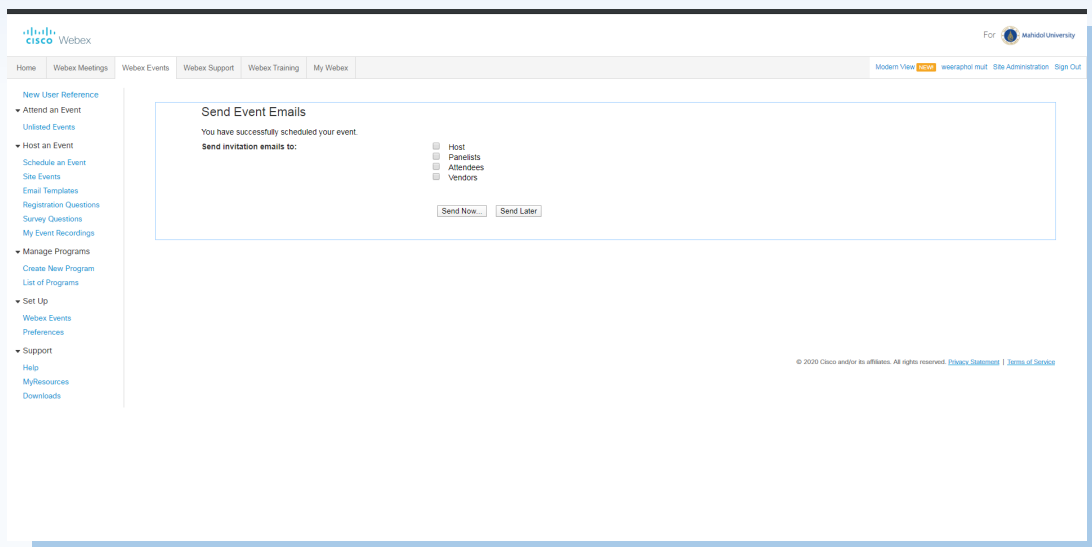
Click save to finish your invitation editing



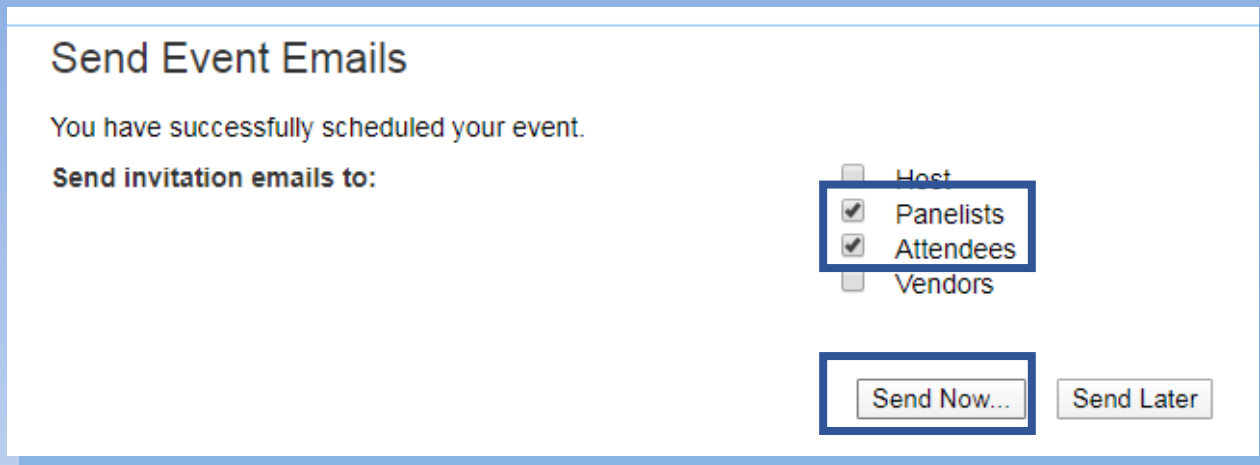
52. Back to main setting page. Click Schedule This Event



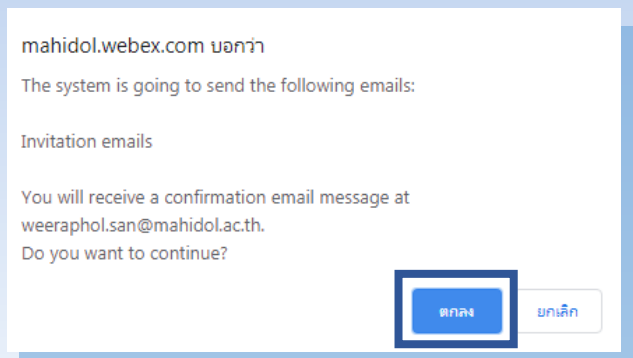
53. you will see Send Event Emails setting in this page



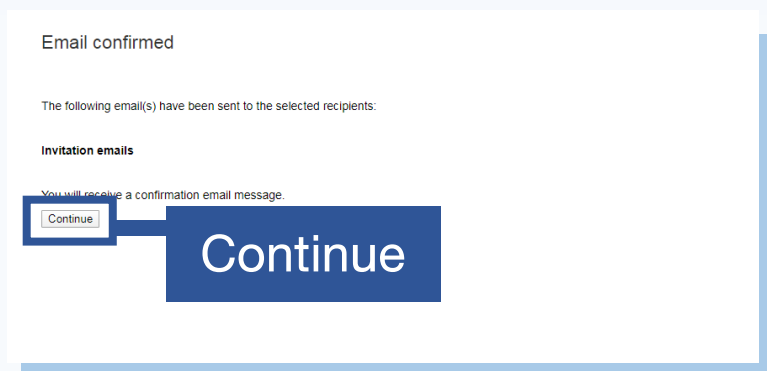
54. Select email recipient(s) then click Send Now



You will see a confirmation then click OK button



55. Click Continue button



56. This page show event information

Event Information

Event: mult
Type: Unlisted Event
Event address for attendees: <https://mahidol.webex.com/mahidol/onstage/g.php?MTID=efdd5d9f1a2e549fa43fb4ae832ea9dc>
Event address for panelists: <https://mahidol.webex.com/mahidol/onstage/g.php?MTID=ee096e60d83ad9c3e6a8bb8f026da2a2c>
Date and time: Sunday, May 10, 2020 7:15 pm
Bangkok Time (GMT+07:00)
Duration: 1 hour
Description: การทดสอบการใช้งาน cisco webex event

Event number: 919 436 403
Event password: 2b3eHAdq0mx
Host key: 787520
Panelist info: ผู้ใช้งานราย.....
Panelist password: mult
Panelist numeric password: 478801
Event files: [Filename](#) Size
Upload

Video Address: 919436403@mahidol.webex.com
You can also dial 210.4.202.4 and enter your meeting number.
Audio conference: Use VoIP only
Maximum number of registrants: 10000
Destination address after event:
Host image:

Attendee list available for viewing by: Host, presenter and panelists only
Event material: [เอกสารประกอบ \(1.4 MB\)](#)
เอกสารประกอบ
Post-event survey: No
Email configured: Pending, Approved, Rejected

Registration Information
Registration ID required: Yes
Password required: Yes
Password: mult

Start Event Now
You can start the event by clicking Start Now.
Start Now

Send Event Emails
You can send event emails by clicking Send Emails.
Send Emails

Click Manage Registrations button to review registrants

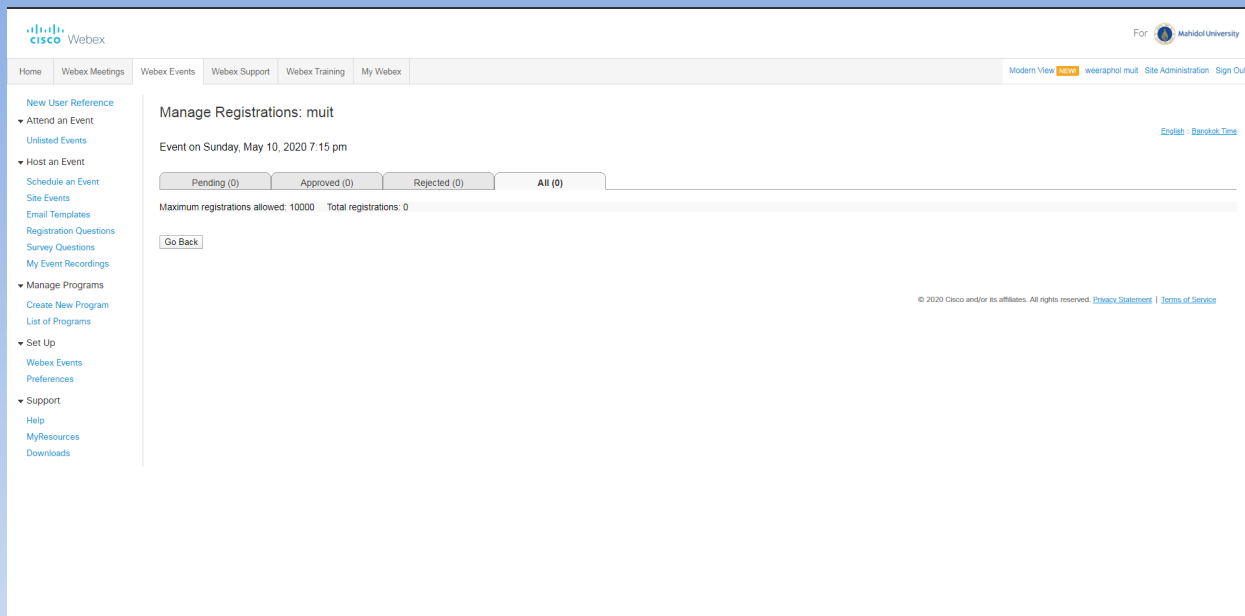
Manage Registrations

Manage Registrations Delete Event Edit Event

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57. Manage Registrations : Page

You can review registrants on this page



The screenshot shows the Cisco Webex interface for managing event registrations. The page title is "Manage Registrations: muit". Below the title, it specifies the event details: "Event on Sunday, May 10, 2020 7:15 pm". There are four tabs for filtering registrations: "Pending (0)", "Approved (0)", "Rejected (0)", and "All (0)". The "All (0)" tab is currently selected. Below the tabs, it displays "Maximum registrations allowed: 10000" and "Total registrations: 0". A "Go Back" button is visible. The left sidebar contains a navigation menu with categories like "New User Reference", "Attend an Event", "Host an Event", "Manage Programs", "Set Up", and "Support". The top navigation bar includes "Home", "Webex Meetings", "Webex Events", "Webex Support", "Webex Training", and "My Webex". The top right corner shows the user's name "mahidol university" and a "Sign Out" option. A copyright notice at the bottom right reads "© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service".



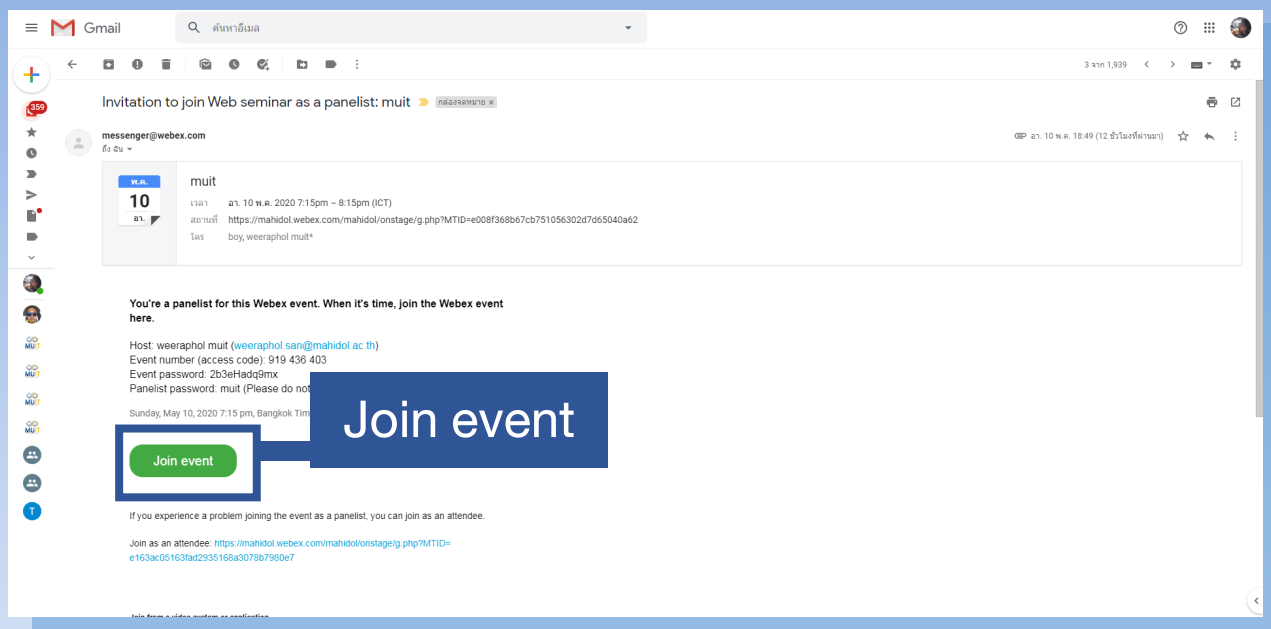
Cisco Webex Events



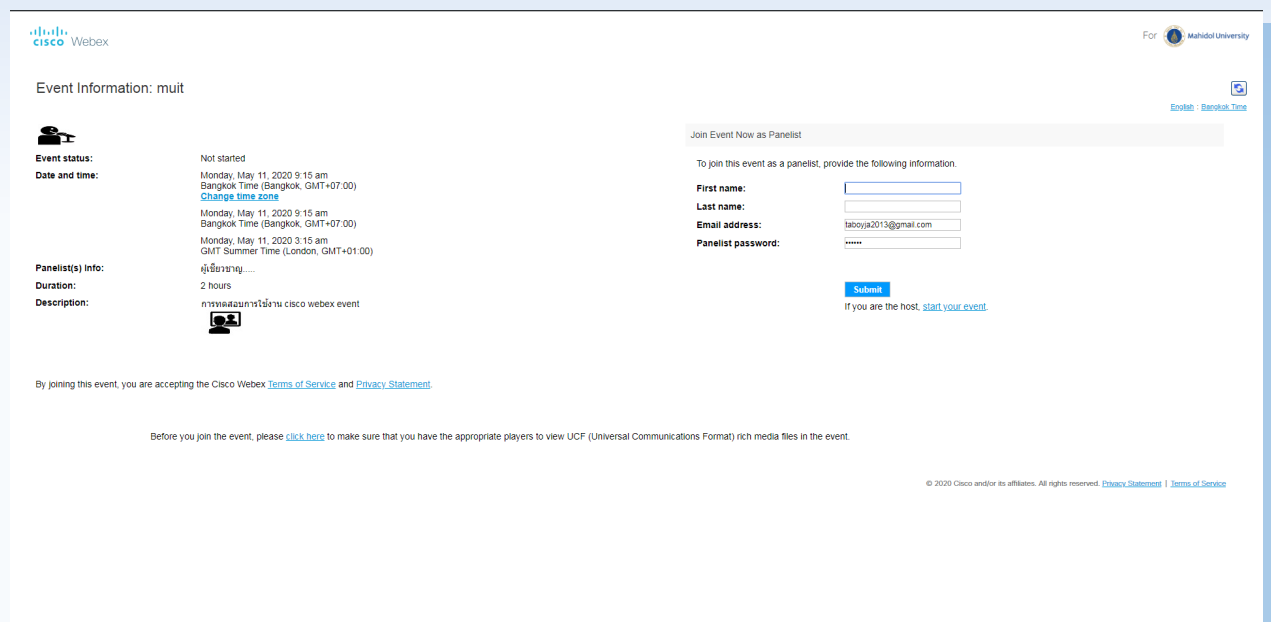
How to register for an event

Cisco **Webex** Events 

1. When you got an invitation email to join Web seminar as a panelist Click Join event button



2. After click join event Page will show you an Event Information



3. Enter your information then click **Submit** button

Join Event Now as Panelist

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

First name:

Last name:

Email address:

Panelist password:

Submit

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

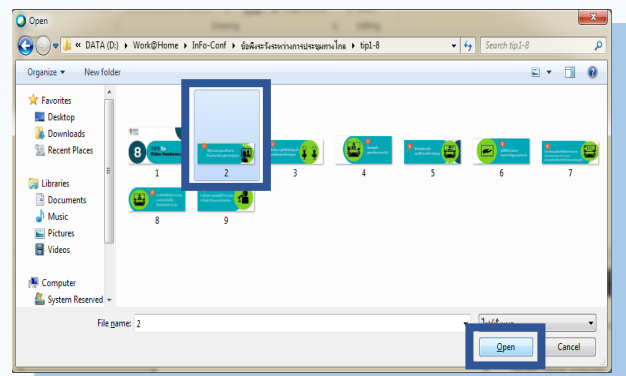
4. The panelist will see event information

They can upload related files by clicking **Upload** button

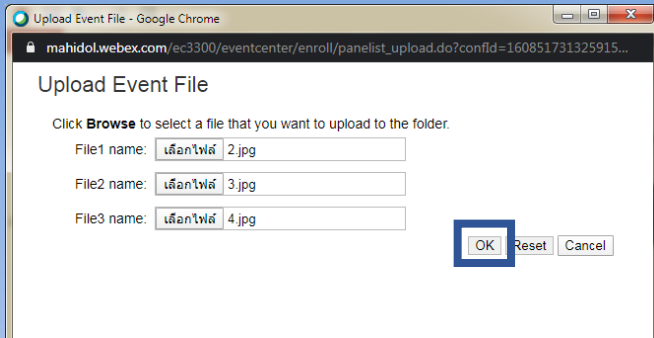
The screenshot shows the Cisco Webex event page. On the left, there is a section for 'Event Information: mult' with details like 'Event status: Not started', 'Date and time: Monday, May 11, 2020 9:15 am Bangkok Time (Bangkok, GMT+07:00)', and 'Panelist(s) info: ผู้บรรยาย...'. Below this, there is an 'Event files' section with a file named 'สื่อบรรยายเกี่ยวกับ cisco webex event' and an 'Upload' button. A large blue box with the word 'Upload' is overlaid on the button. On the right, there is a 'Join Event Now as Panelist' section with a message: 'You cannot join the event now because it has not started.' and a 'Submit' button. A blue box with the word 'Submit' is overlaid on the button. At the bottom, there is a copyright notice: '© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'.

5. Click select file button to upload file from your computer in order

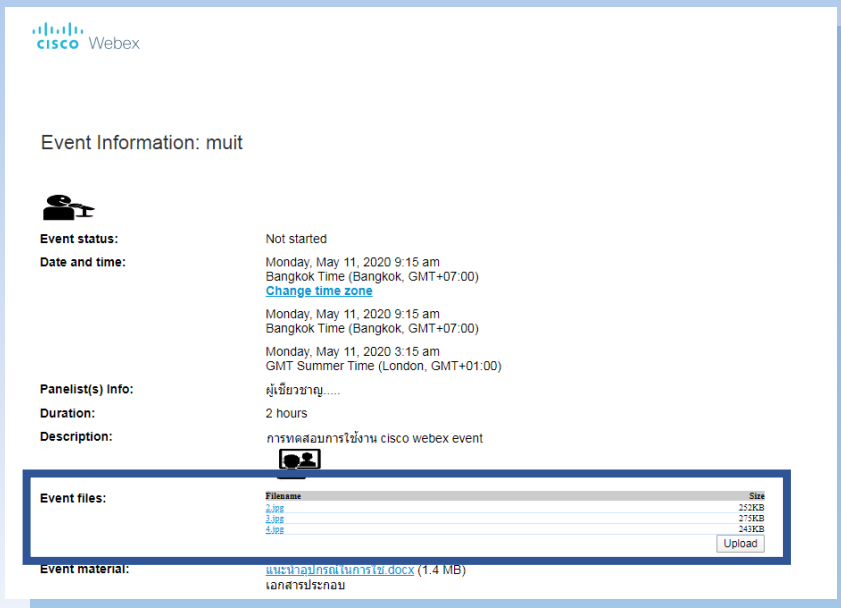
The screenshot shows a dialog box titled 'Upload Event File' from a Google Chrome browser. It contains the text: 'Click **Browse** to select a file that you want to upload to the folder.' Below this, there are three input fields for 'File1 name', 'File2 name', and 'File3 name', each with a 'Browse...' button. At the bottom right, there are 'OK', 'Reset', and 'Cancel' buttons.



