2019

Reģistrēšanās Webex

Zemāk aprakstītās darbības nepieciešams veikt lai reģistrētu lietotāja kontu Webex servisu lietošanai. Webex pakalpojumi sniedz iespēju veidot attālinātas sanāksmes un lekcijas, veidot tām video ierakstus, kā arī veikt ziņapmaiņu. Pamācība veidota izmantojot Mozilla Firefox interneta pārlūku, izmantojot citus pārlūkus var būt nelielas izmaiņas.

1. ViA e-pastā atrodi Webex uzaicinājuma vēstuli un atver to;

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2. Iepazīsties ar vēstules saturu un iegaumē vietnes adresi *va.webex.com*, tā ir Vidzemes Augstskolas Webex vietne, kurā veicamas visas darbības saistībā ar Webex servisu. Reģistrācijas soļi aizvedīs uz vietni teams.webex.com, servisu, kas ir saziņas serviss, līdzīgs Skype, u.c. Spied uz saites *Join now*.



2019

3. Atveras *teams.webex.com* vietne, kur nepieciešams iestatīt veidojamā konta paroli. Izvēlies drošu paroli! Pēc paroles ievades jāspiež saite *Create Account*.



4. Nākamajā lapā ievadi savu vārdu un uzvārdu, tas nepieciešams lai citi Webex vietotāji varētu tevi atpazīt. Pēc datu ievades spied saiti *Next*.

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	Enter your name							
	People you message or call will see this name First and last name							
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5. Esat veiksmīgi reģistrējies Webex platformā! Iepazīsties ar lapas palīdzības vedņa sniegto informāciju (vairāki secīgi dzeltenie lauki). Webex Teams servisu var droši lietot teksta saziņai, līdzīgi kā Skype, u.c.



6. Pāriesim uz Webex Meetings servisu, kas paredzēts attālinātu sanāksmju, nodarbību, utml. pasākumu nodrošināšanai. Neaizmirsti izlogoties no Webex Teams vietnes!



2019

7. Interneta pārlūkā atver vietni va.webex.com un pied uz saites Sign In.



8. Ievadi savu ViA epasta adresi (vards.uzvards@va.lv) un spied saiti Next.



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9. Ievadi paroli, ko izveidoji šīs pamācības 3. solī un spied saiti Sign In.

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10. Pirmajā ielogošanās reizē Webex Meetings vietnē nepieciešams pabeigt īsu uzstādījumu vedni lapas apakšdaļā (vietnes valodas iestatīšana, foto pievienošana, testa sapulces izveide).

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Pēdējā (3. solī) vedni var aizvērt ar krustiņu.

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11. Pēc vedņa aizvēršanas vari sākt izmantot Webex Meetings servisu. Zemāk pieejamo sadaļu apraksts.

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© 2019 Cisco and/or its affiliates. All rights reserved. Privacy Statement Terms of Serv	Webex Training Webex Events Webex Support		
		0	2019 Cisco and/or its affiliates. All rights reserved. Privacy Statement Terms of Service

Home-vietnes sākumlapa (redzama attēlā);

Meetings - attālināto sanāksmju saraksts;

Recordings - sanāksmju ierakstu saraksts;

Preferences - Webex Meetings iestatījumi;

Insights – sanāksmju statistika;

Support – Webex servisa tehniskais atbalsts;

Download – lejupielāžu sadaļa, kur atrodams viss nepieciešamais programmnodrošinājums, lai veiktu attālinātās sanāksmes.

2019

12. Lai veidotu attālinātas sanāksmes, uz datora nepieciešams uzstādīt programmu Cisco Webex Meetings. Atver sadaļu Downloads un spied saiti *Download*. Webex Meetings ir pieejams arī mobilajās ierīcēs, programmnodrošinājums pieejams zemāk esošajās saitēs (*App Store* un *Google Play*).



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13. Spied Save File lai saglabātu programmas Cisco Webex Meetings instalācijas failu datorā un veic programmas uzstādīšanu.

