

# Cisco Webex User's Guide –For Participants–

## When using Cisco Webex

Please attend in a location with a stable Internet connection.

### STEP 1

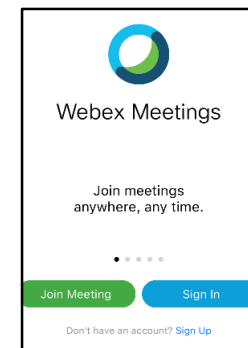
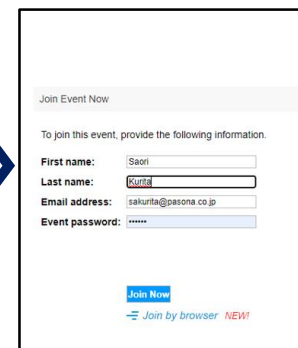
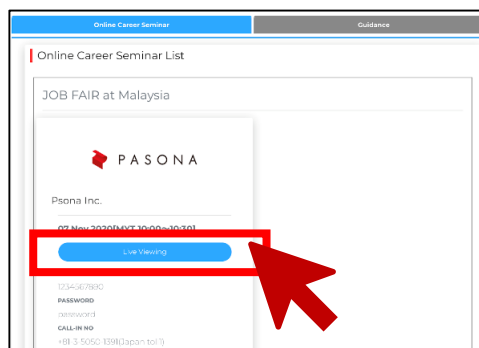
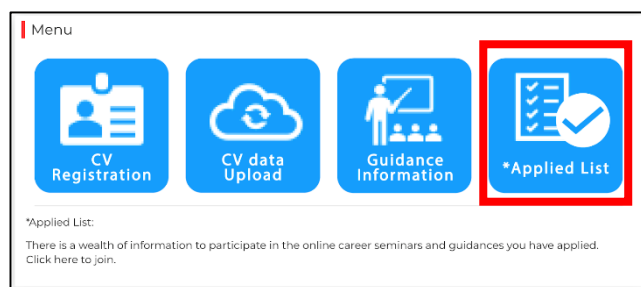
Go to <https://mypage.japanjobfair.go.jp/login> to open the Login screen for the application management system.

### STEP 2

On your My Page homepage, click Applied List.

### STEP 3

Click the Live Viewing button for the online career seminar that you want to attend. The Cisco login screen will appear.



## What device are you using?

### Computer

Installation of an app is not necessary.  
You can use a browser to participate.



For details, see pp. 2 to 5.

### Smartphone/tablet

You need to install an app beforehand.



iPhone



Android

Scan the above QR code and install the app.  
Alternatively, go to the App Store or Google Play and search for **Cisco Webex Meetings**.

For details, see pp. 6 to 9.

# Cisco Webex User's Guide –For Participants–

## Logging in : Participating using a computer

**! Before logging in: Check your browser.**

The browsers recommended for Cisco Webex are **Chrome** and **Firefox**.

If you use any other browser, there may be audio and/or other technical issues. Install a recommended browser beforehand.

Clicking the **Live Viewing** button\* for the career seminar that you want to join on your My Page in the application management system (<https://mypage.japanjobfair.go.jp/login>) displays the screens in the below order. Follow the procedure to log in.

\*See "6.3 Joining Using the Live Viewing Button" on p. 45 in the Web Management System Manual.

Event Information: Test

English : [Tokyo Time](#)

Event status: ● Started

Date and time: Friday, July 31, 2020 3:00 pm  
Japan Time (Tokyo, GMT+09:00)  
[Change time zone](#)

Panelist(s) Info: eamano@pasona.co.jp

Duration: 1 hour

Description:

Join Event Now

To join this event, provide the following information.

First name: Jack

Last name: Jason

Email address:

Event password:

By joining this event, you agree to our [Privacy Policy](#).

After inputting your name, email address, and password, select **Join by browser**.