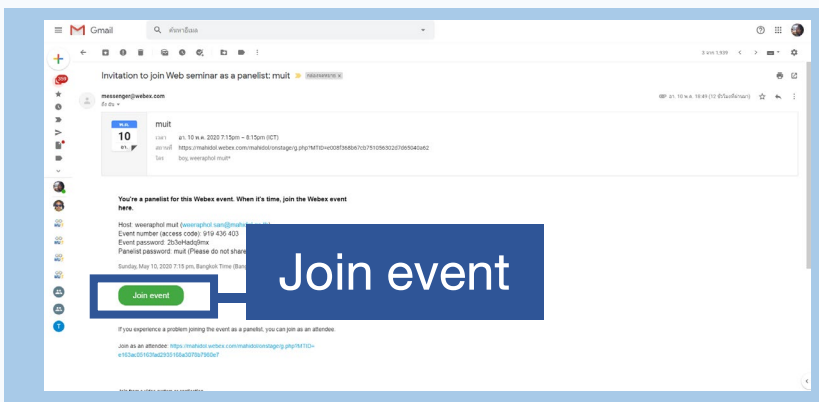
After finished choosing all files, click OK button



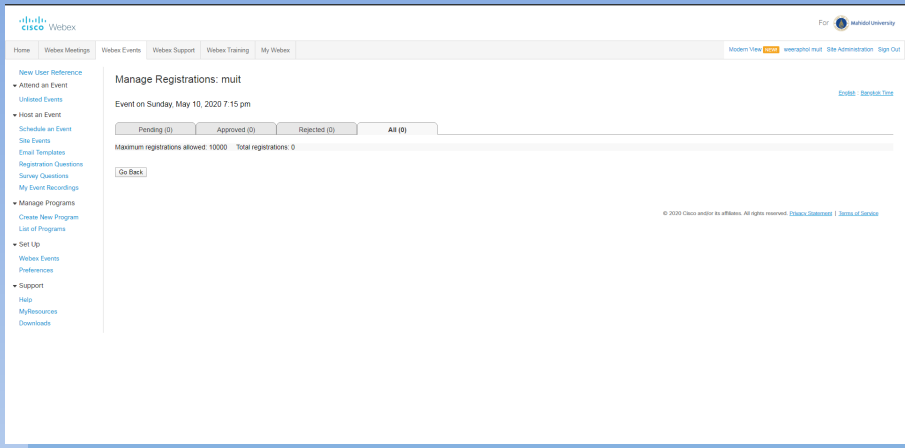
6. Back to Event Information page, all selected file will appear in Event File



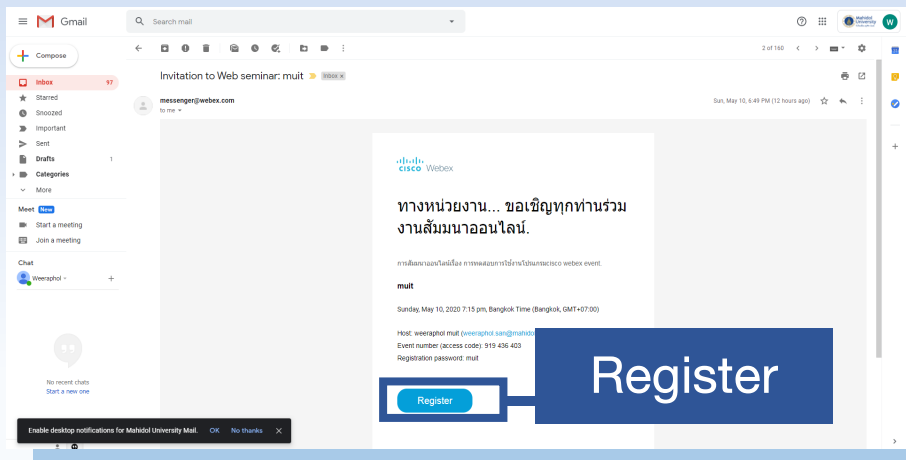
7. When an activity time is ready to join, return to email Invitation to join Web seminar as a panelist:..... and click Join event button to join the event right away



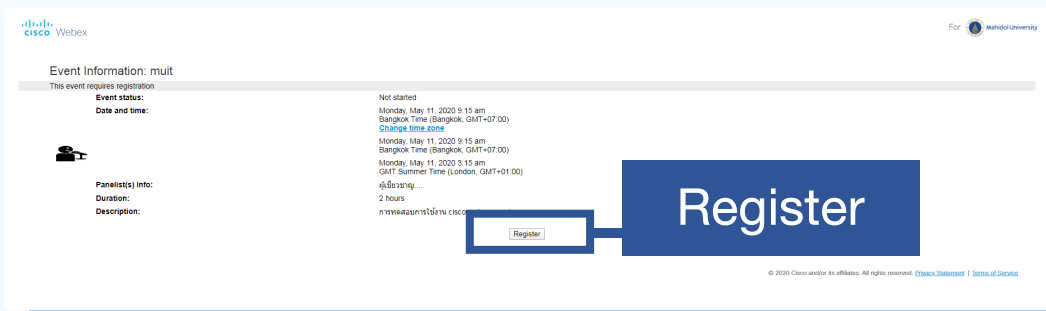
8. Manage Registrations:... show you register information



9. For attendee email Click Register button



10. You will see Event Information : Click Register button



11. Enter your registration password from invitation email

Then click Submit button

Registration Password

This event is private. To register for this event, you must provide the registration password that the event host gave to you.

Registration password:

Event Information

Event: muit

Date and time: Monday, May 11, 2020 9:15 am Bangkok Time (Bangkok, GMT+07:00)
Monday, May 11, 2020 9:15 am Bangkok Time (Bangkok, GMT+07:00)
Monday, May 11, 2020 3:15 am GMT Summer Time (London, GMT+01:00)

Panelist(s) Info: ผู้เชี่ยวชาญ.....

Duration: 2 hours

Description: การทดสอบการใช้งาน cisco webex event

12. Enter your information then click Submit button

Register for muit

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

First name:

Email address:

Confirm email address:

Last name:

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13. After your Registration is finished, You will see Registration Pending

Cisco Java Update [Buttons](#). To view system requirements, go to [www.cisco.com](#).' The footer contains: '© 2020 Cisco and/or its affiliates. All rights reserved. Privacy Statement | Terms of Service'."/>

Registration Pending

Thank you for registering.

Your registration information was sent to the host. After the host accepts your registration, you will receive a confirmation email message that contains detailed information about joining the event.

Invite a Friend

To invite a friend to this event, enter your friend's email address.

Set Up Webex Events

To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [Cisco Java Update](#) [Buttons](#). To view system requirements, go to [www.cisco.com](#).

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14. Invite a Friend

just enter your friend's email address

Invite a Friend

To invite a friend to this event, enter your friend's email address.

15. Back to Manage Registrations :

You will see a list of people those who already registered

Manage Registrations: muit

Event on Monday, May 11, 2020 9:15 am

Pending (3) Approved (0) Rejected (0) All (3)

Maximum registrations allowed: 10000 Total registrations: 3

First Name	Last Name	Email Address	Registration ID	Registration Date & Time	Status
seminar1	Online	weeraphol.san@mahidol.edu	344542	5/11/20 7:49 am	Pending
Seminar2	Online	ittraining.muit@gmail.com	617403	5/11/20 7:55 am	Pending
Seminar3	Online	taboyja2020@gmail.com	348654	5/11/20 8:20 am	Pending

[Go Back](#)

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16. Click on registrant name to see their details

Manage Registrations: muit

Event on Monday, May 11, 2020 9:15 am

Pending (3) Approved (0) Rejected (0) All (3)

Maximum registrations allowed: 10000 Total registrations: 3

First Name	Last Name	Email Address	Registration ID	Registration Date & Time	Status
seminar1	Online	weeraphol.san@mahidol.edu	344542	5/11/20 7:49 am	Pending
Seminar2	Online	ittraining.muit@gmail.com	617403	5/11/20 7:55 am	Pending
Seminar3	Online	taboyja2020@gmail.com	348654	5/11/20 8:20 am	Pending

[Go Back](#)

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Registrant Details

First name: seminar1
Last name: Online
Phone number: 1-
Title:
Email address: weeraphol.san@mahidol.edu
Company:
Address 1:
Address 2:
City:
State/Province:
ZIP/Postal code:
Country/Region:
Number of employees:
Web domain: ppp-124-122-96-196.revip2.asianet.co.th
IP address: 124.122.96.196



17. Click Pending tab

Maximum registrations allowed: 10000 Approved: 0 Pending: 3

First Name	Last Name	Email Address	Registration Date & Time
seminar1	Online	weeraphol.san@mahidol.edu	5/11/20 7:49 am
Seminar2	Online	ittraining.muit@gmail.com	5/11/20 7:55 am
Seminar3	Online	taboja2020@gmail.com	5/11/20 8:20 am

18. To approve all of registrant, click Select All then Accept button

Maximum registrations allowed: 10000 Approved: 0 Pending: 3

First Name	Last Name	Email Address	Registration Date & Time
<input checked="" type="checkbox"/> seminar1	Online	weeraphol.san@mahidol.edu	5/11/20 7:49 am
<input checked="" type="checkbox"/> Seminar2	Online	ittraining.muit@gmail.com	5/11/20 7:55 am
<input checked="" type="checkbox"/> Seminar3	Online	taboja2020@gmail.com	5/11/20 8:20 am

mahidol.webex.com มหิดล
Do you really want to accept all selected attendees?

19. When you accepted all registrant list Registrant list will move to Approved tab

Maximum registrations allowed: 10000 Approved: 3 Pending: 0

First Name	Last Name	Email Address	Registration Date & Time
seminar1	Online	weeraphol.san@mahidol.edu	5/11/20 7:49 am
Seminar2	Online	ittraining.muit@gmail.com	5/11/20 7:55 am
Seminar3	Online	taboja2020@gmail.com	5/11/20 8:20 am



20. Approved tab will show you approved registrants list

The screenshot shows the Cisco Webex interface for managing registrations for an event named 'muit'. The 'Approved' tab is selected, displaying a table of three approved registrants. A blue box highlights the table.

First Name	Last Name	Email Address	Registration ID	Registration Date & Time
Seminar1	Online	weeraphol.san@mahidol.edu	344542	5/11/20 7:49 am
Seminar2	Online	ittraining.mut@gmail.com	617403	5/11/20 7:55 am
Seminar3	Online	taboyja020@gmail.com	348654	5/11/20 8:20 am

21. Attendees will get a registration approved email

To join an event, click **Join Event** button

The screenshot shows a Gmail inbox with an email from messenger@webex.com. The email subject is 'Registration approved for Web seminar: muit'. The email content includes event details and a prominent blue 'Join Event' button highlighted with a white box.

Join Event

22. When the event hasn't been ready to join yet

The join event button leads attendee to event page's information

The screenshot shows the Cisco Webex event information page for 'muit'. The page displays event details such as status, date and time, and a 'Join Event Now' button. A message indicates that the user cannot join the event because it has not started.

Event Information: muit

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))

Date and time: Monday, May 11, 2020 9:15 am Bangkok Time (Bangkok, GMT+07:00) [Change time zone](#)

Panelists info: 2 hours

Description: การประชุมผ่านระบบ Cisco Webex Event

Event material: [การประชุมผ่านระบบ Cisco Webex Event \(1.4 MB\)](#)

Join Event Now

You cannot join the event now because it has not started.

Registration ID:

[Join by browser](#) **NEW!**

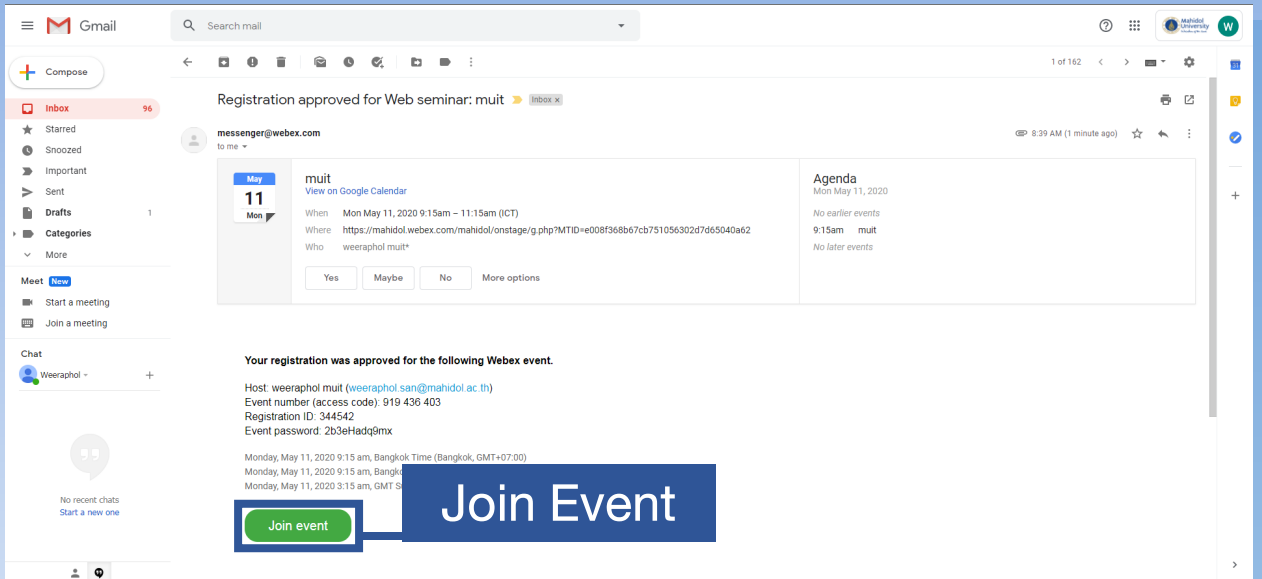
Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

[Register](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

23. When the event is ready to join,

Attendee clicks Join Event button to join the event right away



You're all set

Cisco **Webex** Events 

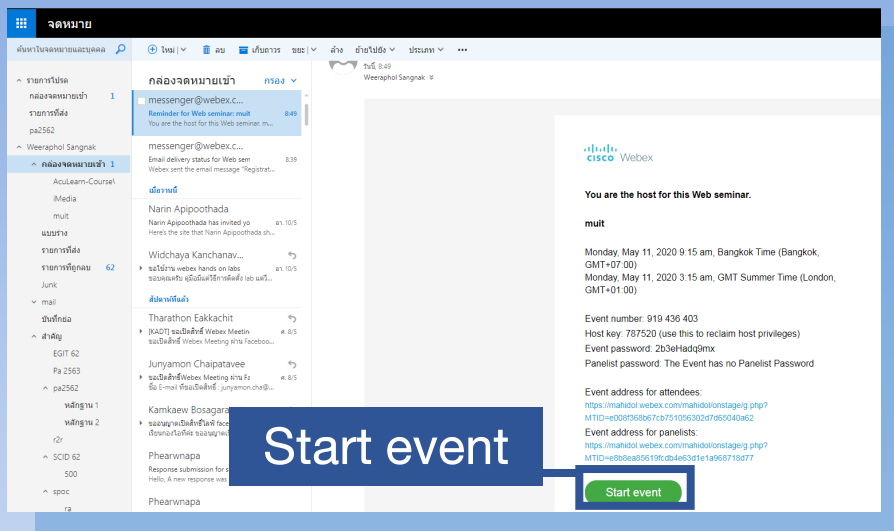


How to use

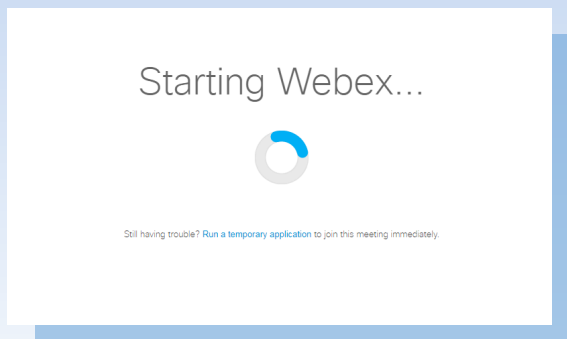
Cisco Webex Events 

1. The host will get an email reminder to Start event

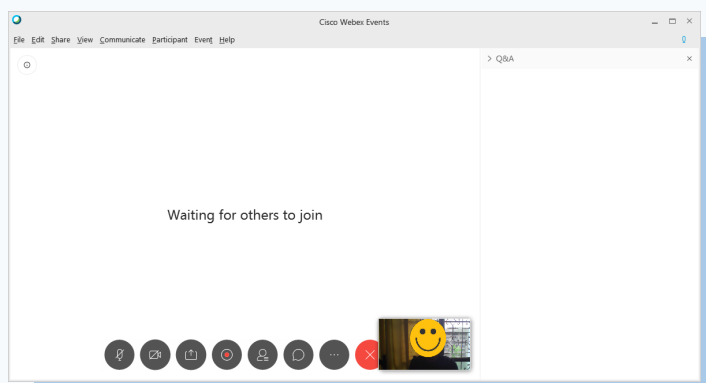
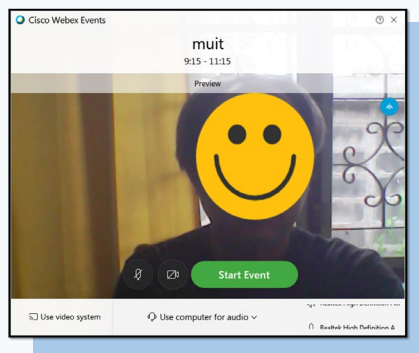
Click Start event button



2. Cisco Webex event is preparing for start an event



3. When Cisco Webex event is ready, the host clicks Start event button to start the event



4. Panelists click Join event button

Panelists

You're a panelist for this Webex event. When it's time, join the Webex event here.

Host: weeraphol mut (weeraphol.san@mahidol.ac.th)
Event number (access code): 919 436 403
Event password: 2b3eHadq9mx
Panelist password: mut (Please do not share panelist password)

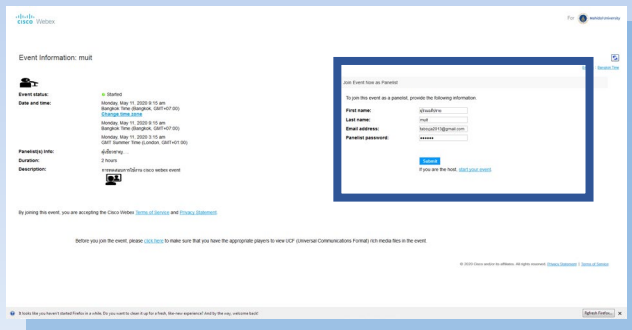
Sunday, May 10, 2020 7:15 pm, Bangkok Time (Bangkok, GMT+07:00)

[Join event](#)

5. Panelists will see Event Information :

Enter your information and panelist password(see in email)

Click Submit button then Join button



Join Event Now as Panelist

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

First name:

Last name:

Email address:

Panelist password:

[Submit](#)

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

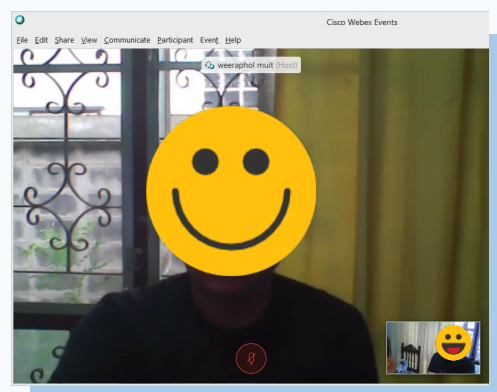
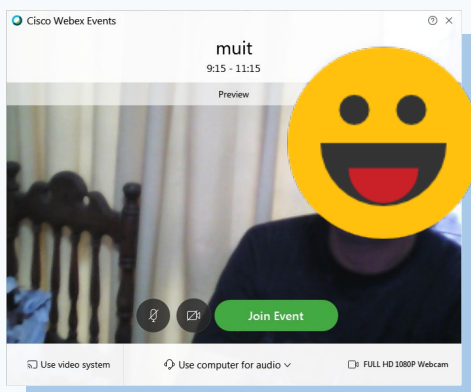
Join Event Now as Panelist

[Join](#)

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

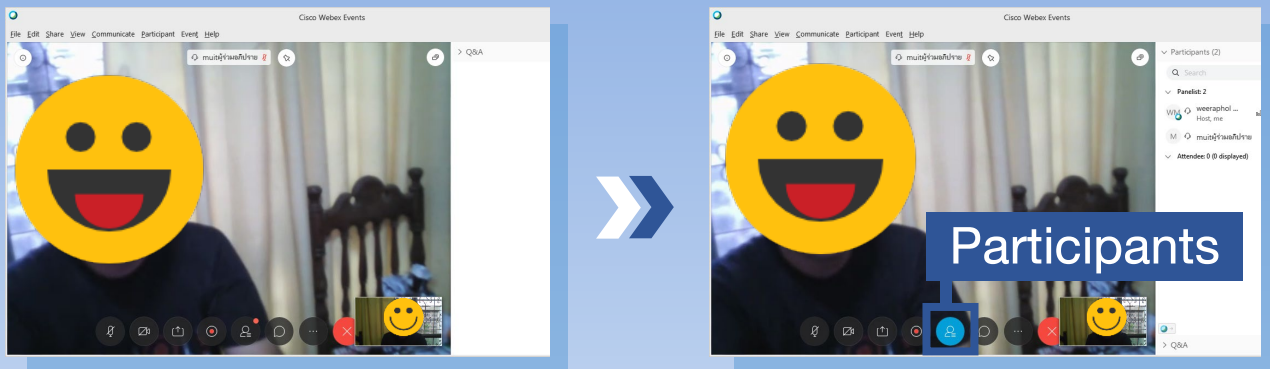
6. Panelist will see audio & video preview before join the event

