

WEBEX SETUP MANUAL (FOR ALL ATTENDEES)

- Please click **on the link below** respective to your registered Room to register as attendees.

Opening Ceremony

<https://upm.webex.com/upm/onstage/g.php?MTID=e7bf25db68232c2cf732dccc08b1584a4>

Room 1

<https://upm.webex.com/upm/onstage/g.php?MTID=eb938b0e717a132955f7bcc685a0f7ceb>

Room 2

<https://upm.webex.com/upm/onstage/g.php?MTID=e3951889c39d1c718e83afd7656ddf385>

Room 3

<https://upm.webex.com/upm/onstage/g.php?MTID=e73fb57697b8ab9447ae1ea7680db6ee7>

Room 4

<https://upm.webex.com/upm/onstage/g.php?MTID=e375a161047a2855ec47190f4303f7519>

Room 5

<https://upm.webex.com/upm/onstage/g.php?MTID=ec79c059d120d4a78def48de714fa335f>

Room 6

<https://upm.webex.com/upm/onstage/g.php?MTID=e579de6b9e50a8d5c93be71100a7082c8>


Room 7

<https://upm.webex.com/upm/onstage/g.php?MTID=e15243ec935c4fbd6e110a6d55617f1c1>

Closing Ceremony

<https://upm.webex.com/upm/onstage/g.php?MTID=ea4d15bd84383104ca1e5f92171cc7eb9>

- Once the link is clicked, you will be brought to the **Registration Password** page below to complete the registration. Please enter **123vmtc** for registration password and click the submit button.

 Cisco Webex

Home Webex Meetings Webex Events Webex Support Webex Training My Webex

Registration Password

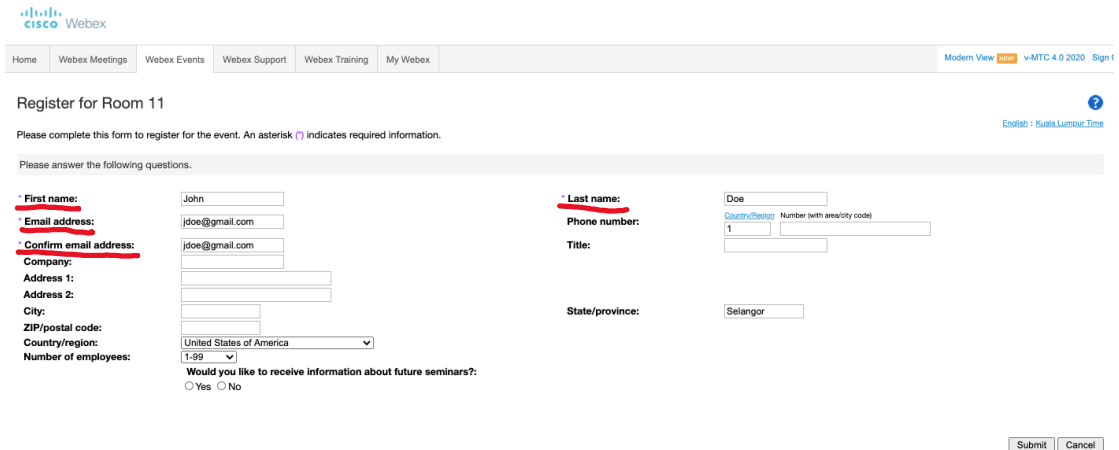
This event is private. To register for this event, you must provide the registration password that the event host gave to you.

Registration password:

Event Information

Event: Room 11
Date and time: Wednesday, September 2, 2020 8:00 am
Malaysia Time (Kuala Lumpur, GMT+08:00)
Program: V-MTC 4.0 2020
Duration: 9 hours
Description: Room 11

- You will be brought to Registration Page for the room. Please fill in your **first name, last name, and email address, and confirm email address** as per **your registration** with the V-MTC secretariat. Once finished, click **Submit** button.



Register for Room 11

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

Please answer the following questions.

* **First name:** John

* **Email address:** jdoe@gmail.com

* **Confirm email address:** jdoe@gmail.com

Company:

Address 1:

Address 2:

City:

ZIP/postal code:

Country/region: United States of America

Number of employees: 1-99

Phone number: 1

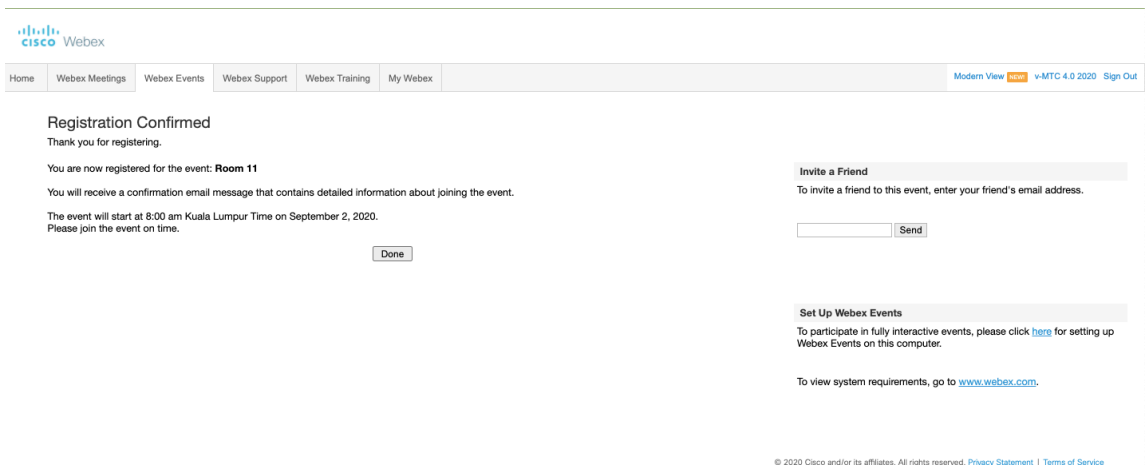
Title:

State/province: Selangor

Would you like to receive information about future seminars?:
☐ Yes ☐ No

Submit **Cancel**

- Once done, check your will be brought to the following page.



Registration Confirmed

Thank you for registering.

You are now registered for the event: **Room 11**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 8:00 am Kuala Lumpur Time on September 2, 2020.
Please join the event on time.

Done

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

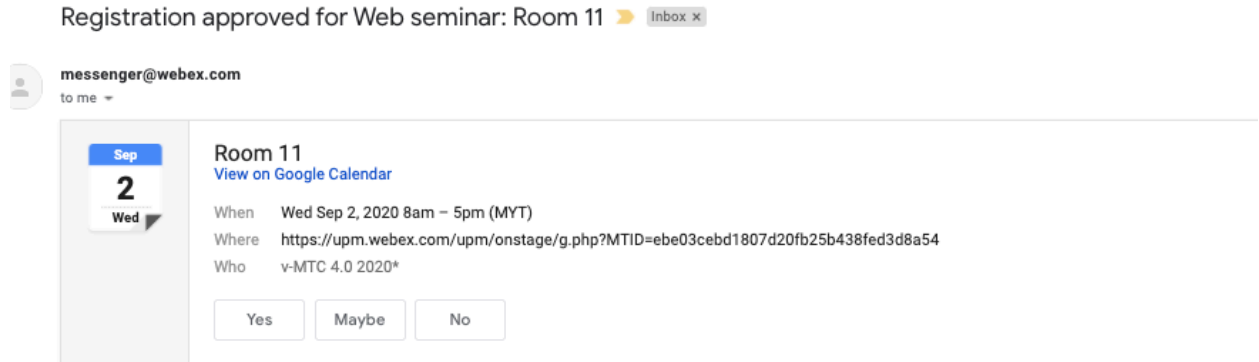
Send

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

To view system requirements, go to www.webex.com.

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- Next, check your email inbox for notification from messenger Webex to join the event. Click **Join event** green button.



Your registration was approved for the following Webex event.

Host: v-MTC 4.0 2020 (mohdamir@upm.edu.my)