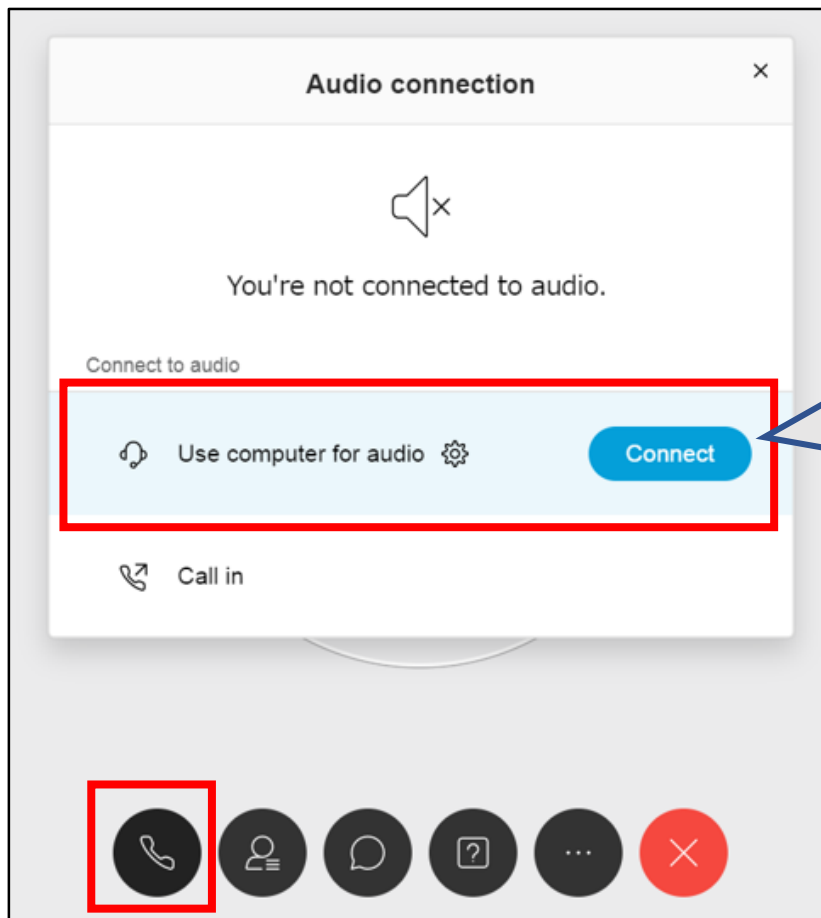
Join Now

[Join by browser](#) NEW!

\*Installation of an app is not necessary. You can use a browser to participate.

# Cisco Webex User's Guide –For Participants–

## Audio connection : Participating using a computer



Click the phone symbol and select **Use computer for audio.**

\*If you cannot hear anything, check that your device is not on mute and increase the volume of your computer speakers or headset.

\*It may take a few minutes before audio is received.

If you still cannot hear anything, see  
**p. 4 Audio connection troubleshooting**

### Supplemental explanation about audio connection

- Use computer for audio: Audio output using an Internet connection (\*the recommended method as both audio and video can be received).
- Call in: Audio output using a telephone line (select a domestic IN CALL NUMBER if using it. However, only audio can be received. Calls will also incur a charge, hence its usage is not recommended).