When you ready click Join Event button

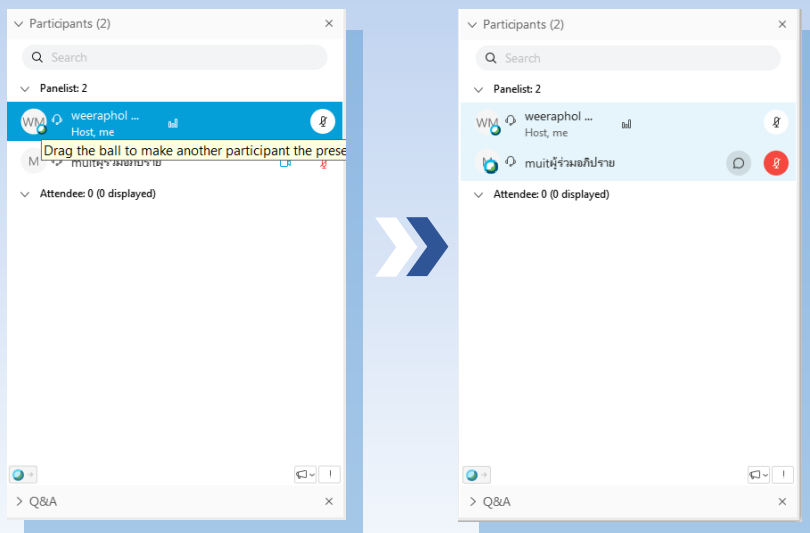


7. For the host, you will see panelists video

And if you click **Participants** menu, you will see participant list

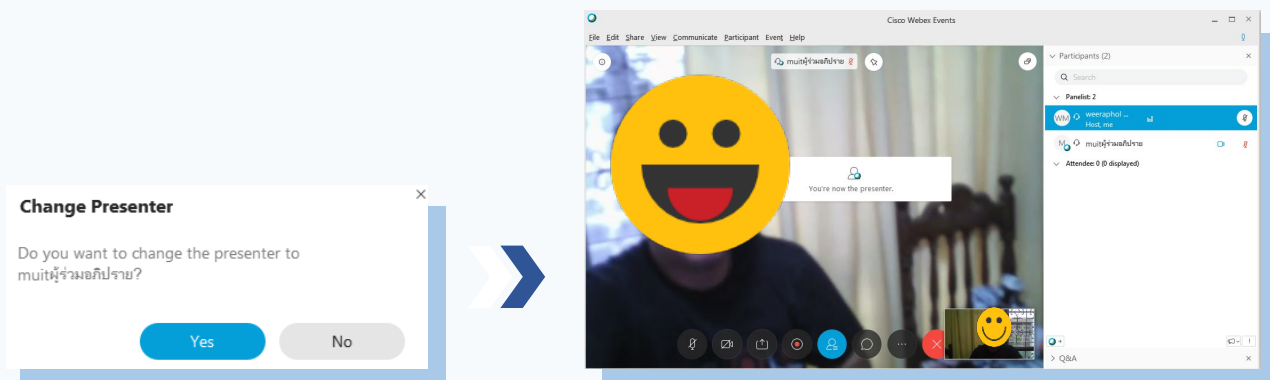


8. If the host would like to allow another participant to present, just drag the **Presenter** button to their name

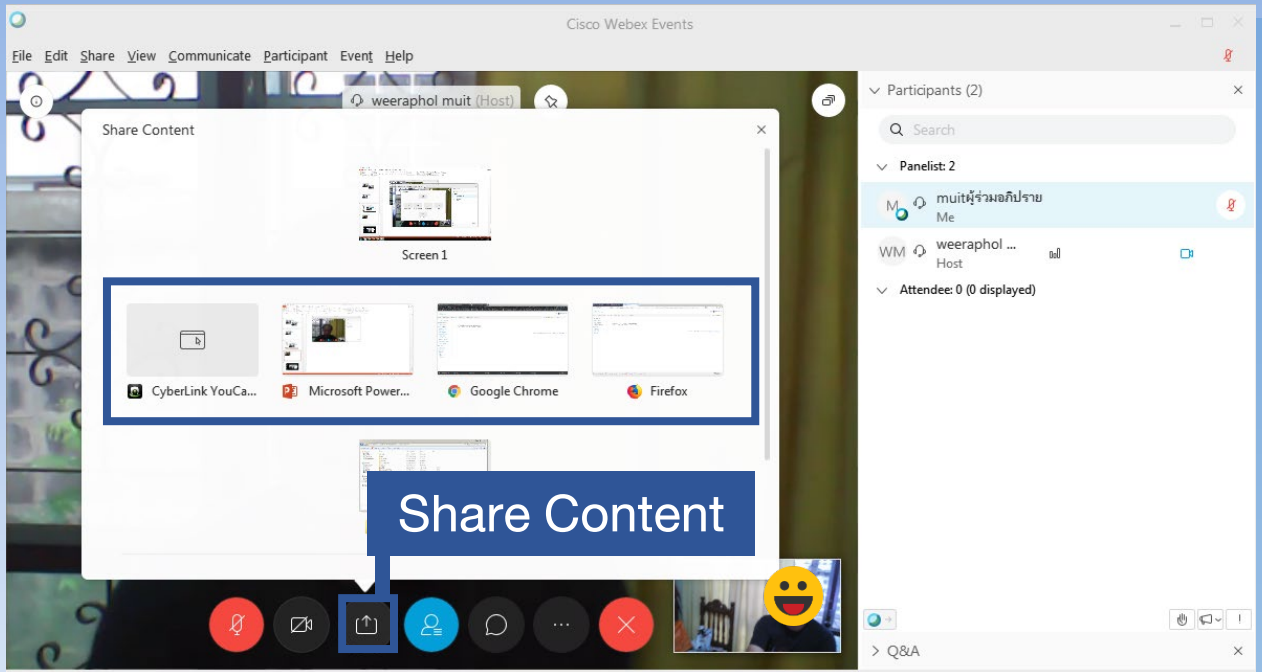


Cisco Webex event will ask you a confirmation

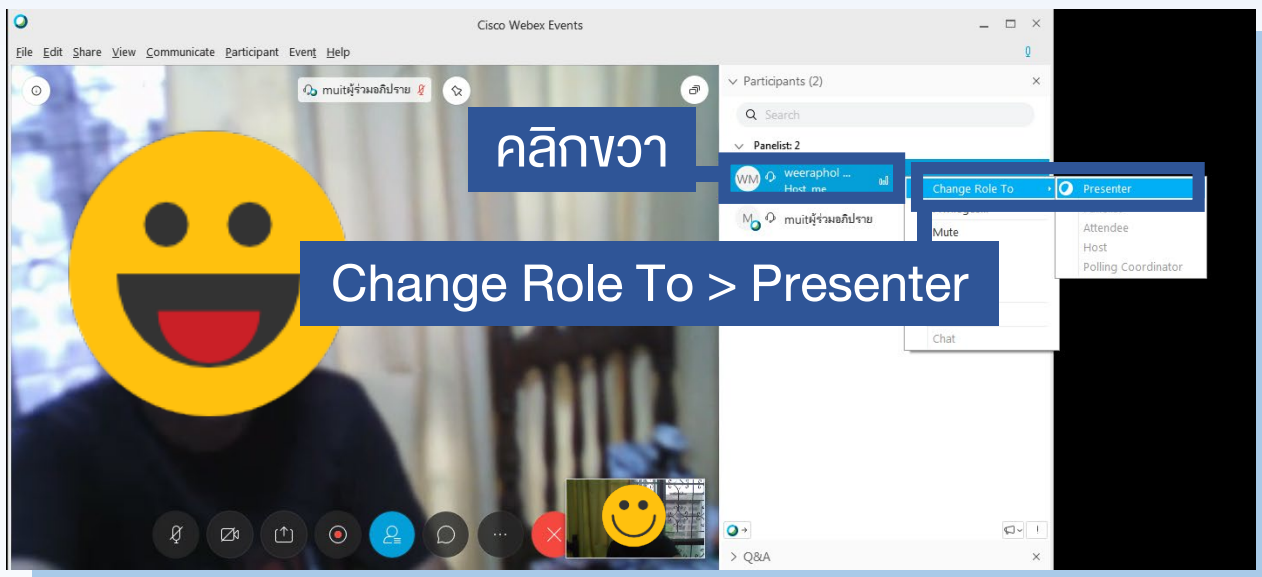
Click **Yes**



9. The presenter share content by click Share Content icon to select content file

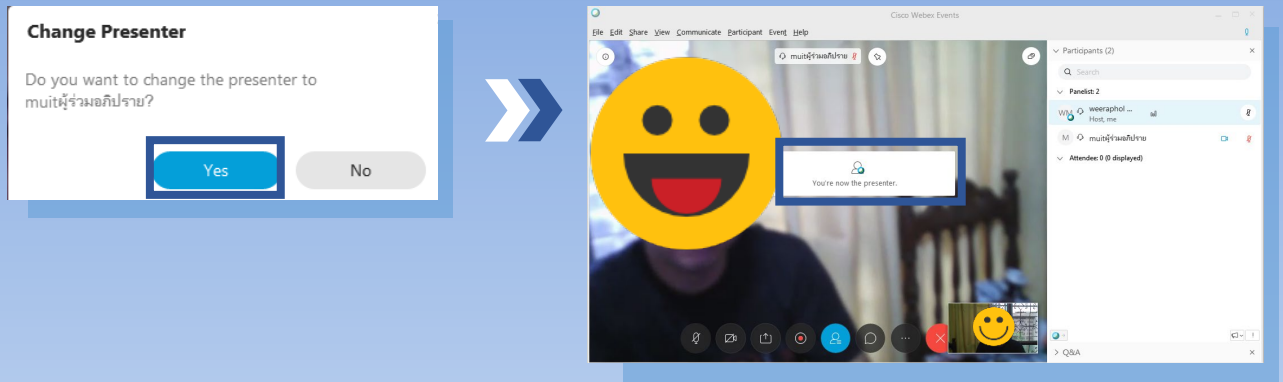


10. When the host would like to be a presenter after another presenter finished, make a right-click at the host's name>>Change Role To>>Presenter

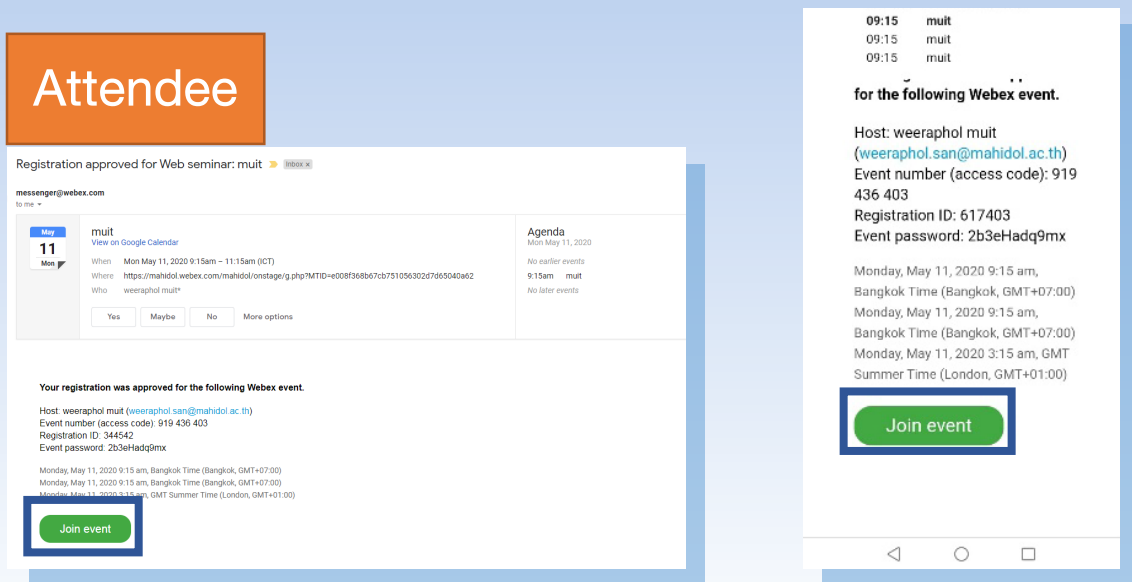


11. The host will see a confirmation

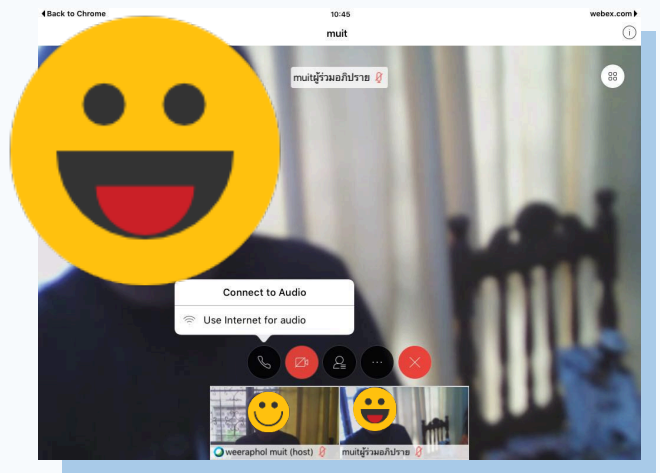
Click Yes



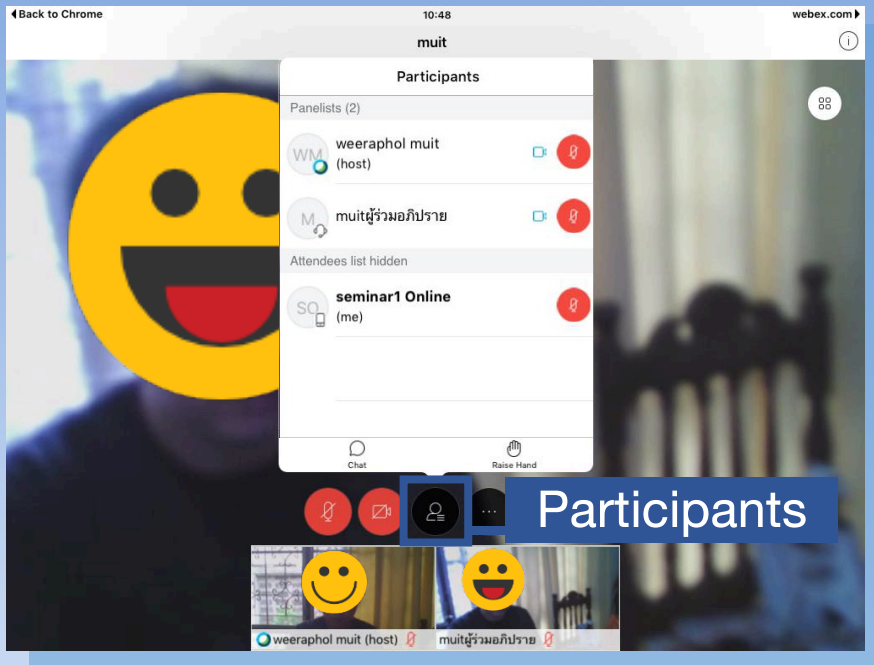
12. For Attendees, click Join event button in their email to join



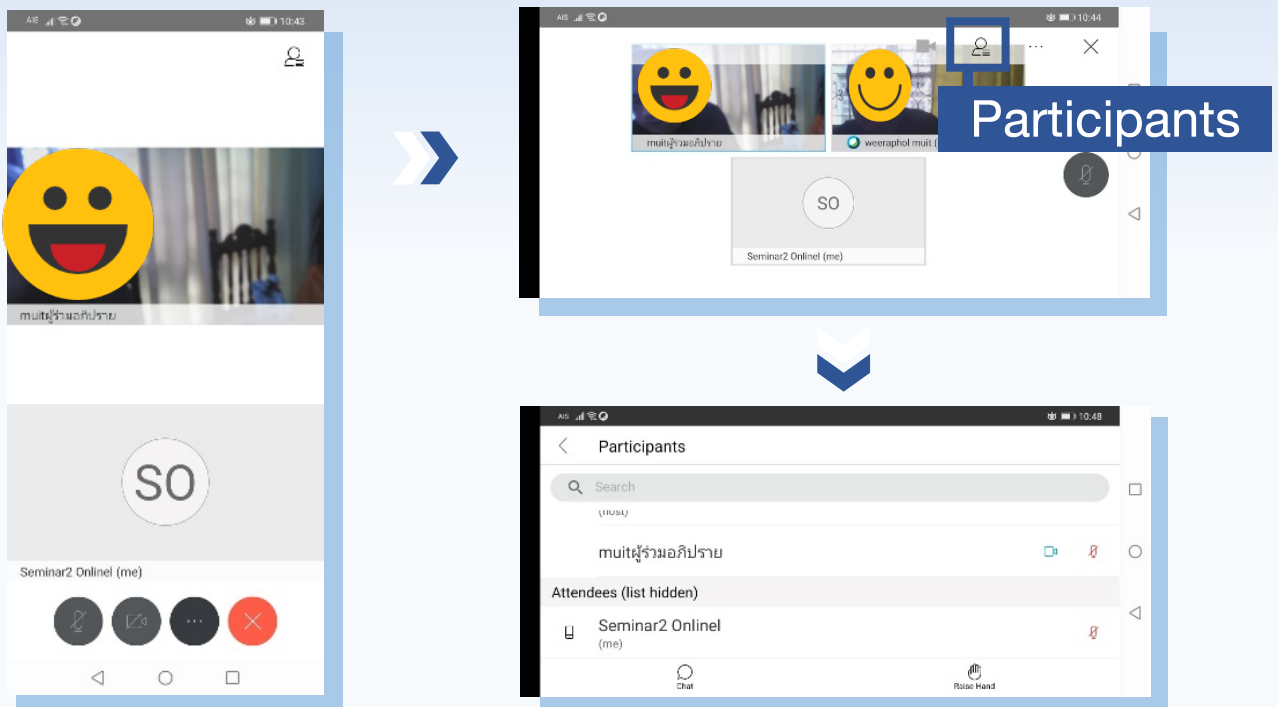
13. for example, as an attendee1 will see their video and audio setting(if it's red icon which means it's off)



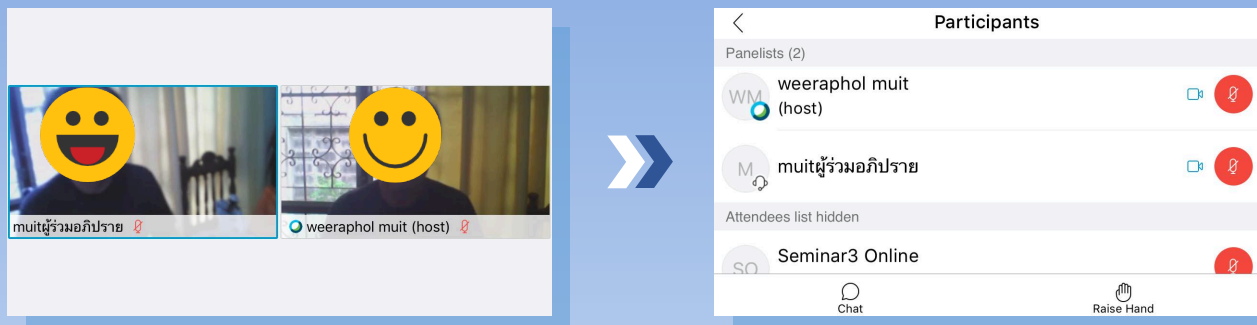
When they click **Participants** icon, they will see panelists list only



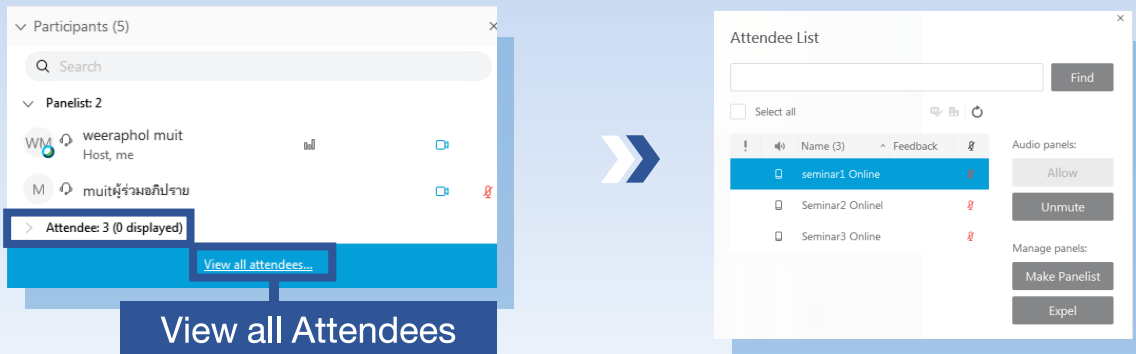
14. For attendee 2, they will also see only panelists list like attendee 1



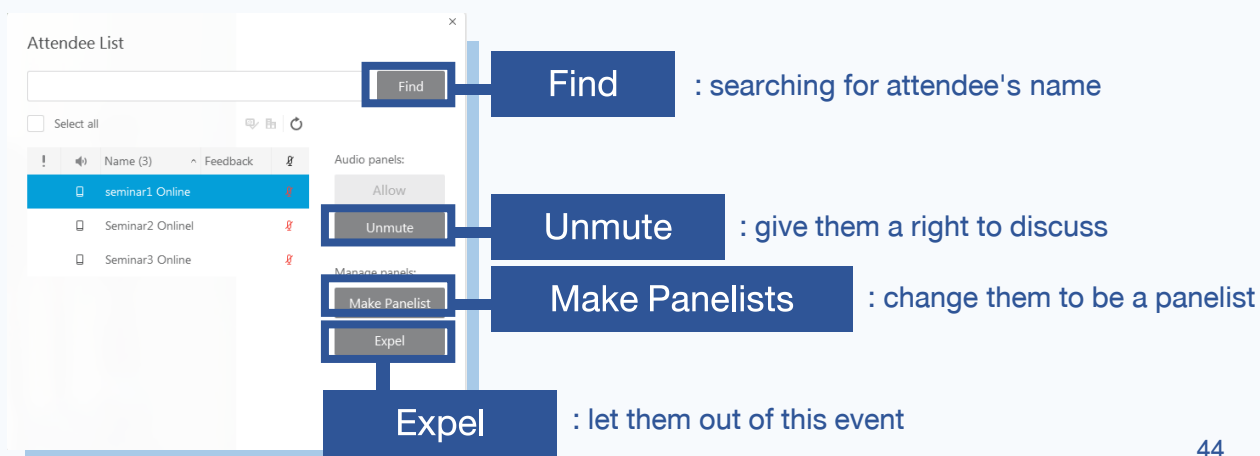
15. For attendee 3, they will also see only panelists list like attendee 1&2



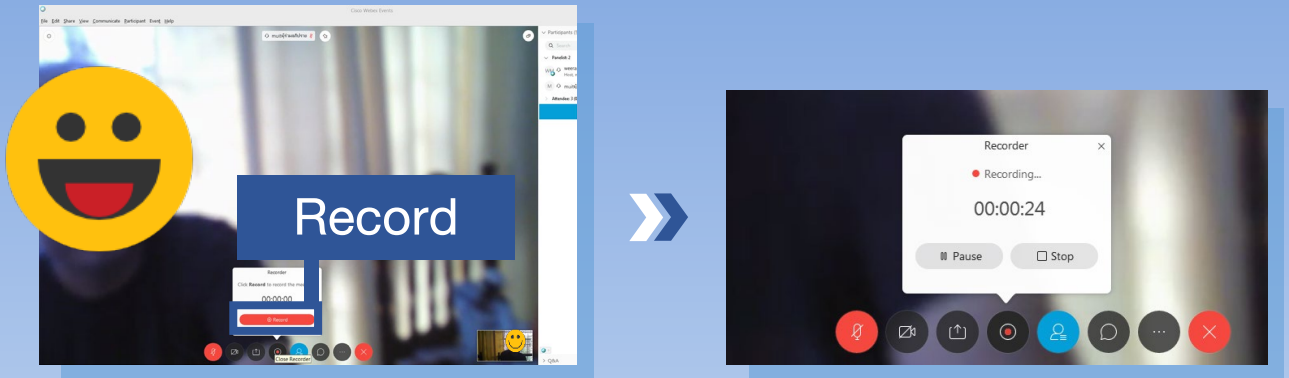
16. For the host, they can see all attendee's list
click Attendee to see Attendee List menu



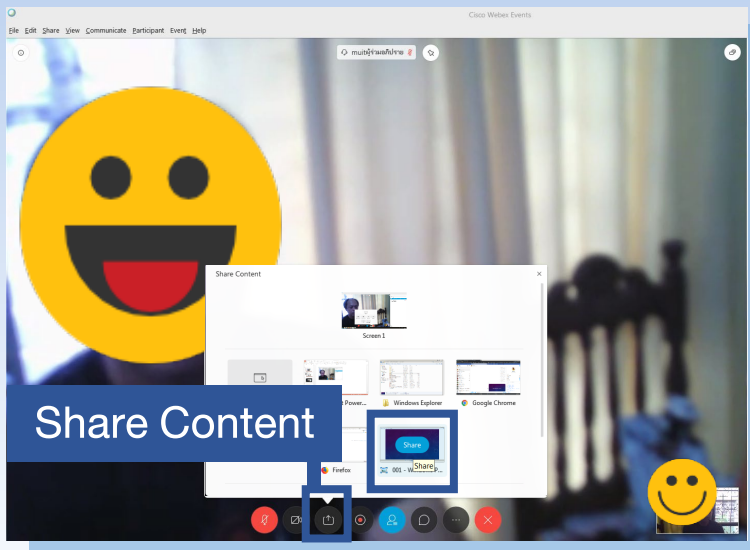
17. At Attendee List menu:



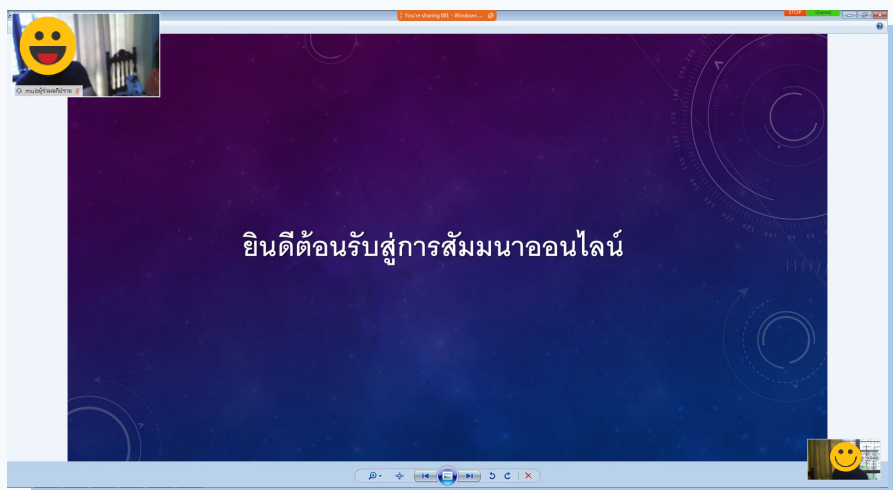
18. For the host, when this event is ready, click Record button



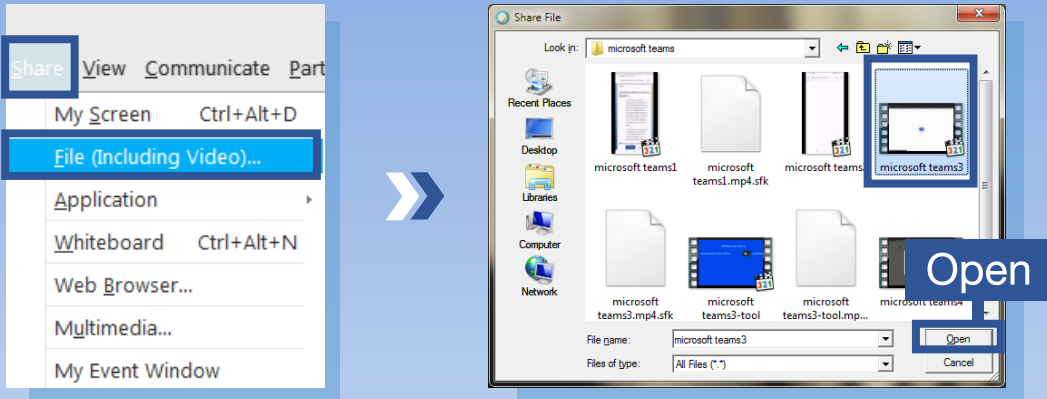
19. Then click Share Content to select welcome to the event image from your computer



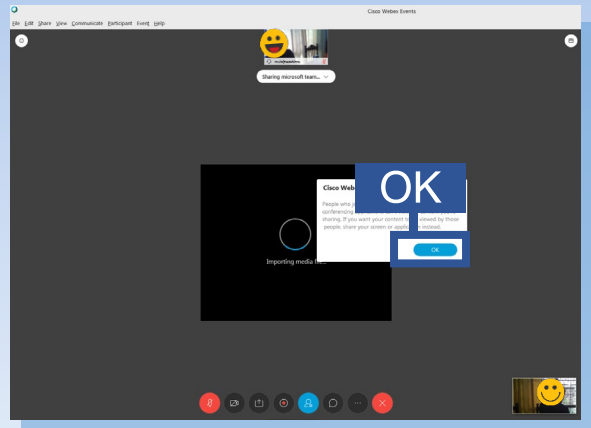
20. Selected image will show to everyone



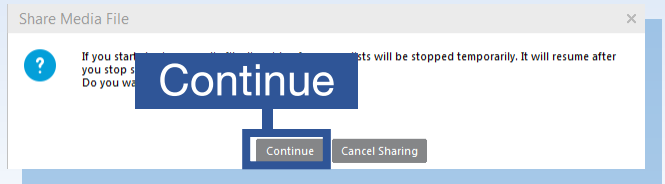
21. When it's the time to event, click **Share > File (Including Video)** to select introduce the event file then click **Open** button



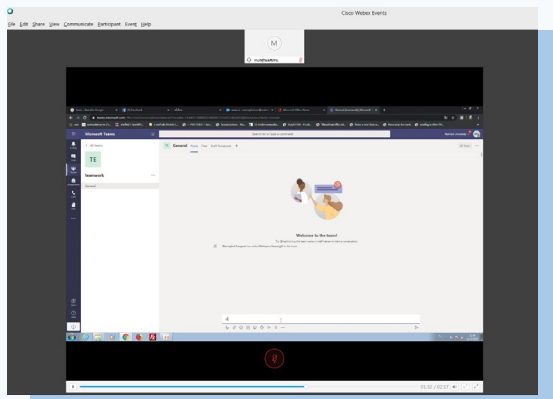
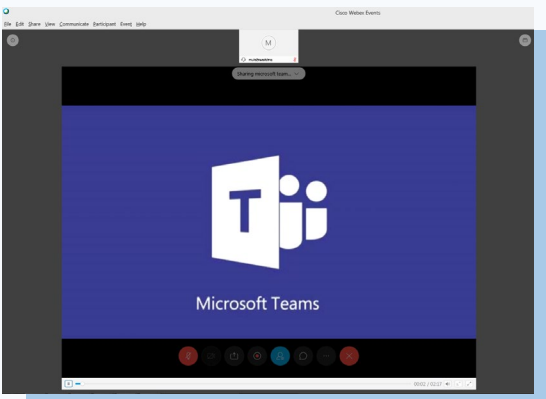
22. Host will see video's preparing
To confirm sharing selected video, click **OK** button



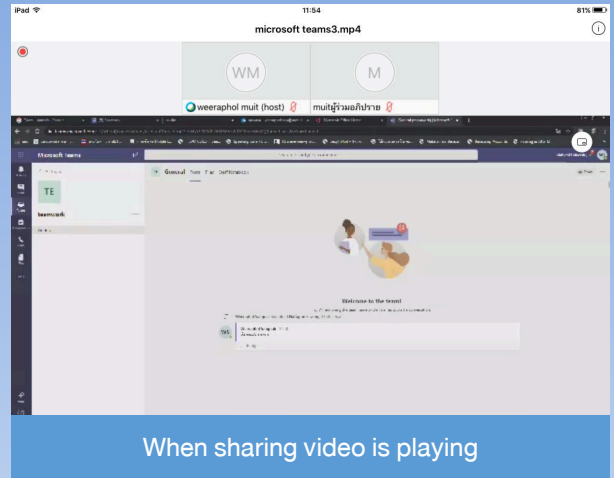
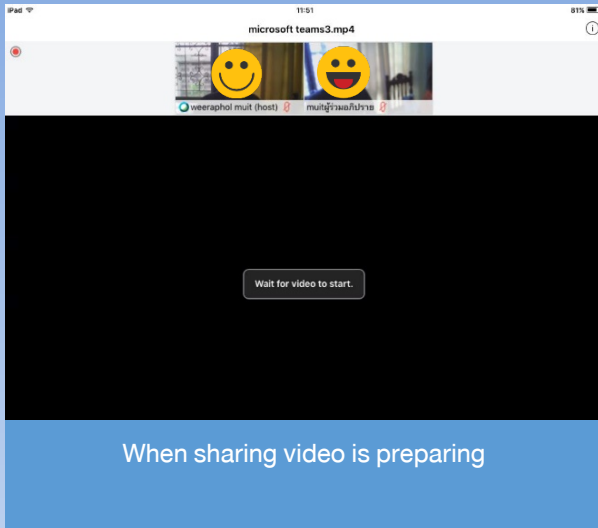
23. The popup is warning about
The panelist's video's going to stop while you share the video
to confirm, click **Continue** button



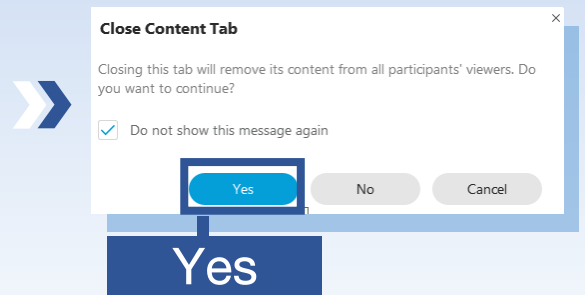
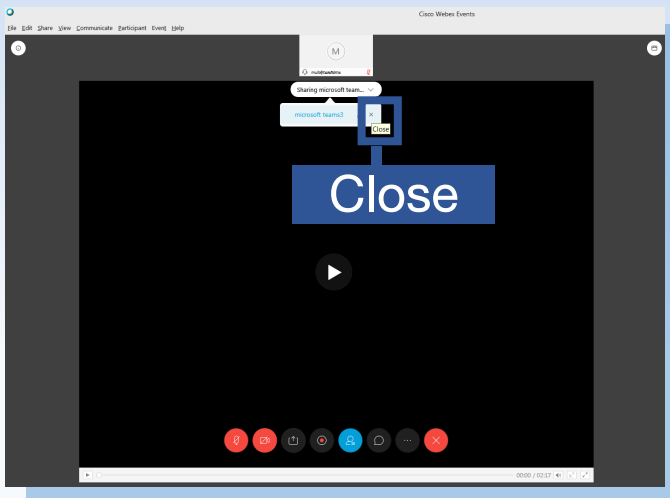
The selected video will show to everyone



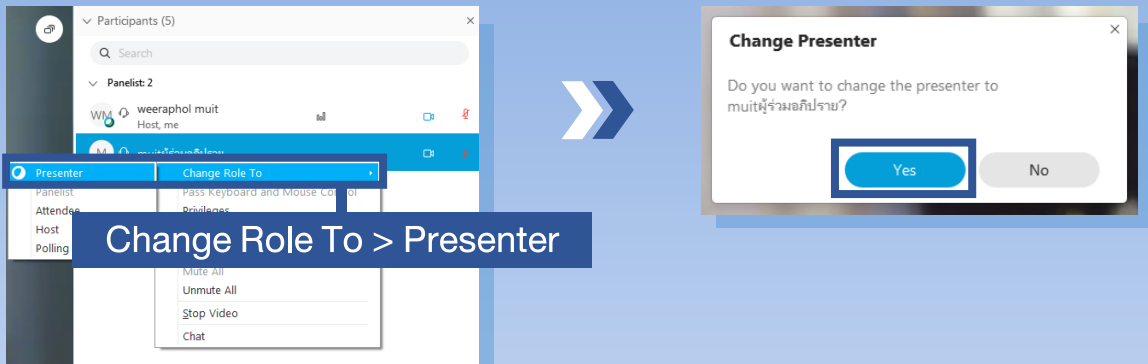
24. For attendees, they will see the sharing video only



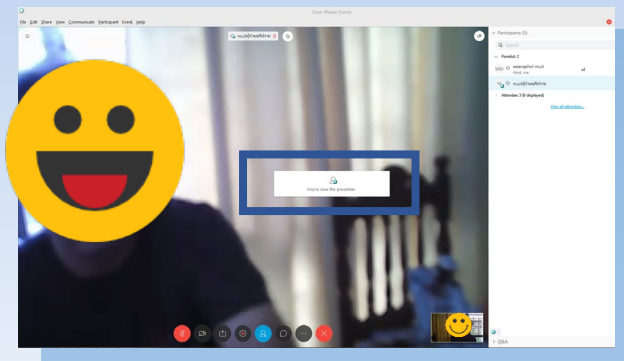
25. When sharing video is ending, The host click video name then click X icon(close) to stop sharing video then click Yes button to confirm



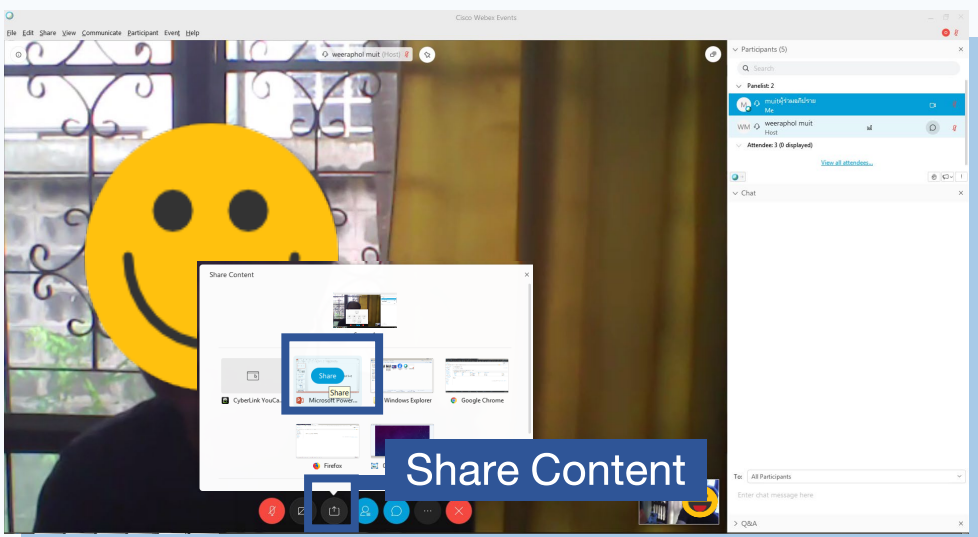
26. After stop sharing video click **Change Role To > Presenter** to **Change Presenter** then click **Yes** button to confirm



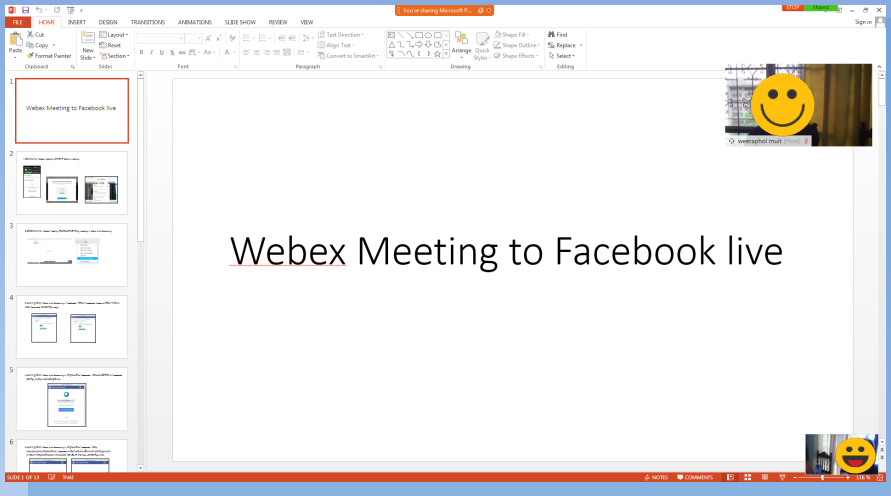
The presenter will get a message “You’re now the Presenter”



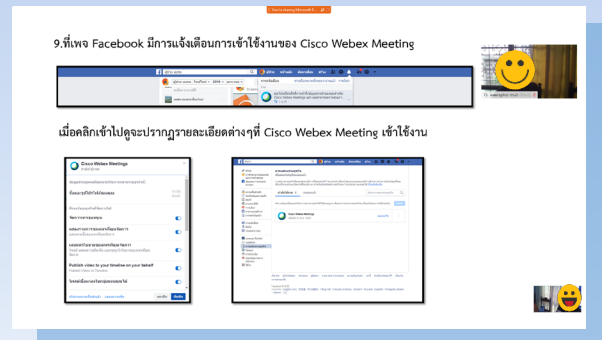
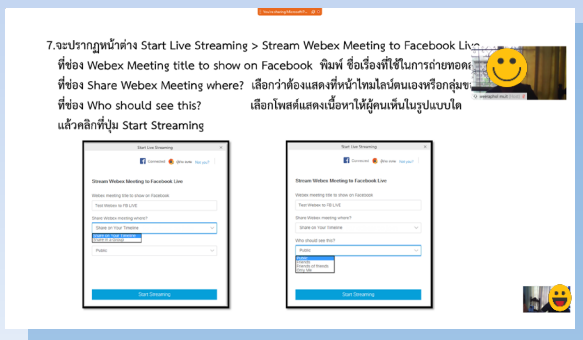
27. When the presenter would like to share content to others click **Share Content** icon then select file



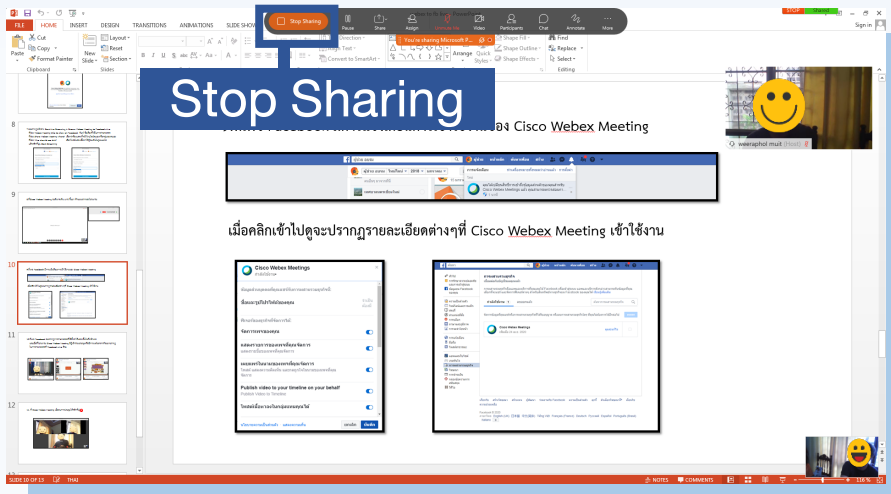
28. Everyone will see your selected file



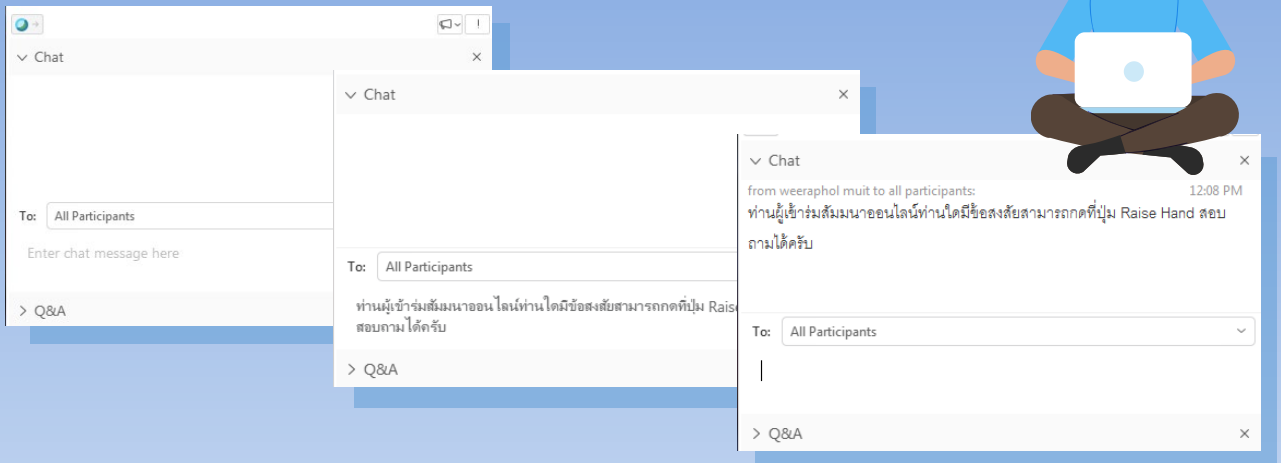
29. Presenting..