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14. Pēc programamas Cisco Webex Meetings uzstādīšanas, programma tiks automātiski palaista un uz darbvirsmas tiks izveidota programmas saīsne. Programmā nepieciešams ielogoties ar tiem pašiem pieejas datiem, ko izmantoji **va.webex.com** vietnē. E-pasta adreses laukā ievadi savu ViA e-pasta adresi un spied pogu Next.

	O Cisco Webex Meetings
Meetings	0
	Sign in to Webex Meetings
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15. Nākošajā logā pārliecinies, ka atzīmēta vietne va.webex.com un spied pogu *Next*.

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16. Ievadi savu Webex konta paroli (izvedoiji 3. solī) un spied pogu Sign In.





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17. Programma veiksmīgi sagatavota darbam. Cisco Webex Meetings programmas logu minimizē un atgriezies vietnē *va.webex.com*.



18. Izveidosim pirmo attālināto sanāksmi. Atver sadaļu *Meetings* un spied uz saites *Schedule a Meeting*.



2019

19. Ievadi sanāksmes nosaukumu, sanāksmes paroli (lai piekļūtu sanāksmei, dalībniekiem šī parole būs nepieciešama), norādi sanāksmes sākuma laiku un plānoto sanāksmes ilgumu. Laukā *Attendees* ievadi dalībnieku e-pasta adreses, vietne automātiski izsūtīs uzaicinājuma vēstuli piedalīties sanāksmē.

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20. Spied uz pogas *Show More*. Ja vēlies lai sanāksme tiktu automātiski ierakstīta, atzīmē iespēju *Automatically start recording when meeting* starts. Laukā *Agenda* vari pievienot sanāksmes aprakstu. Kad viss nepieciešamais ir ievadīts, spied saiti *Schedule*.

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Webex Training Webex Events Webex Support	Agenda	Sanāksmes apraksts			
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2019

21. Sanāksme ir izveidota un vietnē tiek attēlota tās informācija. Vēlāk šī informācija būs pieejams sadaļā *Meetings*, atverot attiecīgo sanāksmi. Ja nepieciešams kādam dalībniekam nosūtīt uzaicinājumu piedalīties sanāksmē, tam jānosūta sekojoša informācija: *Meeting link, Meeting number, Password, Agenda*.

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Webey Training		Join by phone	Use VoIP only				
Webex Events							

22. Sanāksme pieejama gan vietnes sākumlapā (Home), gan sadaļā Meetings.

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Webex Support				

23. Lai sāķtu sanāksmi spied saiti Start/Start Meeting.

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2019

24. Pēc saites *Start* nospiešanas tiks atvērts datorā uzstādītās (13.solis) Cisco Webex Meetings programmas logs. Programmā jāiestata nepieciešamie skaņas un attēla iestatījumi. Kā audio *Audio Option* izvēlies iespēju *Call Using Computer* un korekti norādi skaņas izeju (skandas) un ieeju (mikrofons). Skaņas ieejas un izejas nosaukumi dažādos datoros ir atšķirīgi. Kad skaņas un attēla iestatījumi uzstādīti, spied pogu *Connect Audio*. Pēc pogas nospiešanas sanāksmes dalībnieki var tevi dzirdēt un redzēt (ja datorā pieejams mikrofons un kamera).

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- 25. Sanāksme veiksmīgi uzsākta un iepazīsties ar programas logā attēlotajiem palīdzības padomiem (oranži lodziņi ar pogu *OK*).
- 26. Iepazīsties ar Cisco Webex Meetings programamas loga lejasdaļā pieejamām pogām.



27. Beidzot sanāksmi neaizmirsti vienmēr izlogoties no programmas Cisco Webex Meetings un vietnes *va.webex.com*.



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Webex Training Webex Events Webex Support		

- 28. Lai pievienotos cita lietotāja izveidotai sanāksmei:
 - ievadi sanāksmes numuru (*Meeting number*) laukā vietnes va.webex.com sākumlapā (*Home*), spied zaļo pogu un seko tālākām instrukcijām;

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Webex Training Webex Events Webex Support		

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2) Ievadi sanāksmes numuru programmas Cisco Webex Meetings laukā *Join a Meeting* un spied taustiņu Enter.