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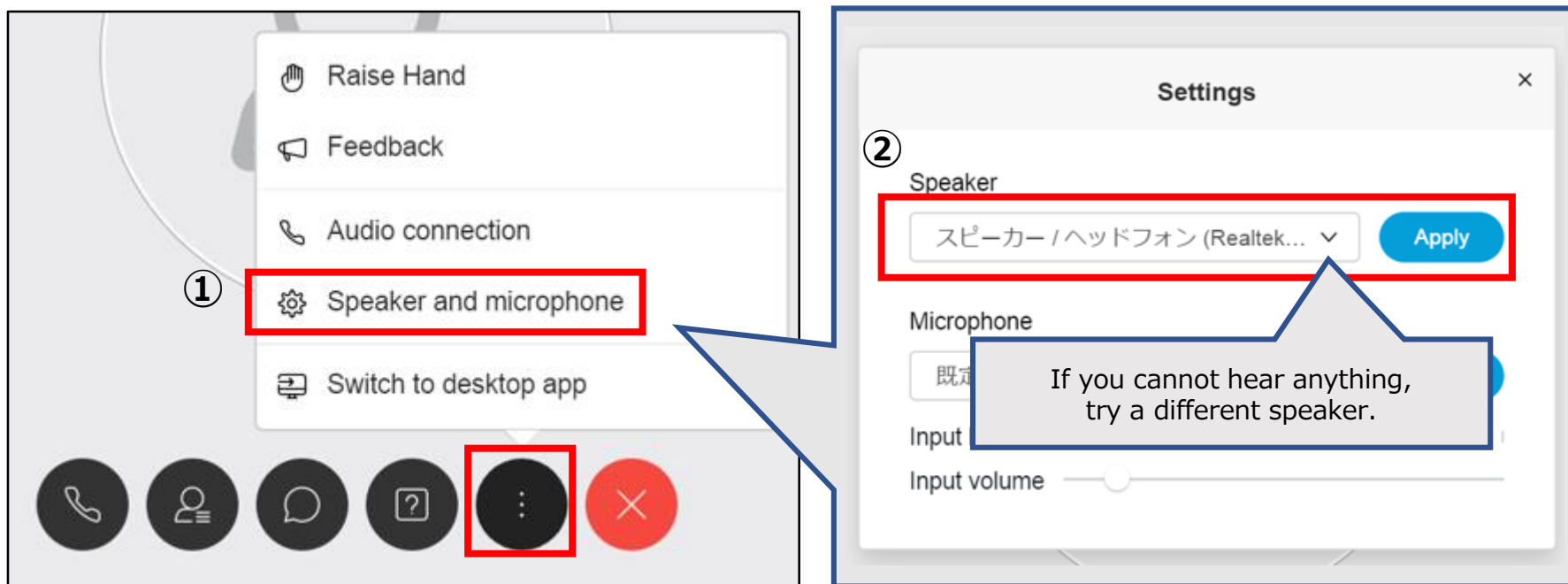
### Audio connection troubleshooting : Participating using a computer

If you cannot hear anything even if you followed the instructions on p. 4, follow the procedure below to run an **Audio connection test**.

Click **⋮** and select **Speaker and microphone**.

The speaker(s) set for your computer will appear. **Select the speaker you want to use and click Test.**

⇒ If you can hear the audio output, the audio connection is working normally.



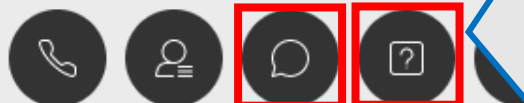
# Cisco Webex User's Guide –For Participants–

## Post-login operations : Participating using a computer


### Use of the chat feature is prohibited

**You can only use the Q&A feature on the right to ask a question.**

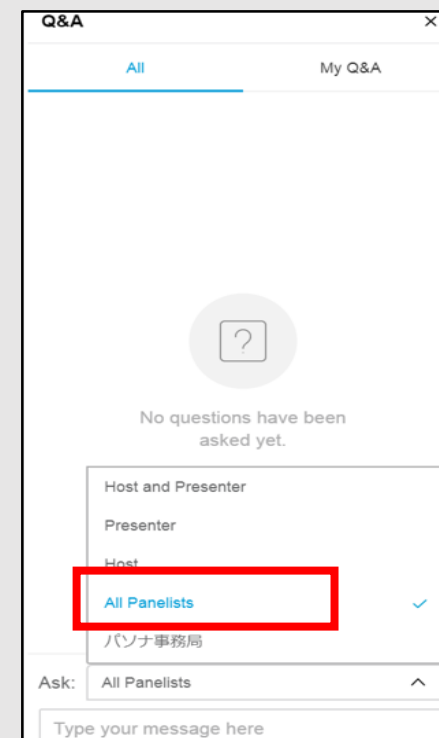
However, the host may send a message to participants, so keep an eye out for the chat display.