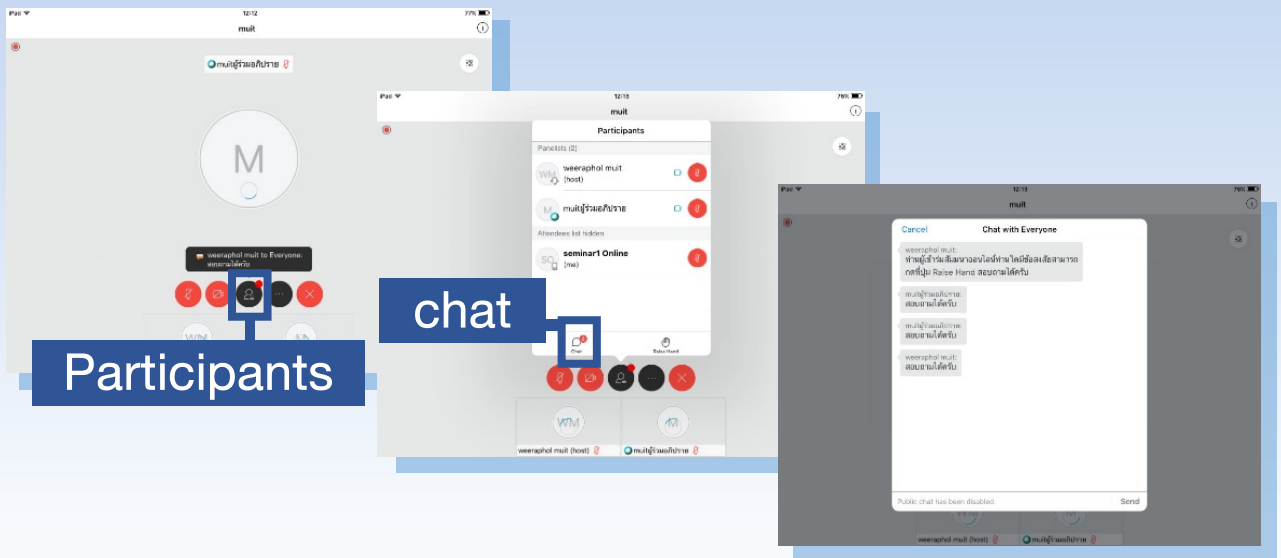
30. When you done presenting click Stop Sharing button



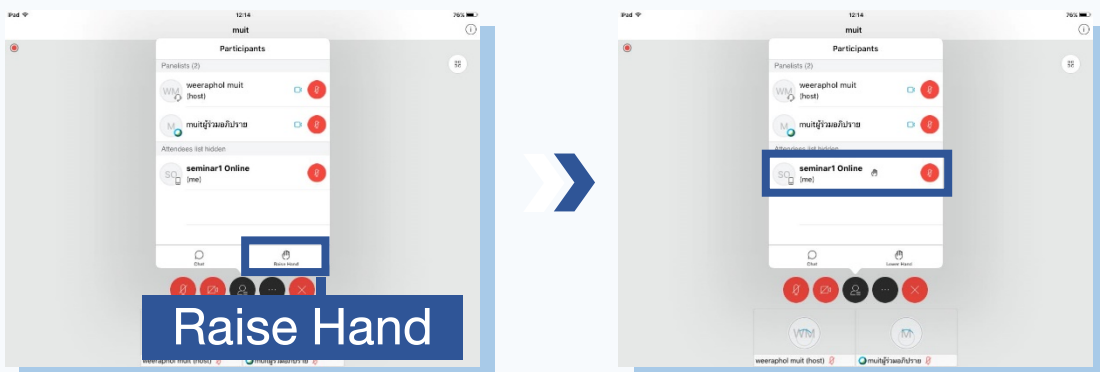
31. The panelist can send message to others by Click Chat icon



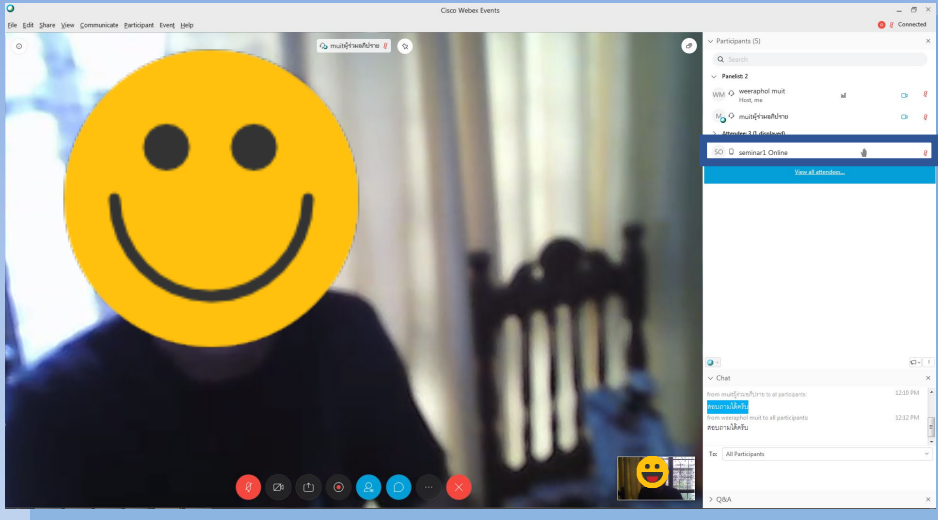
32. Attendees check message by click Participants > chat



33. When attendee would like to discuss Click Raise Hand



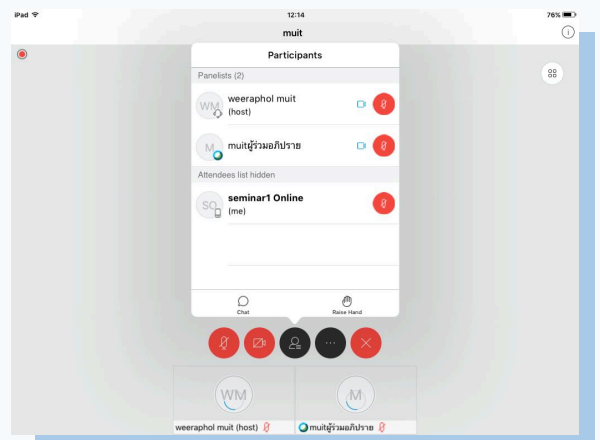
34. Panelist will see a sign when someone click Raise Hand



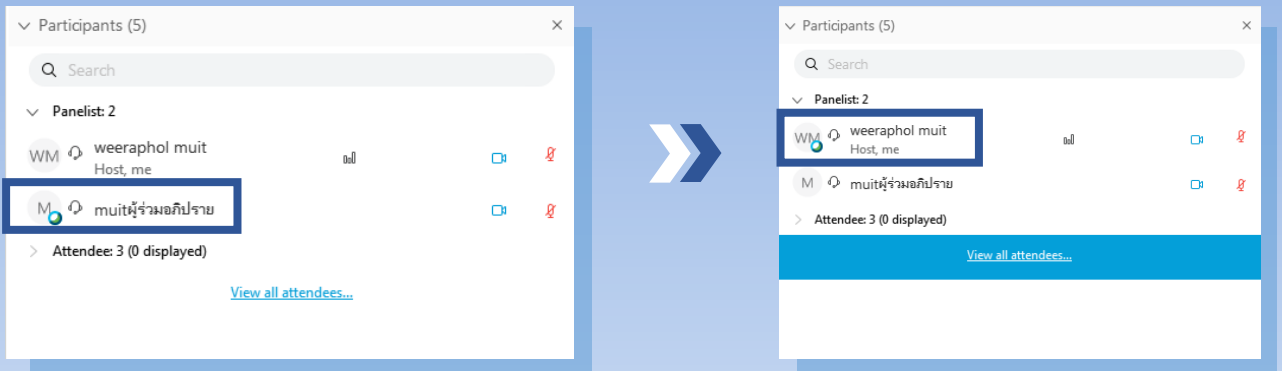
35. Panelist give raised hand attendee a right to discuss by click a microphone icon to Unmute



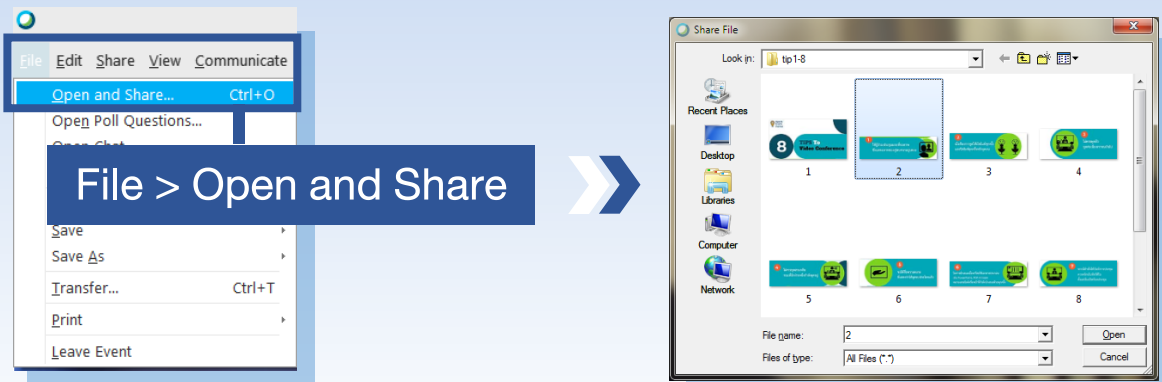
36. When raised hand attendee is finished, Click raise hand icon again to put their hand down



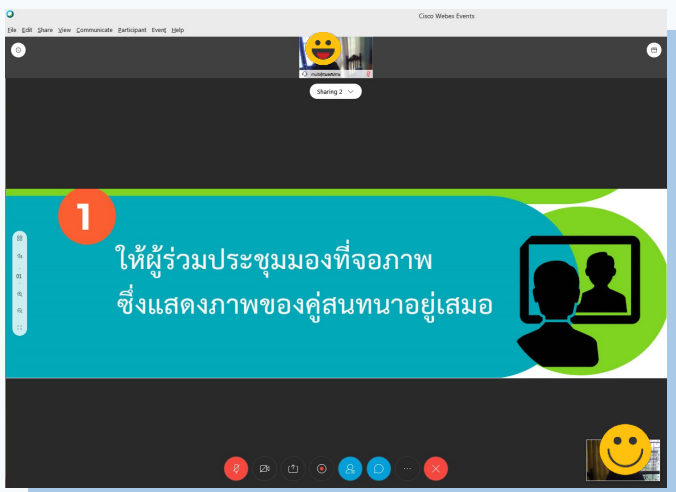
37. When attendee is finished discussing,
Click **Change Role To > Presenter** on next presenter's name
Then click **Yes** to confirm



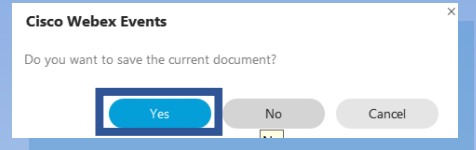
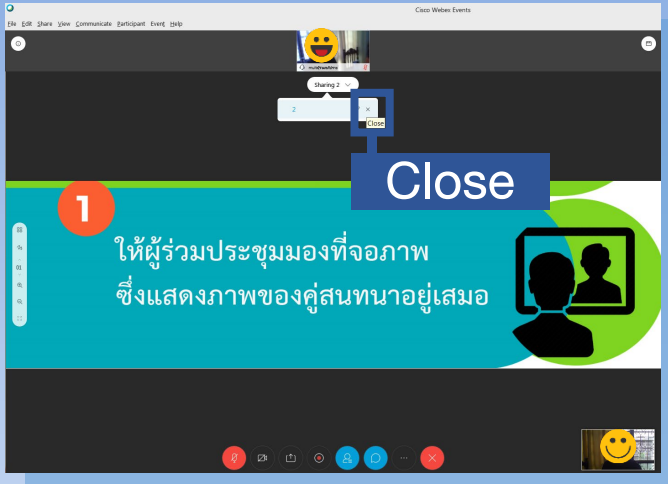
38. When host would like to share their presentation by click
File > Open and Share select presentation file then click **Open**



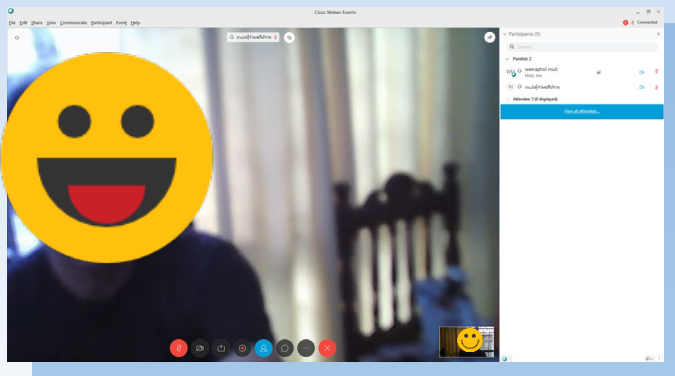
Presentation will show to everyone



39. To end the presentation, click **Close** then click **Yes** button to confirm

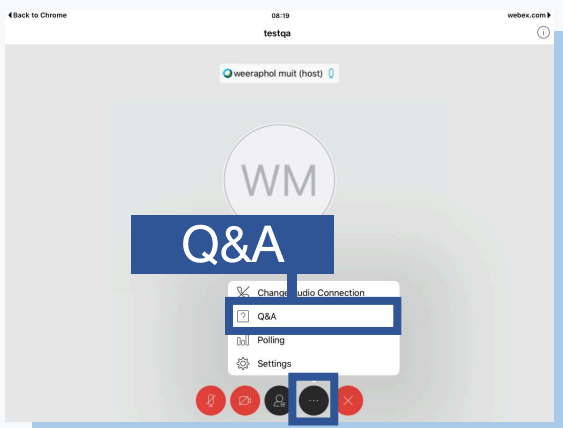


40. If host open Q&A function



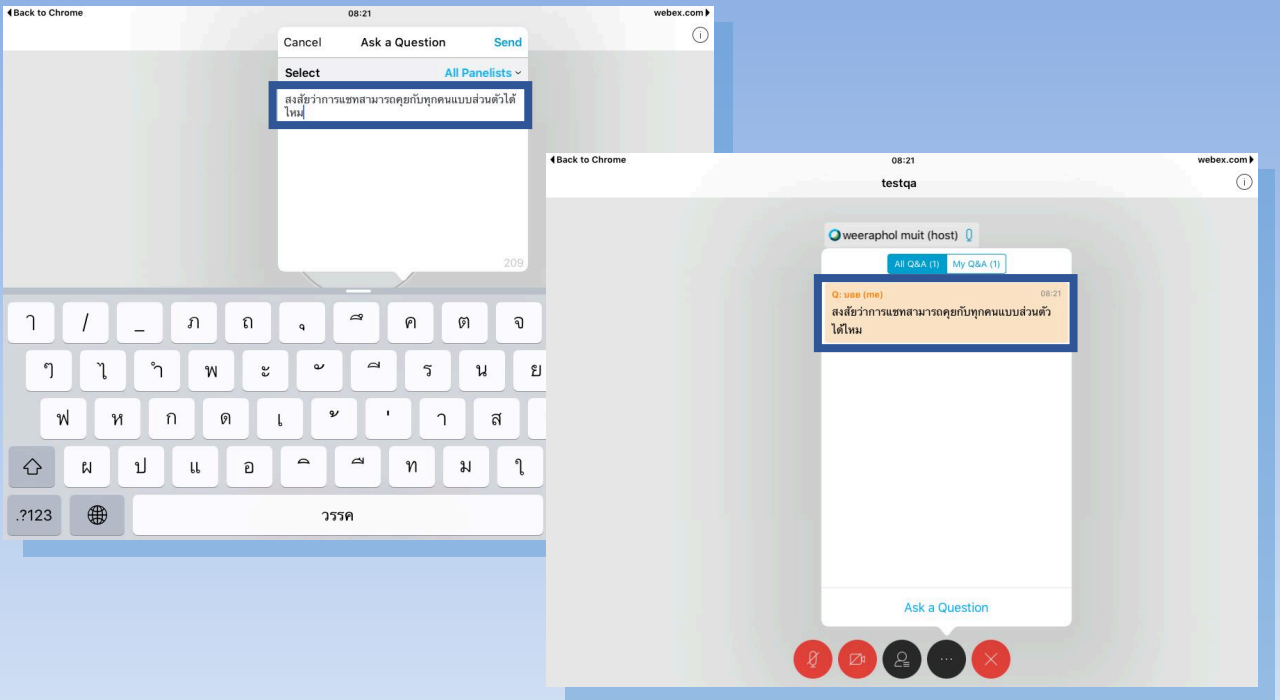
41. To ask some questions

For attendee click  > Q&A > Ask a Question



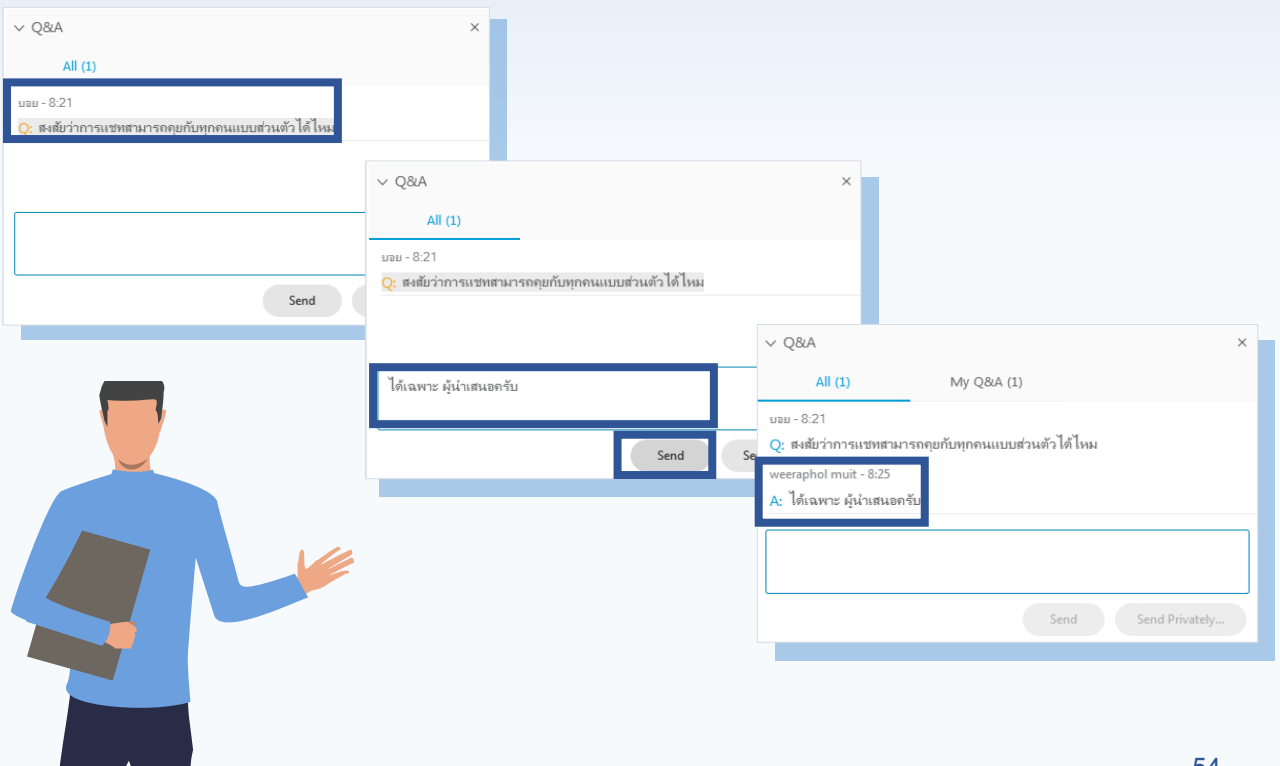
42. Typing their question > click Send button

The question will show on Ask a Question block

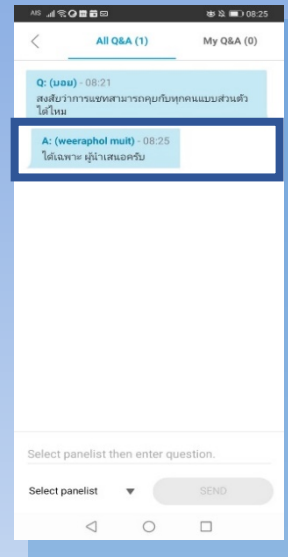
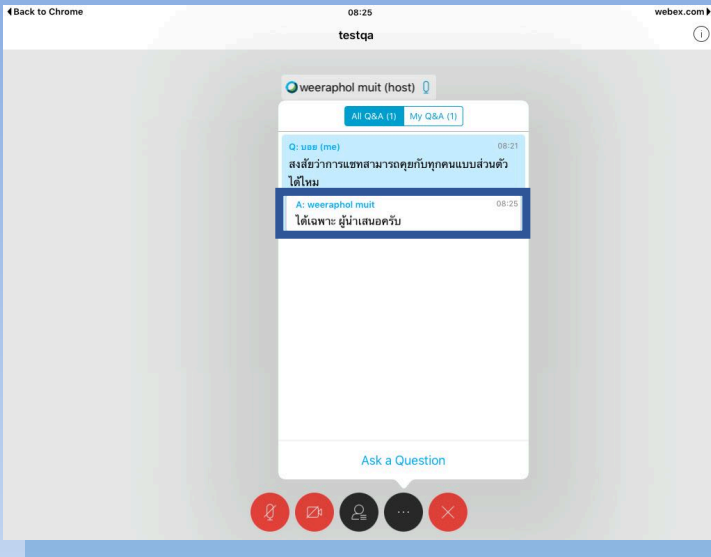


43. Host will see questions on Q&A section

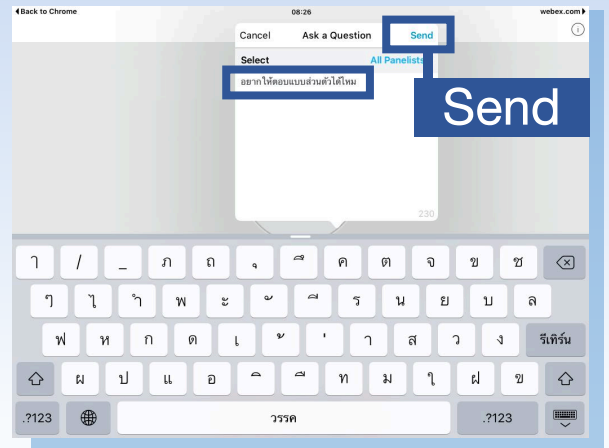
To answer that question, click the question to type the answer then click Send button



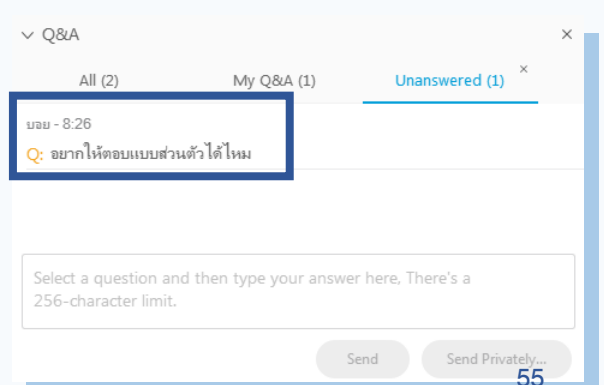
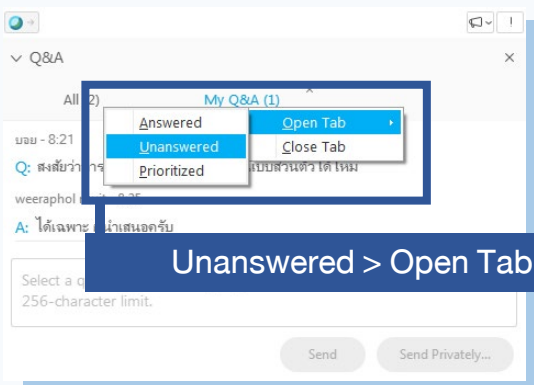
44. Everyone will see the question and the answer on Q&A



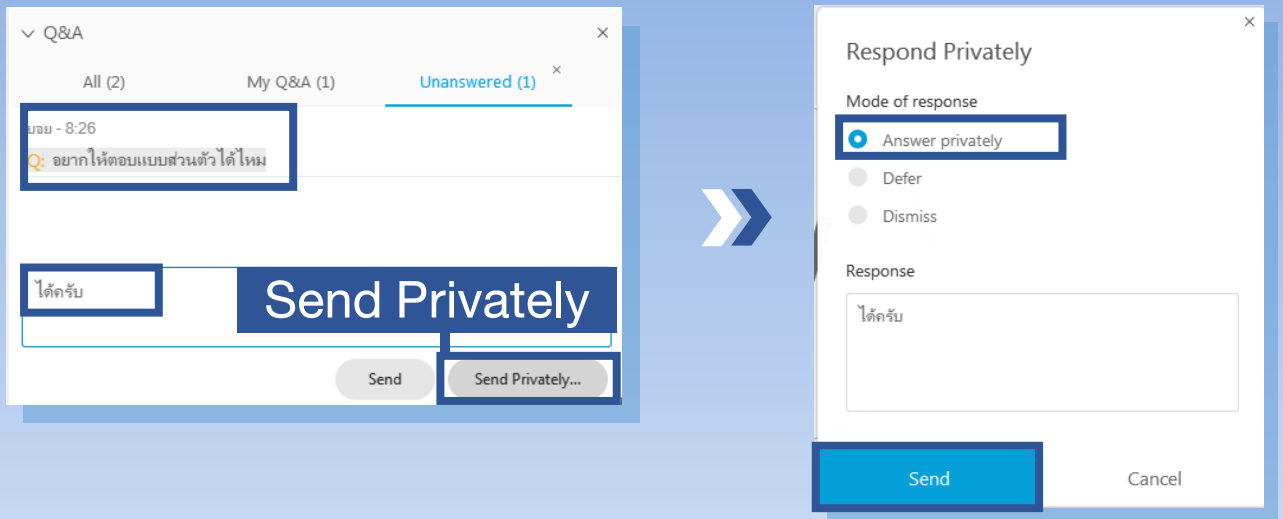
45. If attendee would like to have an answer as a private, Type a question with specifying a private answer



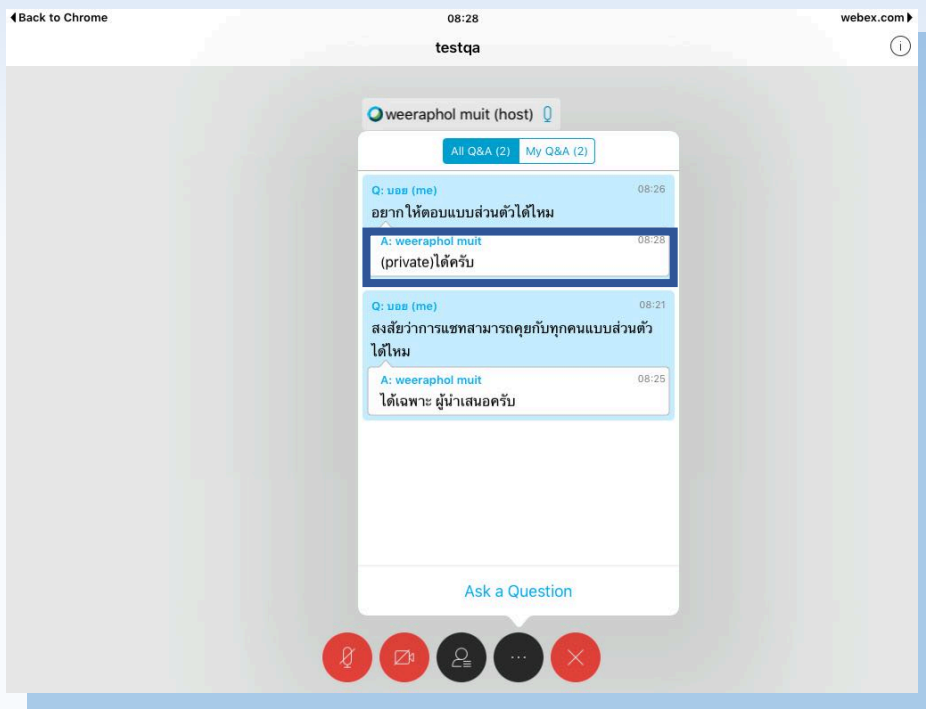
46. Host can check unanswered question in Unanswered tab by make a right-click > Unanswered > Open Tab



47. Click the question to answer then click **Send Privately** button to make a private Q&A

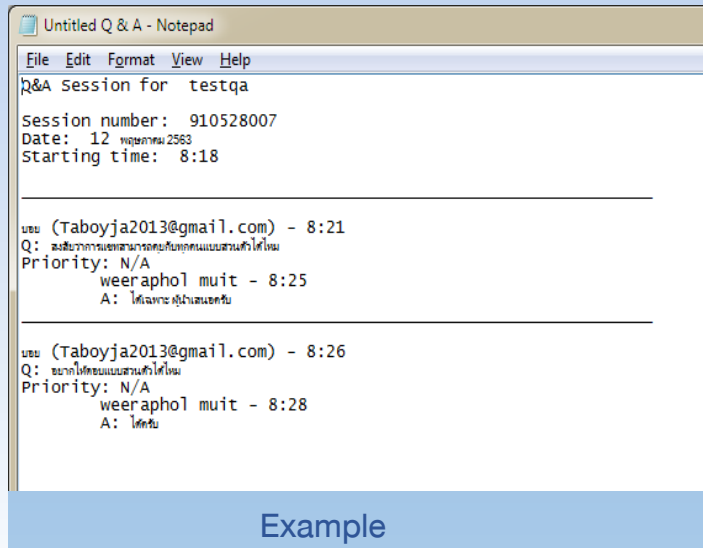
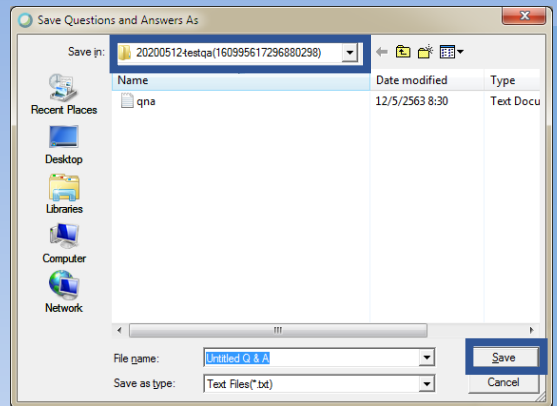
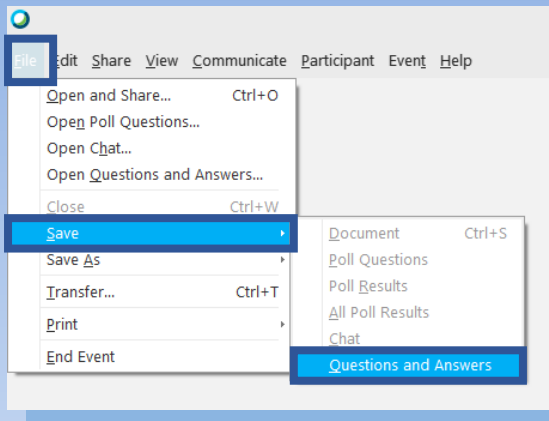


48. The attendee will see a private answer from the host

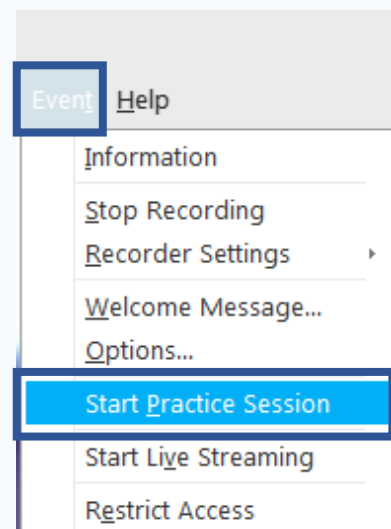


49. For host, to save Q&A log

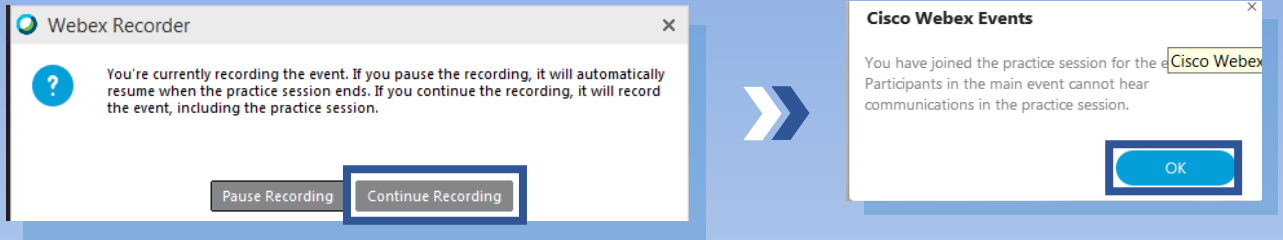
Click **File > Save > Questions and Answers**
select destination then click **Save** button



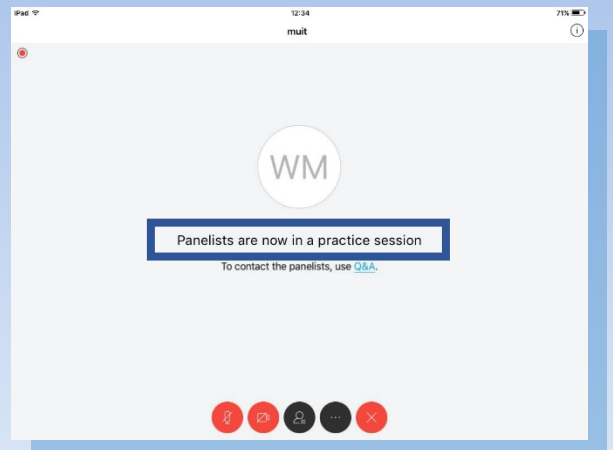
50. Panelist click **Event > Start Practice Session** to do activity



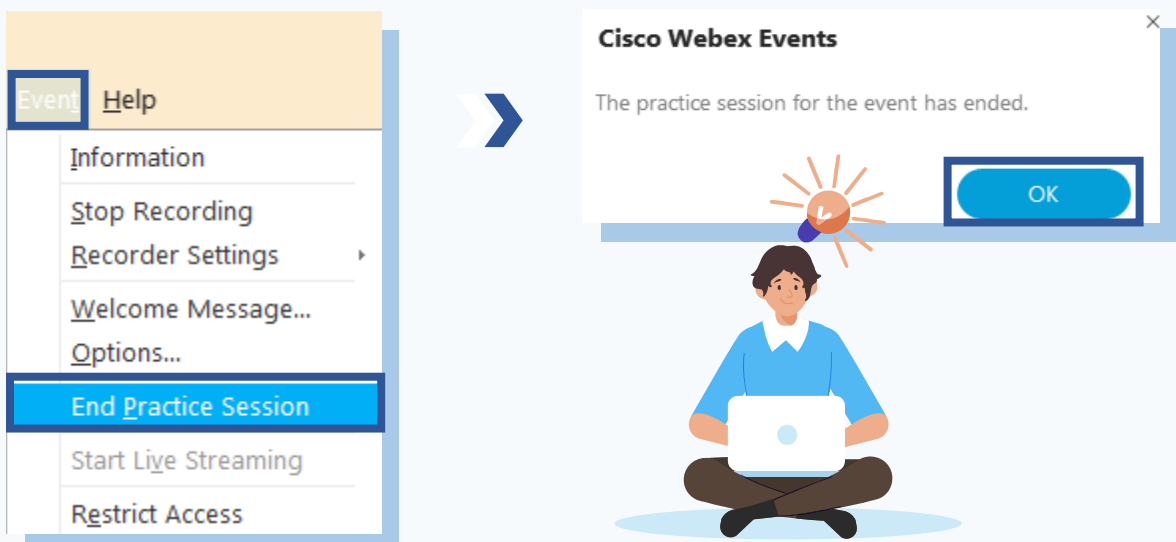
Pop-up will ask you to Pause Recording or Continue Recording then click OK button to confirm



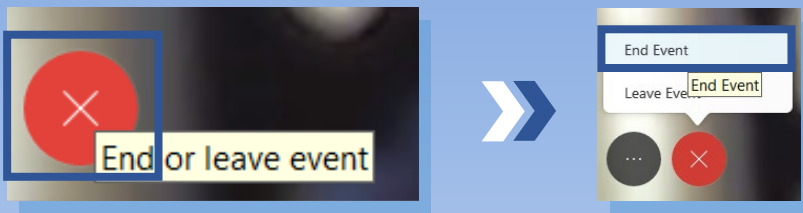
51. When the practice session started, attendees will see a message "Panelists are now in a Practice Session"



52. When the practice session is ended, click Event > End Practice Session then click OK button to confirm

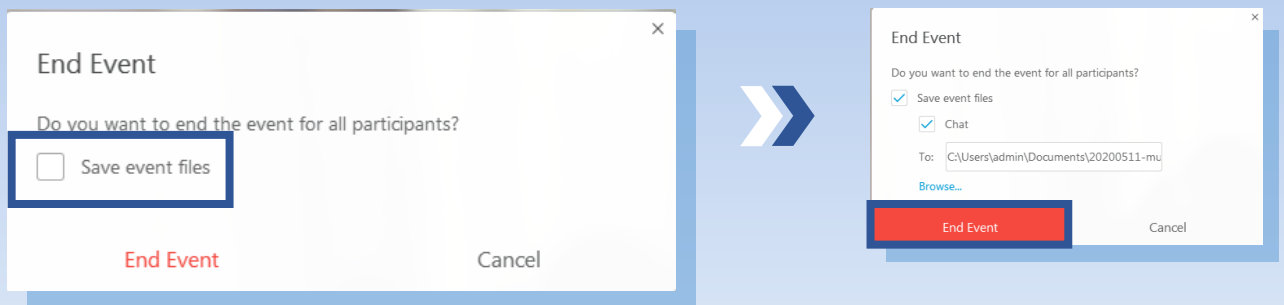


53. When the event is ended, click **End or leave event > End Event**



54. Pop-up will ask you to end event (select **Save event files** box to save event recording file)

Then click **End Event**

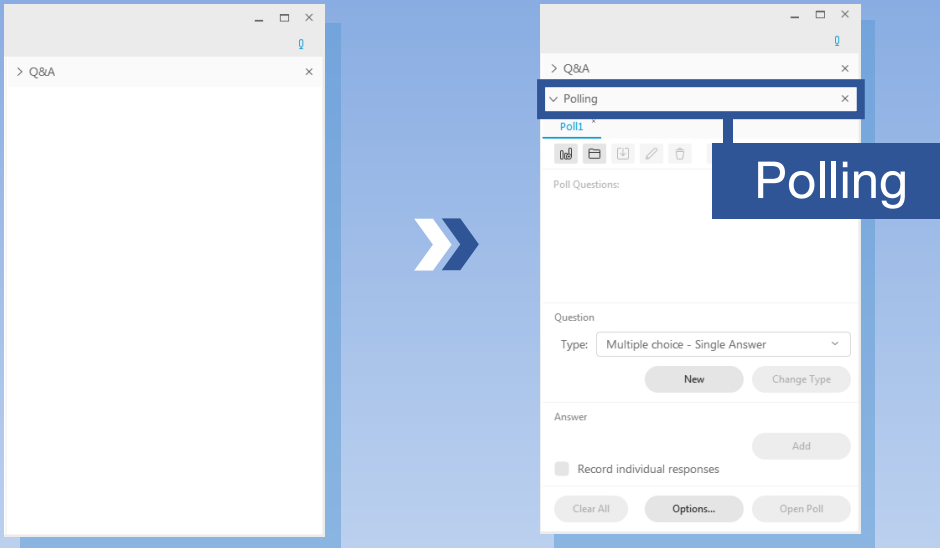


End of how to using
Cisco **Webex** Events 



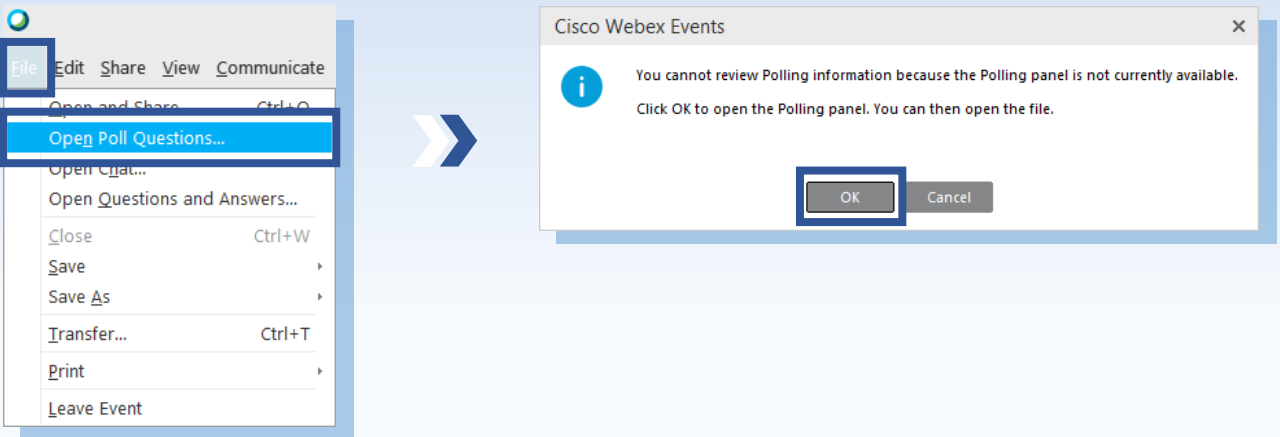
How to using polling in Cisco **Webex** Events

1. Panelist will see Polling menu

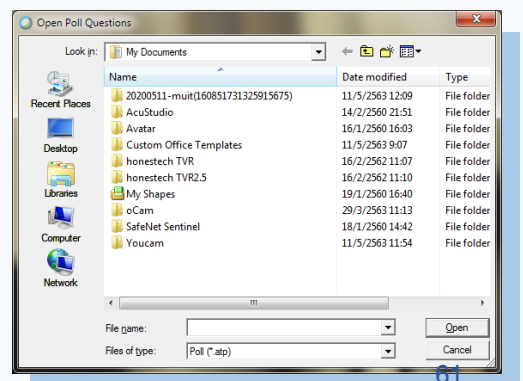


2. If there is no Polling menu showed up

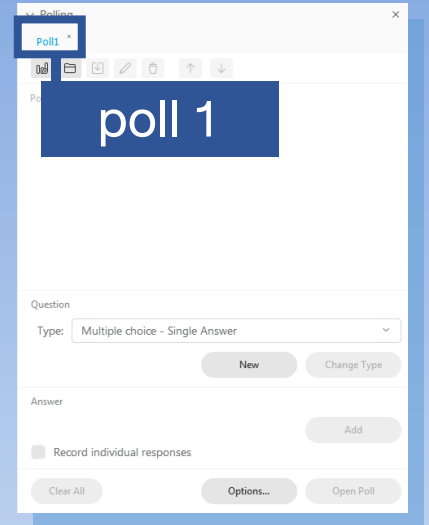
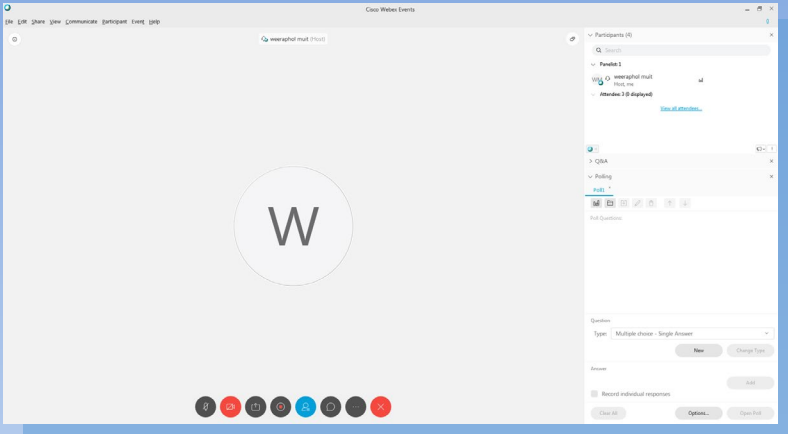
Click File > Open Poll Questions then click OK button to open the Polling panel



Select Poll Questions from your computer. If there's no poll questions yet click Cancel button



3. To create poll 1



4. Click Options in Polling Options section :

■ Timer :

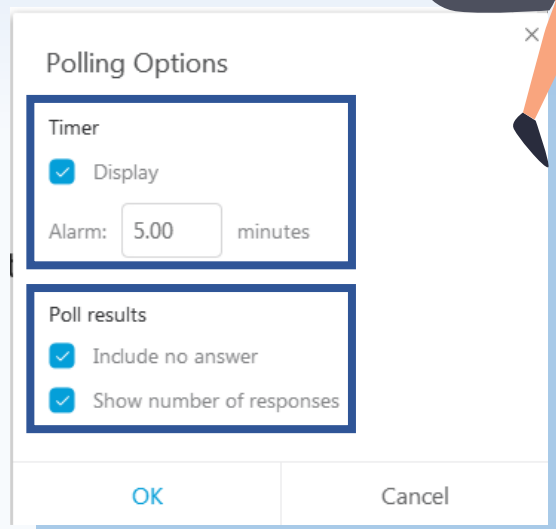
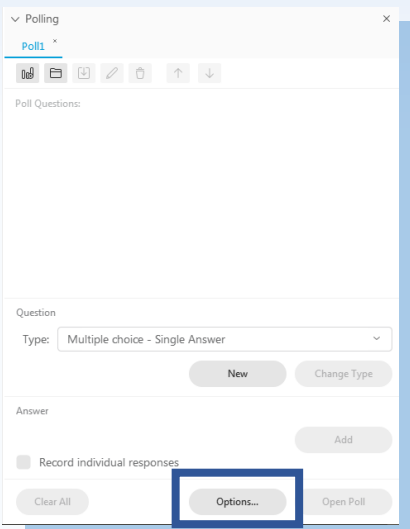
Display : to set timer show on display

Alarm : to set a period of alarm time in minutes

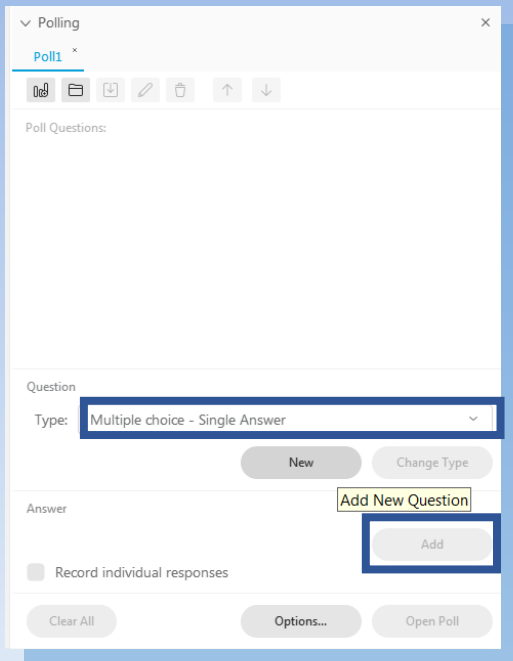
■ Poll results

include no answer : to show results which has no answer

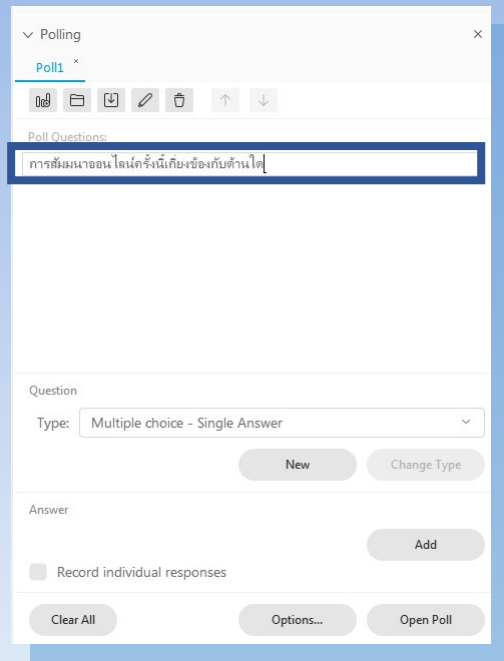
show number response : to show how many of responses



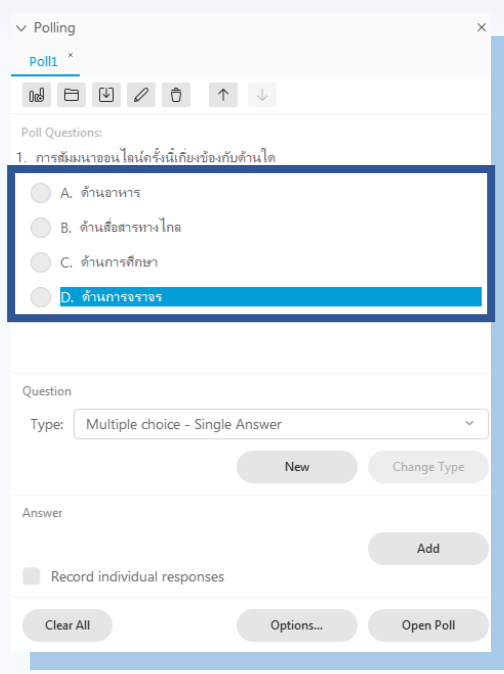
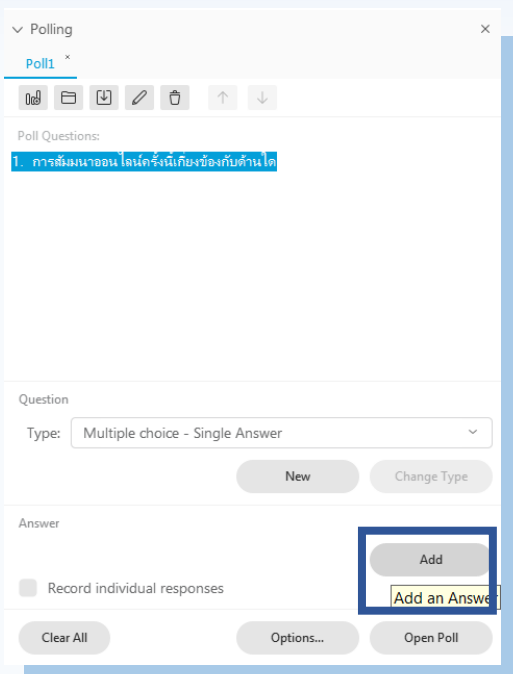
5. Poll1 as single answer type, select type of question Click Type > Multiple choice > Single Answer then click Add New Question



6. Selected type of question will show up in Poll Questions block Enter your question



7. You can make a multiple choice by click Add button to add an answer then do it over to add more answer



8. Poll2 as a multiple answer type, click **New** menu

Select Type > Multiple choice > Multiple Answer

The first screenshot shows a 'Polling' window with a 'New' button highlighted in a blue box. Below it, a question is listed: '1. การสัมมนาออนไลน์ครั้งนี้เกี่ยวข้องกับด้านใด' with four radio button options: A. ด้านอาหาร, B. ด้านสื่อสารทางไกล, C. ด้านการศึกษา, and D. ด้านการจราจร. The 'Type' dropdown is set to 'Multiple choice - Single Answer'. The second screenshot shows the same window with the 'Type' dropdown menu open, and 'Multiple choice - Multiple Answer' is selected and highlighted in a blue box.