### Please use the Q&A feature

If you have a question during the seminar, **click the  symbol and type a question.**

**\*You can specify who to send a question to on the menu (v). Select [All Panelists] and type a question.**



# Cisco Webex User's Guide –For Participants–

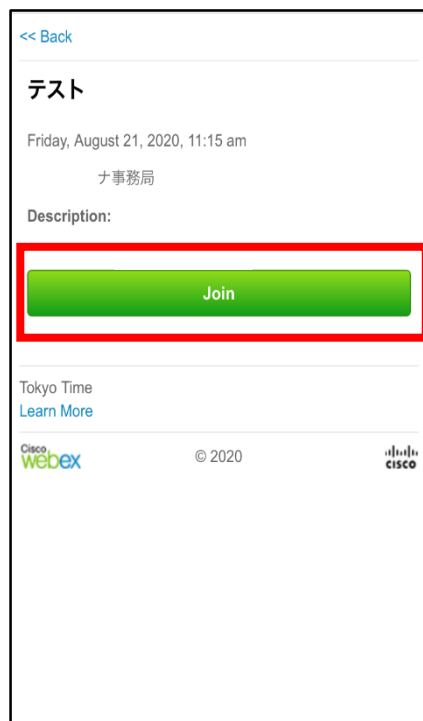
## Logging in (1) : Participating using a smartphone or tablet

Clicking the **Live Viewing** button\* for the career seminar that you want to join on your My Page in the application management system (<https://mypage.japanjobfair.go.jp/login>) displays the screens in the below order. Follow the procedure to log in.

\*See "6.3 Joining Using the Live Viewing Button" on p. 45 in the Web Management System Manual.

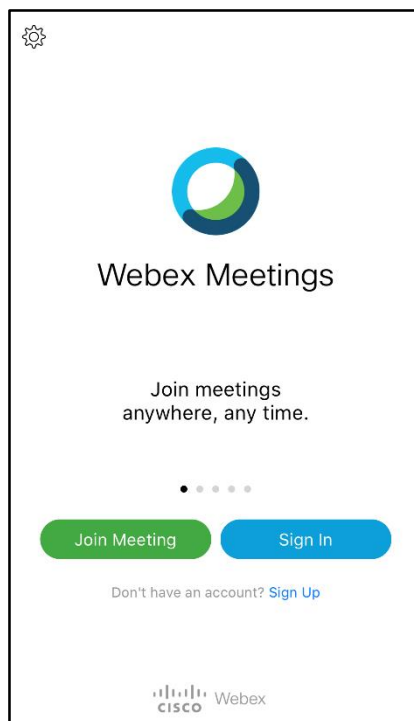
### STEP 1

Tap **Join**.



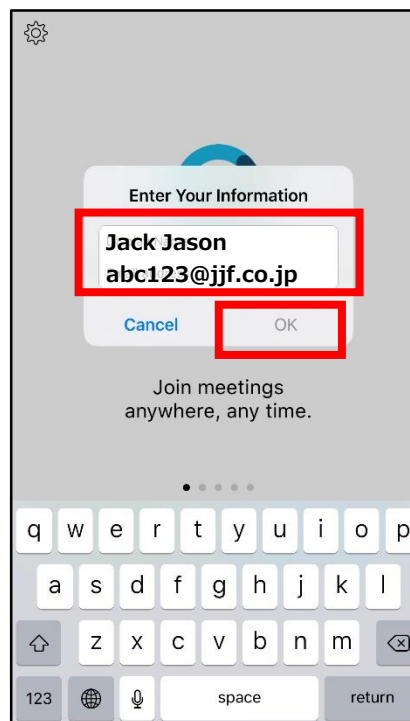
### STEP 2

(Automatically moves to the screen in step 3)