9. Click **Add New Question** to enter your question

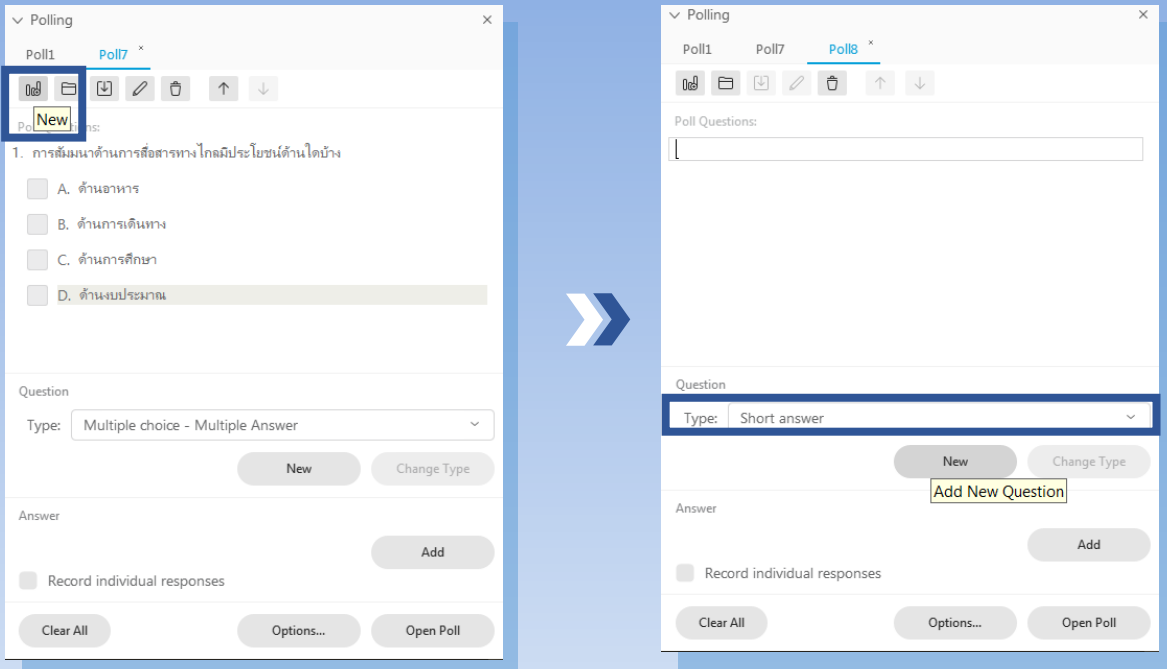
The first screenshot shows the 'Add New Question' button highlighted in a blue box. The second screenshot shows the 'Polling' window with the question '1. การสัมมนาด้านการสื่อสารทางไกลมีประโยชน์ด้านใดบ้าง' added to the 'Poll Questions' list and highlighted in a blue box.

10. You can make a multiple choice by click **Add** button to add an answer then do it over to add more answer

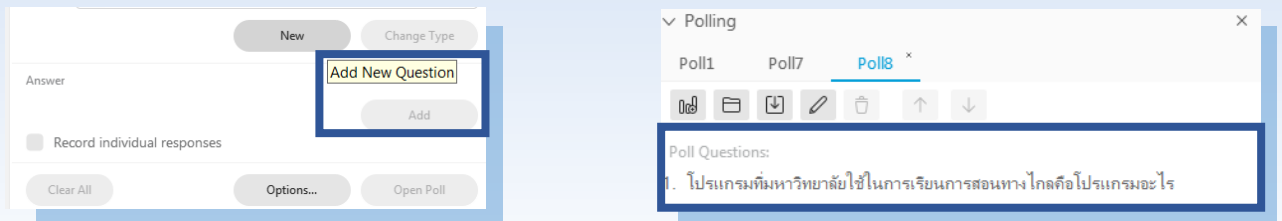
The first screenshot shows the 'Add' button highlighted in a blue box. The second screenshot shows the 'Polling' window with the question '1. การสัมมนาด้านการสื่อสารทางไกลมีประโยชน์ด้านใดบ้าง' and four radio button options: A. ด้านอาหาร, B. ด้านการเดินทาง, C. ด้านการศึกษา, and D. ด้านงบประมาณ. The 'Add' button is highlighted in a blue box.



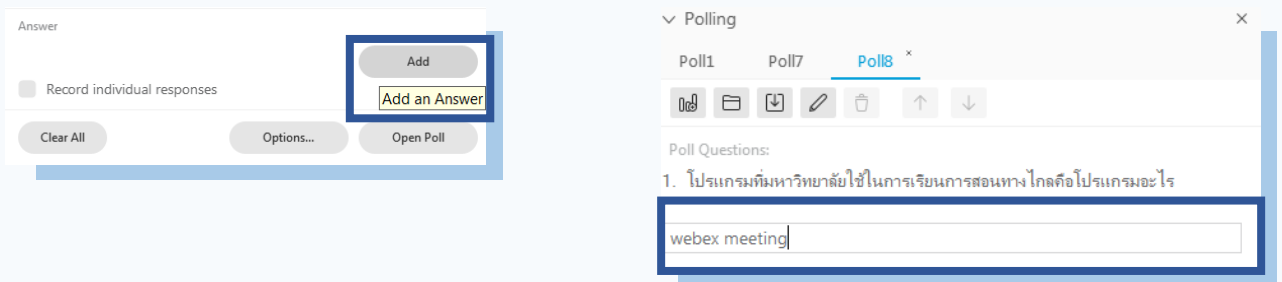
11. Poll3 as a short answer type, click **New** then select **Type > Short Answer**



12. Click **Add New Question** to enter your question



13. Then click **Add an Answer** to enter an answer then do it over to add more answer



You can add more questions in each type

> Q&A

▼ Polling

Poll1 Poll7 **Poll8**

Poll Questions:

1. โปรแกรมที่มหาวิทยาลัยใช้ในการเรียนการสอนทางไกลคือโปรแกรมอะไร

webex meeting

2. โปรแกรมที่มหาวิทยาลัยใช้ในการอบรมทางไกลคือโปรแกรมอะไร

webex training

Question

Type: Short answer

New Change Type

Answer

Record individual responses

Add

Clear All Options... Open Poll



14. If you would like to save your created poll to use for next time

Click Save in that poll tab

then click Save button to save this poll to your computer

▼ Polling

Poll1 **Poll7** Poll8

Poll Questions: Save

1. การสัมมนาด้านการสื่อสารทางไกลมีประโยชน์ด้านใดบ้าง

A. ด้านอาหาร

B. ด้านการเดินทาง

C. ด้านการศึกษา

D. ด้านงบประมาณ

Question

Type: Multiple choice - Multiple Answer

New Change Type

Answer

Record individual responses

Add

Clear All Options... Open Poll



Save in: Webex Events

Name	Date modified	Type
Recent Places		
Desktop		
Libraries		
Computer		
Network		
mit	10/5/2563 18:19	File folder
pic	10/5/2563 18:15	File folder
pic canon	10/5/2563 10:00	File folder
picจ๊าก	11/5/2563 8:28	File folder
Presentation1	10/5/2563 10:56	File folder
prtscn	10/5/2563 10:20	File folder
Poll8.atp	11/5/2563 15:55	ATP File

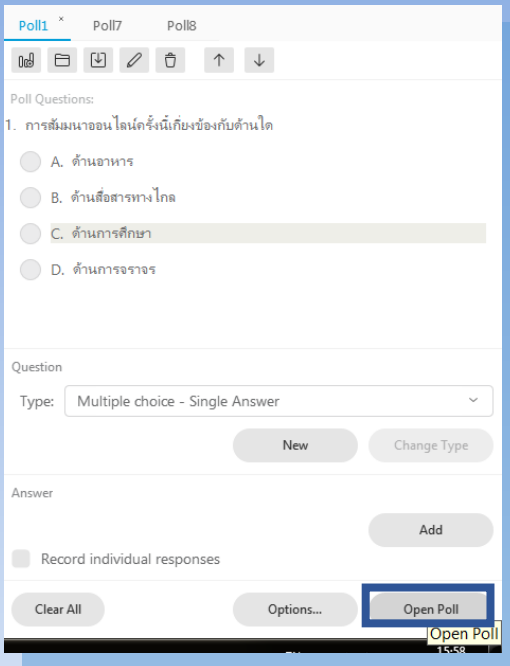
File name: Poll7

Save as type: Poll (*.atp)

Save Cancel

15. When you finish setting your poll

Click **Open Poll** button then click **OK** button



Poll1 x Poll7 Poll8

08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Poll Questions:

1. การสัมมนาออนไลน์ครั้งนี้เกี่ยวข้องกับด้านใด

A. ด้านอาหาร

B. ด้านสื่อสารทางไกล

C. ด้านการศึกษา

D. ด้านการจราจร

Question

Type: Multiple choice - Single Answer

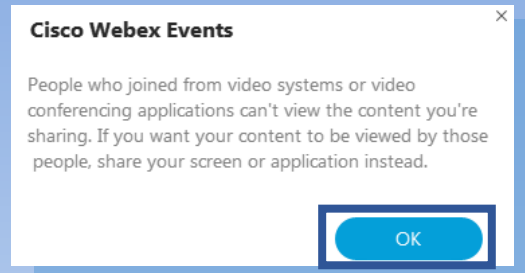
New Change Type

Answer

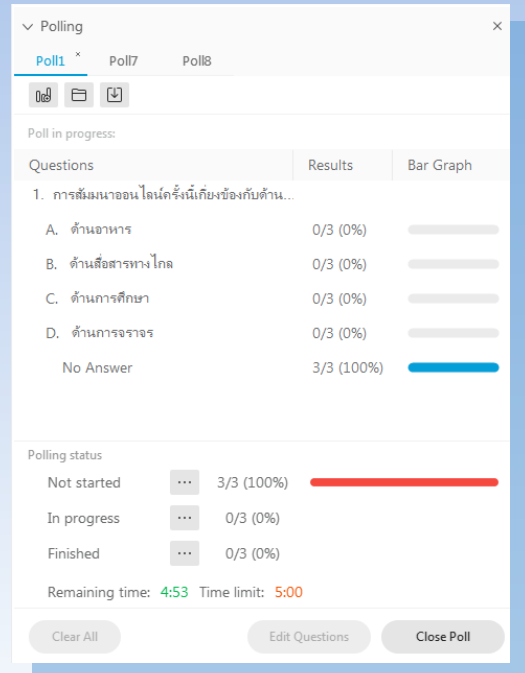
Add

Record individual responses

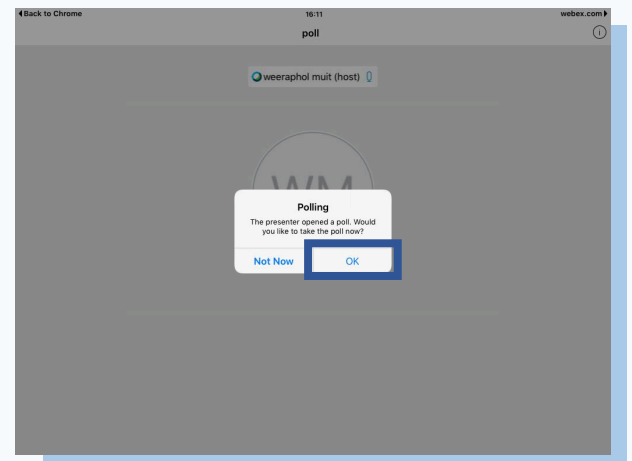
Clear All Options... **Open Poll**



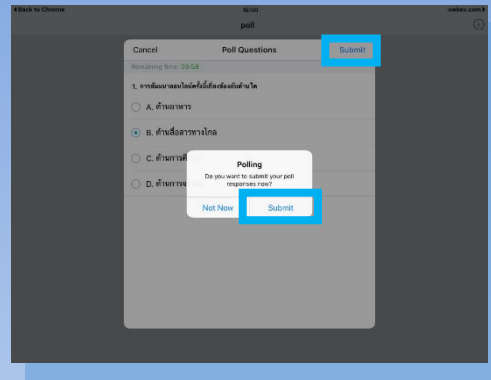
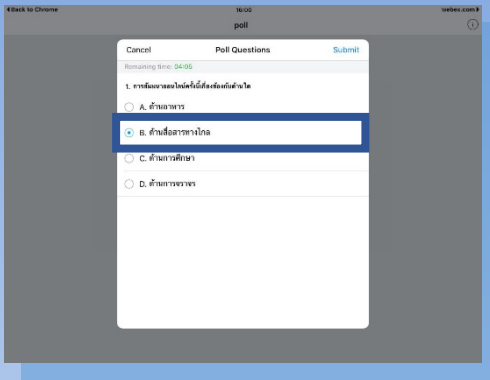
16. You will see the polling detail in Poll section



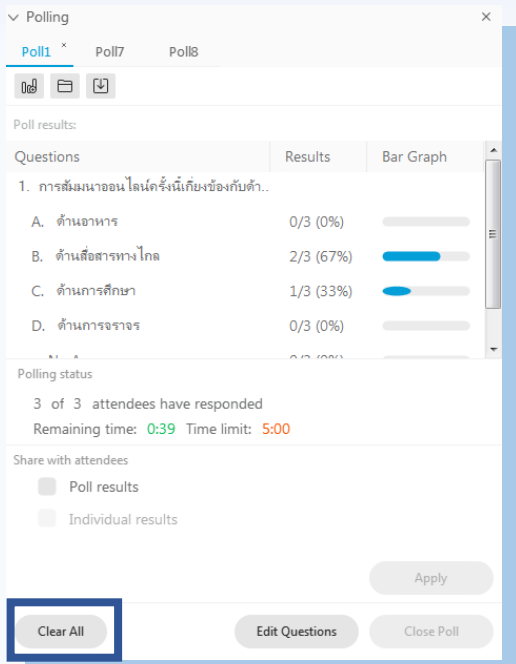
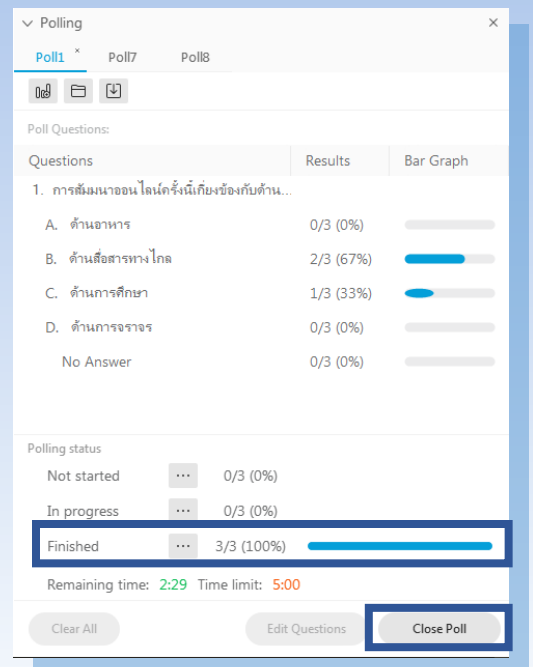
17. For attendee, you will see popup ask you to take the poll
Click **OK** button



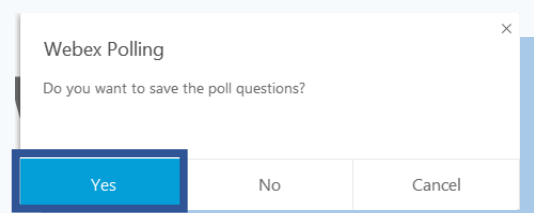
18. When you're done taking the poll then click Submit button



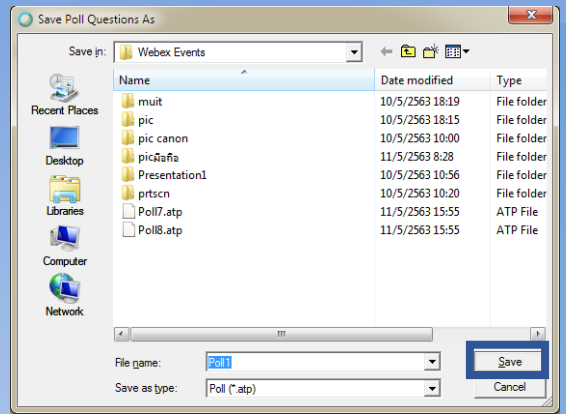
19. Panelist will see attendee's poll status when you see Polling Status : Finished 100% or would like to close the poll, click Close Poll button



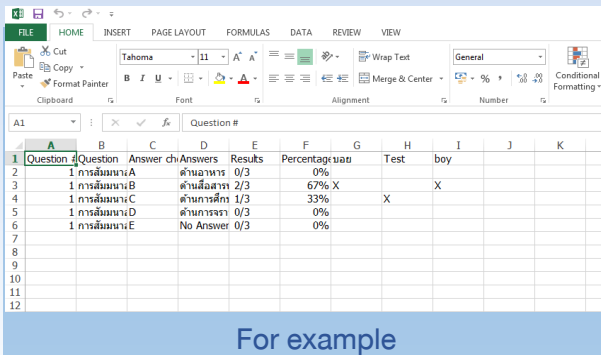
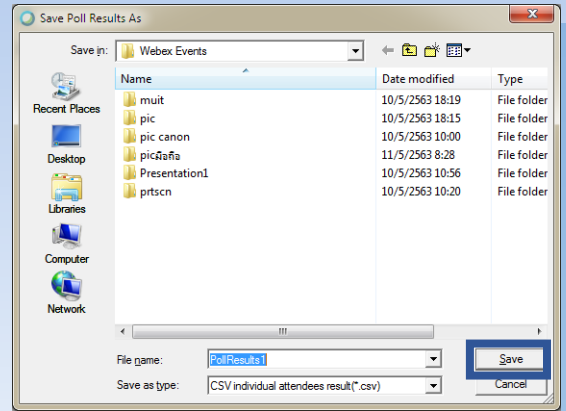
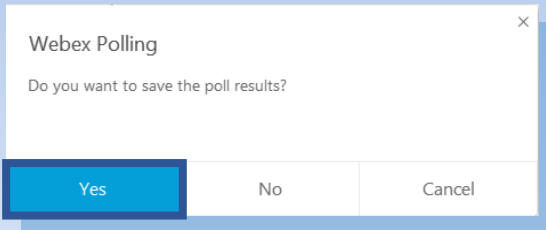
20. If you wouldn't like to share the poll with attendees, click Clear All button then popup will ask you to save the poll questions Click Yes button to save



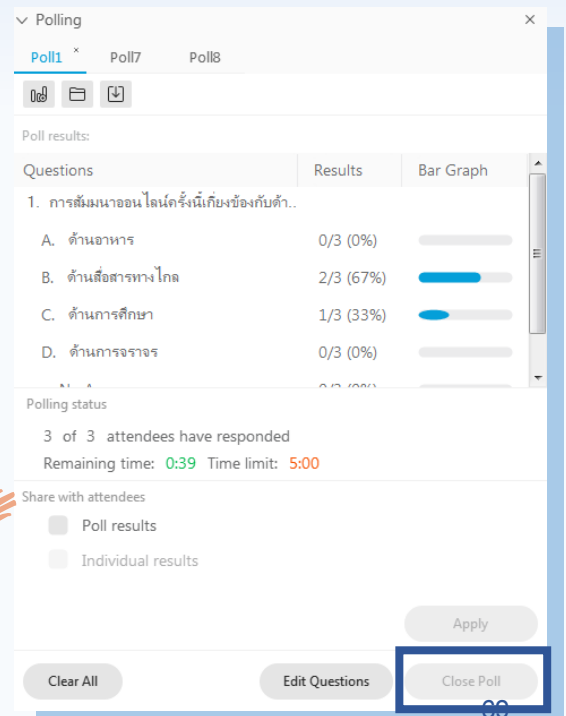
Select the destination to save poll file



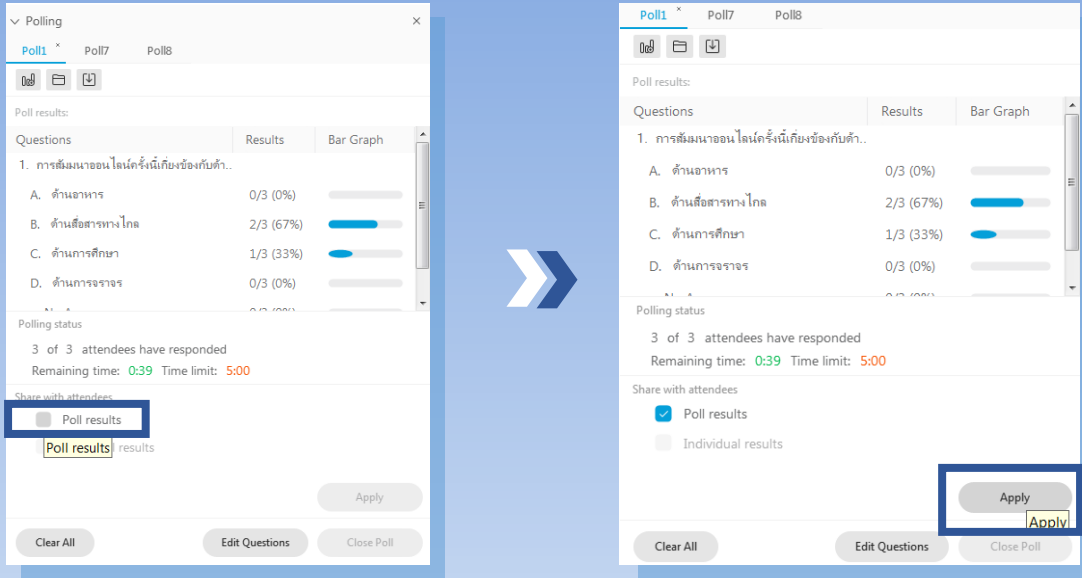
21. Webex Polling will ask you to save the poll results
Click **Yes** button to save the result to your computer



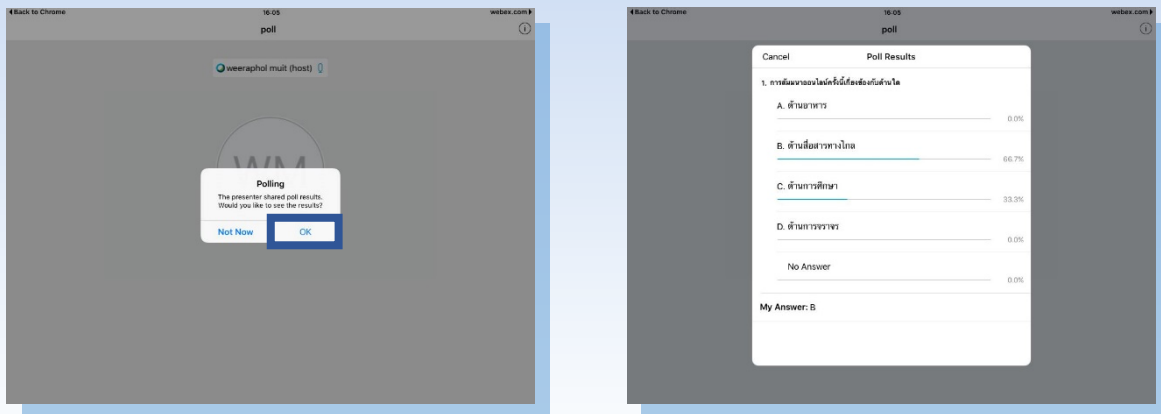
22. Back to polling click **Close** Poll



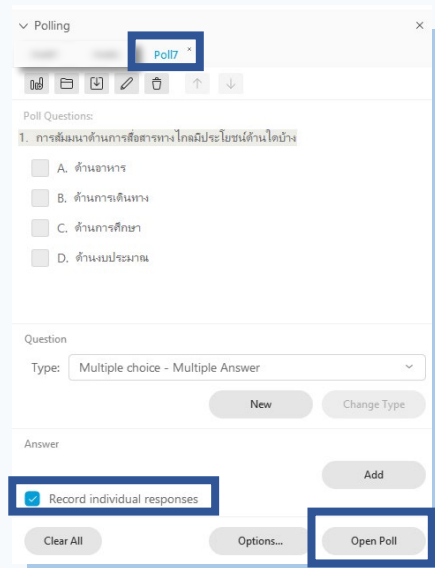
If Panelist would like to share this poll,
select **Poll results** box then click **Apply** button



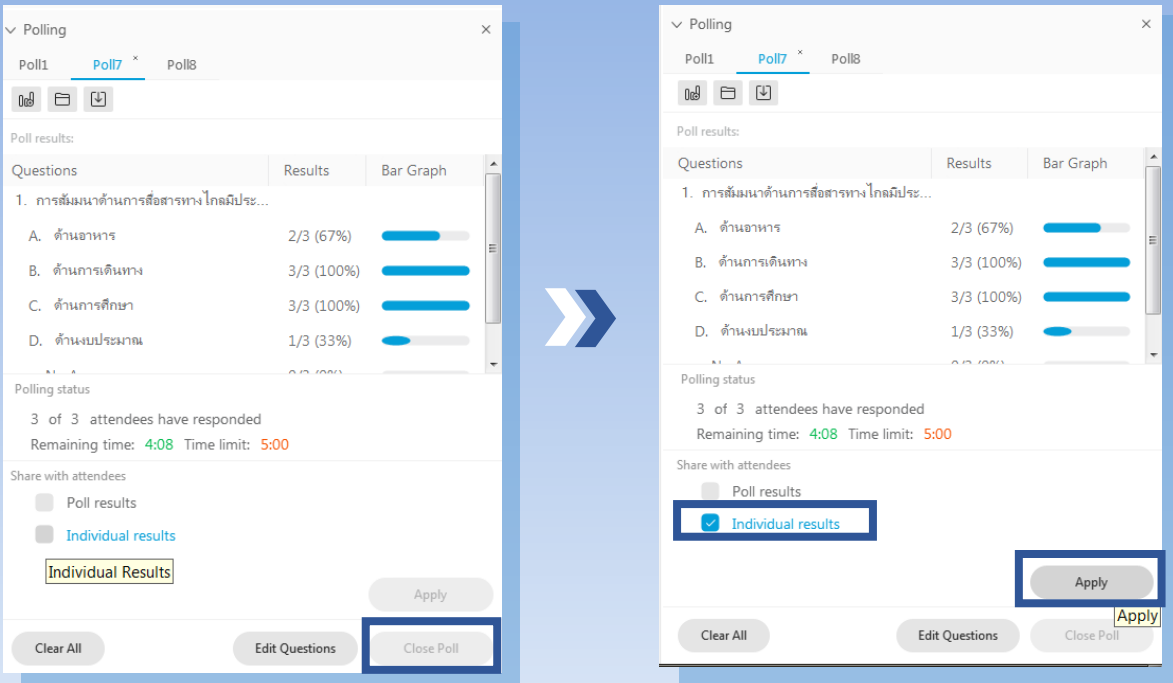
23. When panelist share the poll result, attendee will see an alert popup
click **OK** button to see the result



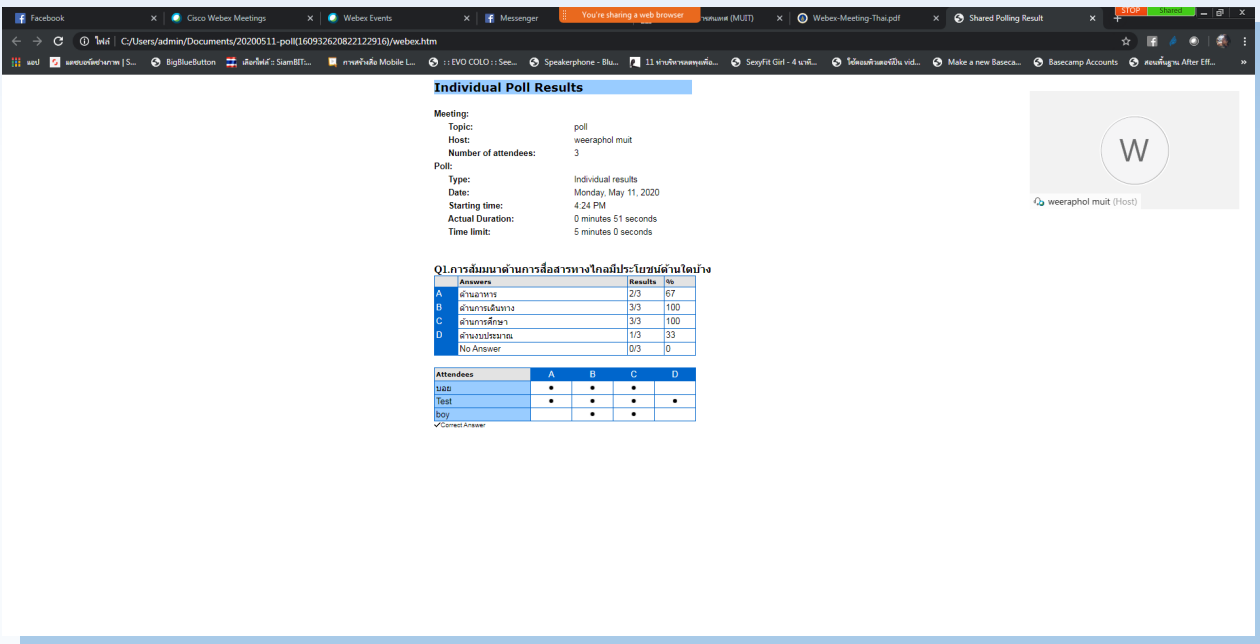
24. If you would like to see
individual responses of each
question, select **Record Individual
results** box then click **Open Poll
button**



25. When the poll is done, select Individual results box to share individual results with others then click Apply button



26. The result with responses of each will show like this



27. Attendees will see the result with responses of each

Individual Poll Results

Meeting:
 Topic: poll
 Host: weeraphol mut
 Number of attendees: 3

Poll:
 Type: Individual results
 Date: Monday, May 11, 2020
 Starting time: 4:24 PM
 Actual Duration: 0 minutes 51 seconds
 Time limit: 5 minutes 0 seconds

Q1.การสัมมนาวิชาการเส้นทางไทยมีประโยชน์ไหม

Answers	Results	%
A. ใช่	2/3	67
B. ใช่บางส่วน	3/3	100
C. ใช่บางส่วน	3/3	100
D. ไม่ใช่	1/3	33
No Answer	0/3	0

Attendees	A	B	C	D
iiao	•	•	•	
Test	•	•	•	•
boy		•	•	

weeraphol mut (host)

28. Panelist can click Stop Sharing button to stop sharing the result

Individual Poll Results

Meeting:
 Topic: poll
 Host: weeraphol mut
 Number of attendees: 3

Poll:
 Type: Individual results
 Date: Monday, May 11, 2020
 Starting time: 4:24 PM
 Actual Duration: 0 minutes 51 seconds
 Time limit: 5 minutes 0 seconds

Q1.การสัมมนาวิชาการเส้นทางไทยมีประโยชน์ไหม

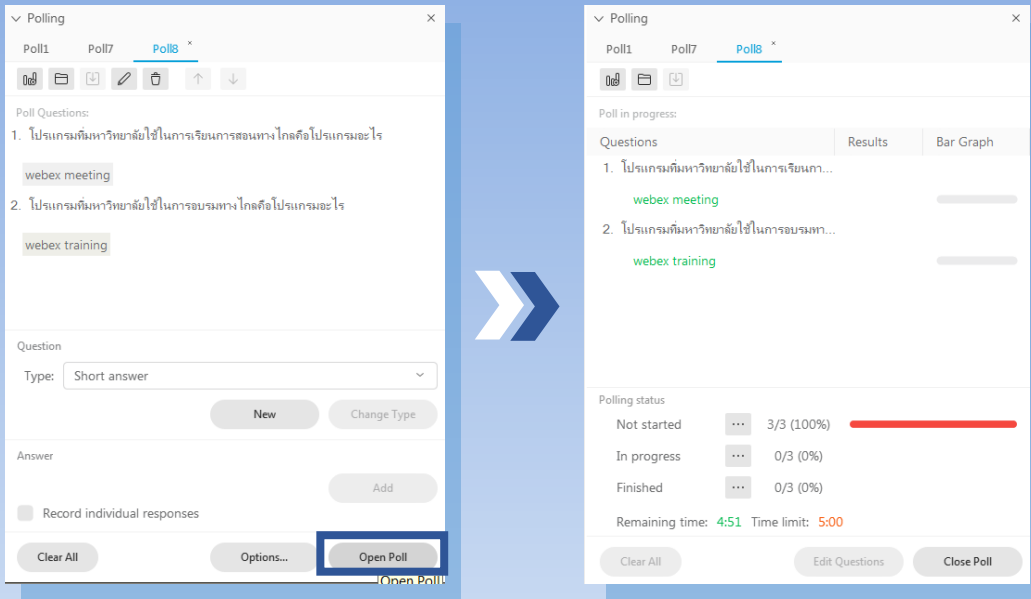
Answers	Results	%
A. ใช่	2/3	67
B. ใช่บางส่วน	3/3	100
C. ใช่บางส่วน	3/3	100
D. ไม่ใช่	1/3	33
No Answer	0/3	0

Attendees	A	B	C	D
iiao	•	•	•	
Test	•	•	•	•
boy		•	•	

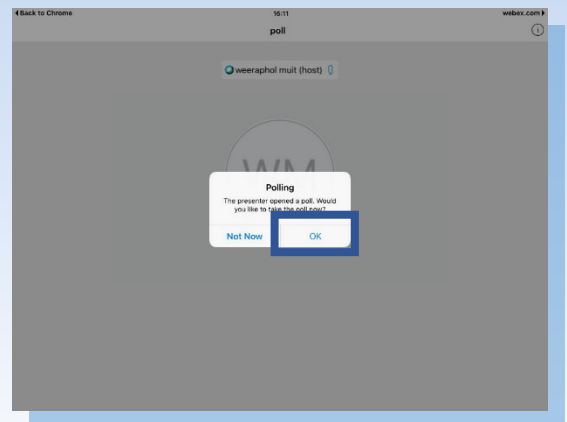
weeraphol mut (Host)



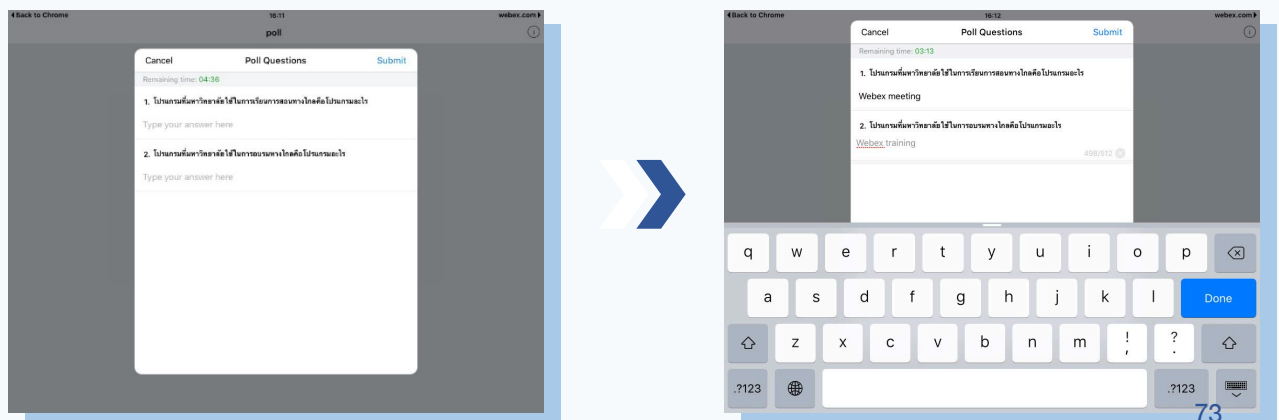
29. For short answer poll, when you click **Open Poll** button at the short answer poll question you will see the details



30. Attendees click **OK** button to take this poll



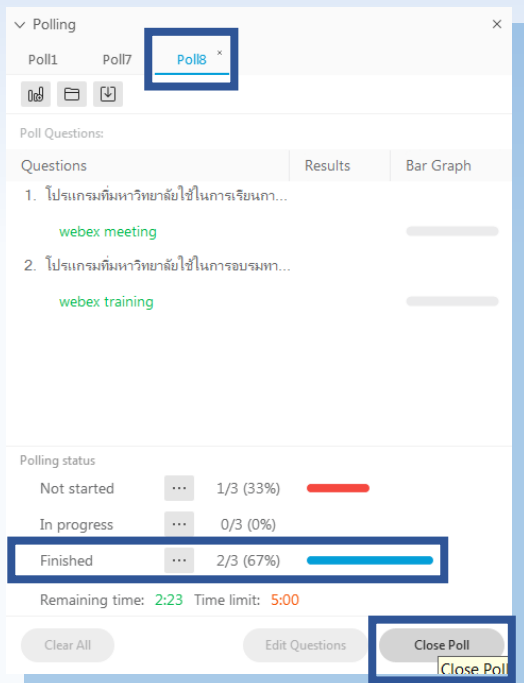
31. Attendees enter the answer



32. Click **Submit** button to send the answers then click **Submit** button to confirm

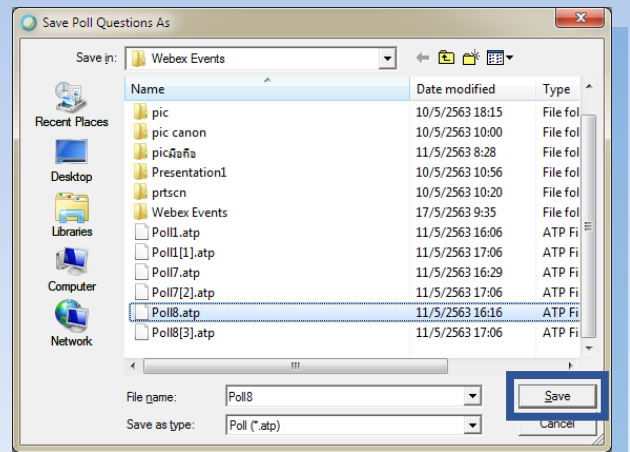
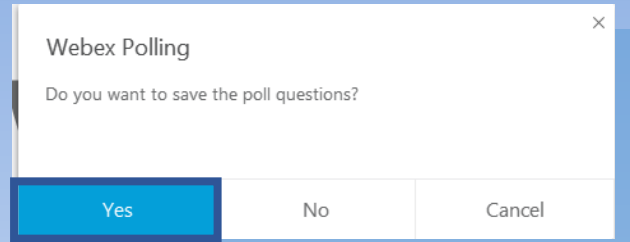
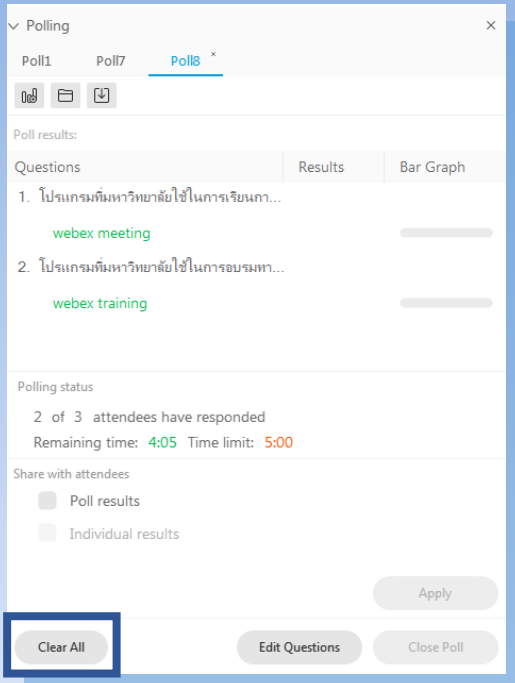


34. When panelist see **Polling Status : Finished**, you can click **Close Poll** button

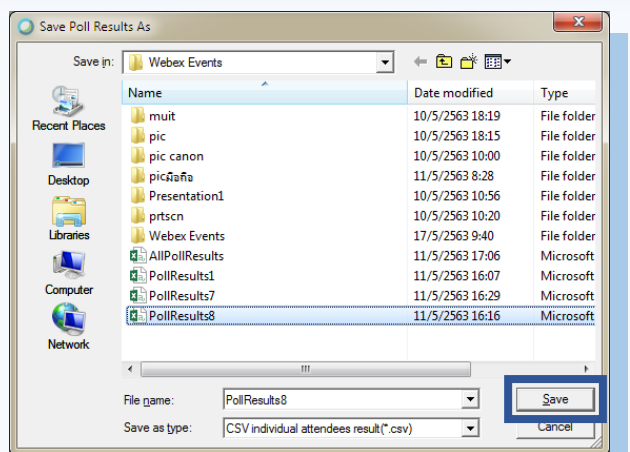
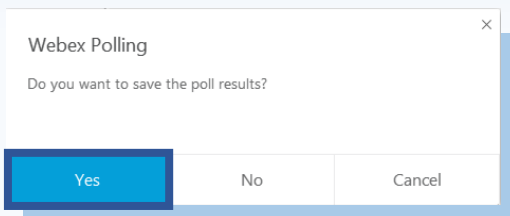


35. If panelist wouldn't like to share the poll, click **Clear All** button

Popup will ask you to save the poll question, click **Yes** button to save the poll question to your computer



36. Then the popup will ask you to save the poll result, Click **Yes** button to save the result to your computer



Question #	Question	Answer choice	Answers	Results	Percentages	หมายเหตุ	Test	boy	J	K	L	M
1	1 โปรรอบครั้งที่A	webex meeting	webex meeting	1/3	33%	X						
3	1 โปรรอบครั้งที่B	No Answer	No Answer	1/3	33%		X					
4	1 โปรรอบครั้งที่C	Other	Other	1/3	33%			โหวต				
5	2 โปรรอบครั้งที่A	webex training	webex training	1/3	33%	X						
6	2 โปรรอบครั้งที่B	No Answer	No Answer	1/3	33%		X					
7	2 โปรรอบครั้งที่C	Other	Other	1/3	33%			โหวต				

example



End of using polling in Cisco Webex Events