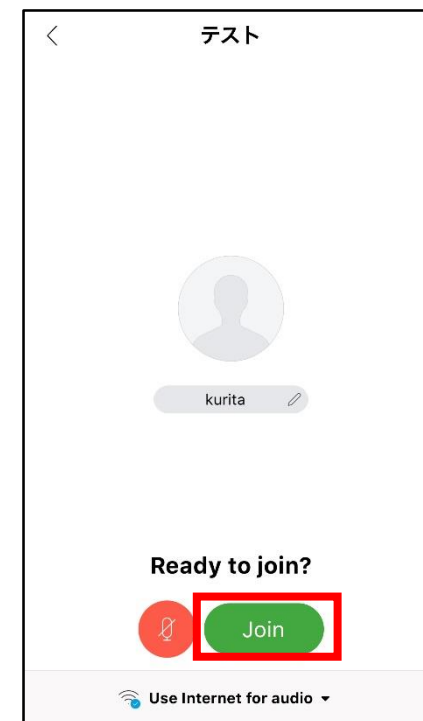
### STEP 3

Input your name and email address, and log in.



### STEP 4

Tap **Join** to enter the meeting room.



If you tap the link, but a screen similar to the one above does not appear, see **p. 7 Logging in (2)**.

# Cisco Webex User's Guide –For Participants–

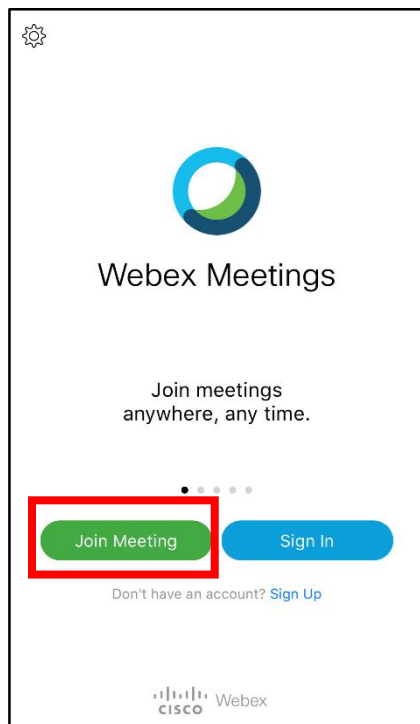
## Logging in (2) : Participating using a smartphone or tablet



Firstly, return to your smartphone or tablet's **Home screen** and start the **Webex Meet app**.  
(Follow the procedure below to join.)

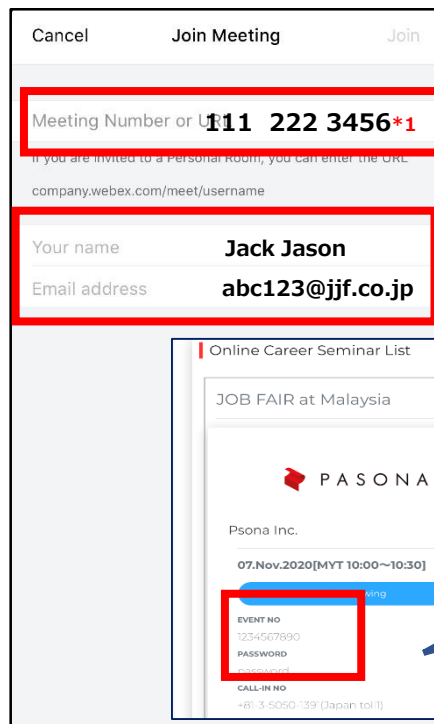
### STEP 1

Tap **Join Meeting**.



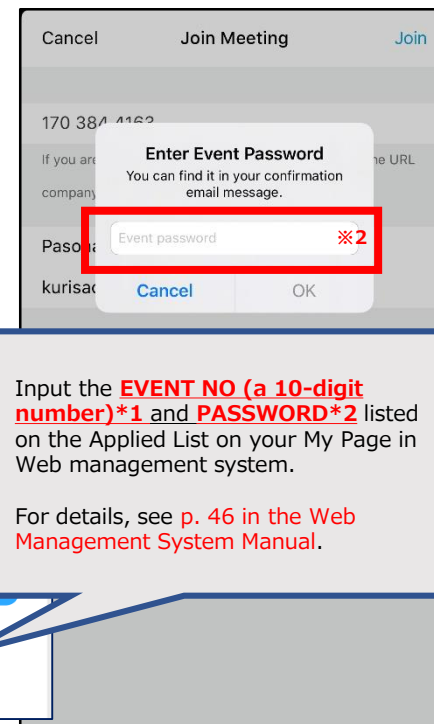
### STEP 2

Input the meeting number\***1**,  
your name, and email address to  
log in.



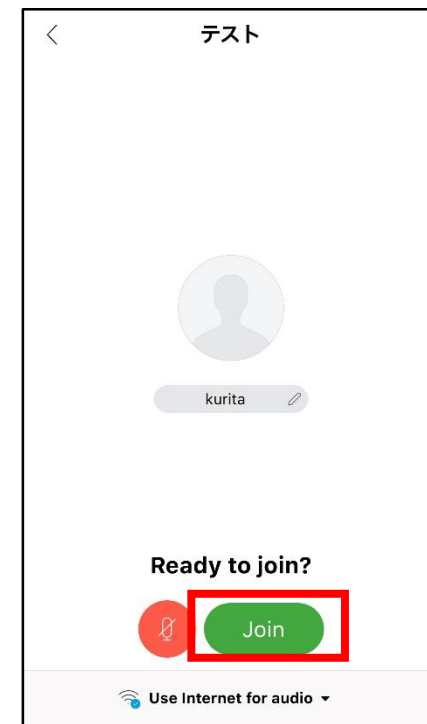
### STEP 3

Input the event password\***2**.



### STEP 4

Tap **Join** to enter the meeting  
room.



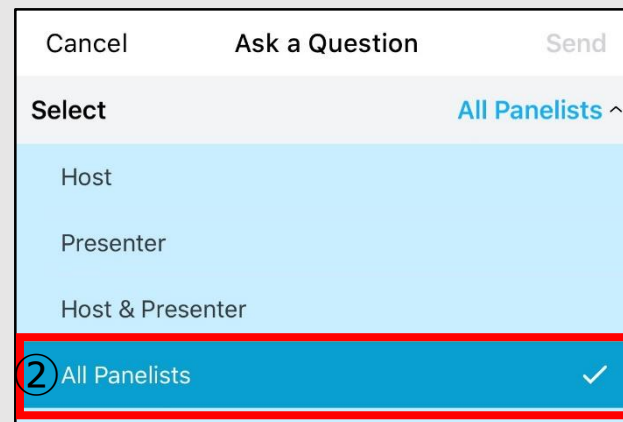
# Cisco Webex User's Guide –For Participants–

## Post-login operations (1) : Participating using a smartphone or tablet



### Please use the Q&A feature

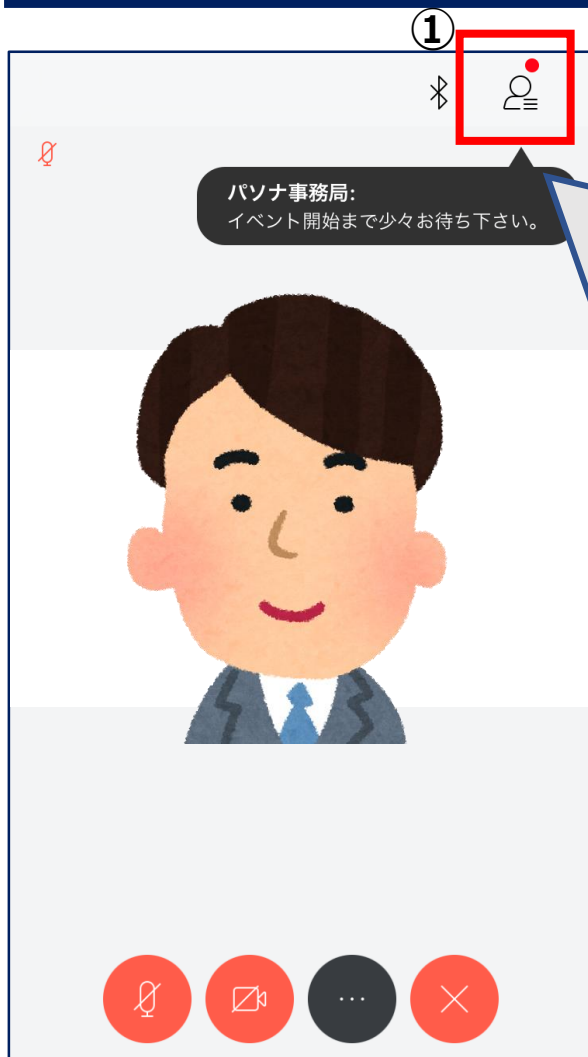
1. If you have a question during the seminar, **tap ... and then tap the Q&A symbol ?**.
2. Specify who to send the question to on the screen below. **Select All Panelists** and type a question.





# Cisco Webex User's Guide –For Participants–


## Post-login operations (2) : Participating using a smartphone or tablet

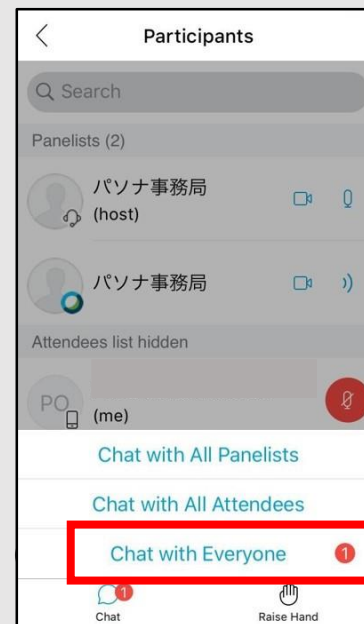
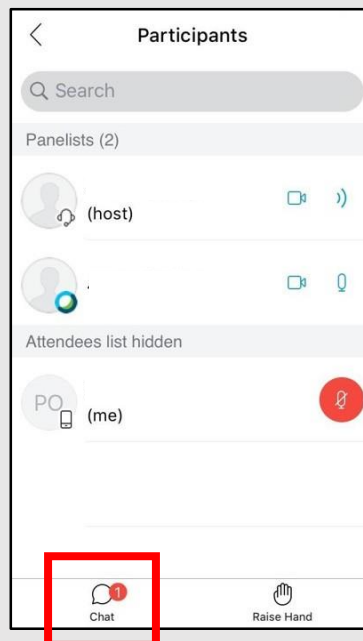


**Use of the chat feature is prohibited**

**You can only use the Q&A feature in the previous section to ask a question.**

However, the host may send a message to participants, so keep an eye out for the chat display.

If the host sends you a message, you will receive a notification on the chat symbol. Click  to see the message.



## Cisco Webex User's Guide –For Participants–

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On the day of the seminar, if you cannot log in or experience other technical difficulties, please contact the office shown below.

**METI Japan Job Fair office (Pasona Inc.)**  
**[jjf@pasona.co.jp](mailto:jjf@pasona.co.jp)**

Mayaisia	+603 2770 9399	<a href="mailto:japan_desk@pasonahr.my">japan_desk@pasonahr.my</a>
Indonesia	0859-7397-9129	<a href="mailto:info1@dutagriyasarana.co.id">info1@dutagriyasarana.co.id</a>
India	+91 99104 05735	<a href="mailto:yangchen.kazi@pasona.in">yangchen.kazi@pasona.in</a>