Event number (access code): 170 358 5003

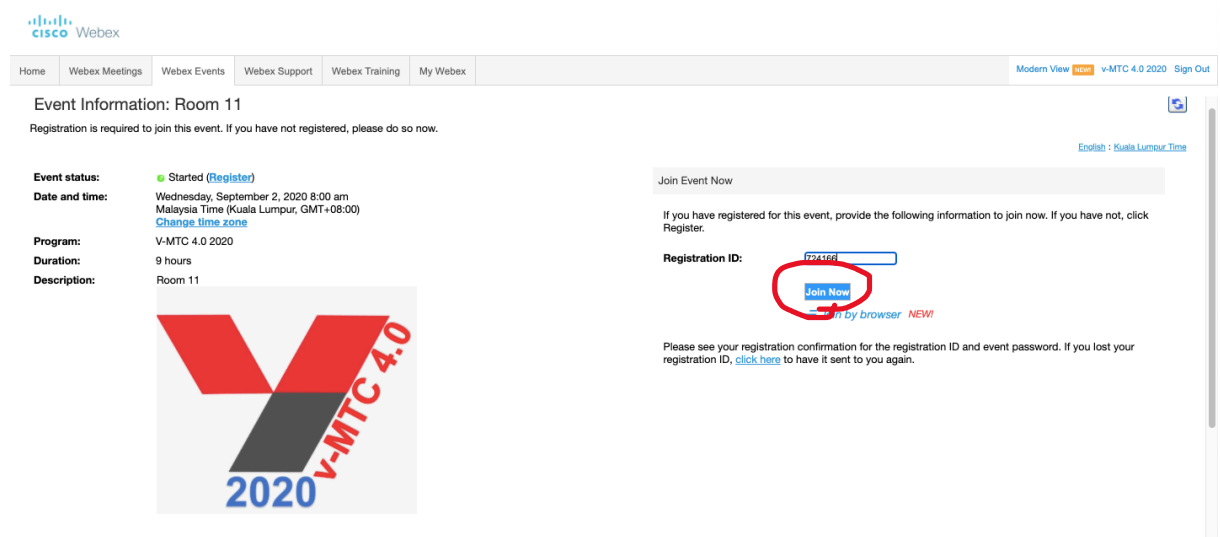
Registration ID: 724166

Event password: 1Z3vmtc

Wednesday, September 2, 2020 8:00 am, Malaysia Time (Kuala Lumpur, GMT+08:00)

Join event

- You will be brought to the following page to join the event. Fill in the **Registration ID** if it is not automatically filled as per emailed details. Click **Join Now** to start/install Webex application.



- Once you click **Join Now**, you will be brought to the following page to go the Webex Application. If you have problem Starting Webex, click on **Run a temporary application** to join the conference

Starting Webex...



Still having trouble? [Run a temporary application](#) to join this meeting immediately.

- The Webex installation will be done automatically by the browser

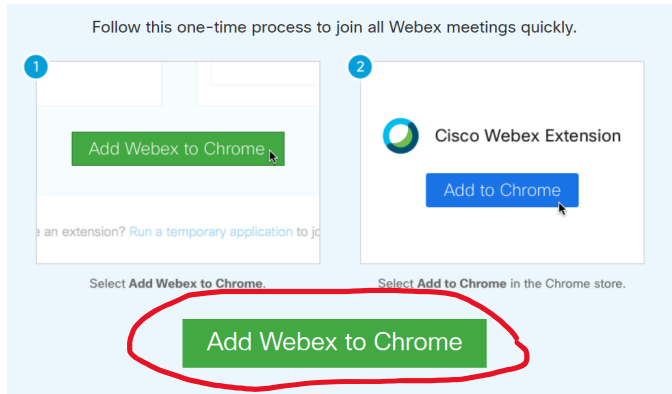


Meet face to face. Wherever you are.

 **CISCO** Webex

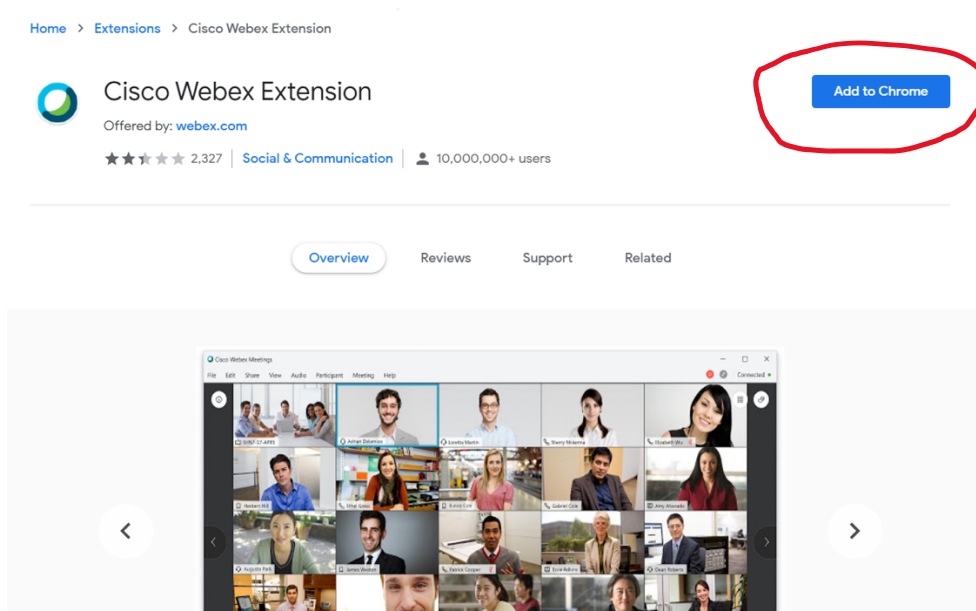
- If you use Chrome, you need to add add-on extension to the browser by clicking the green **Add Webex to Chrome** button

Step 1 of 2: Add Webex to Chrome

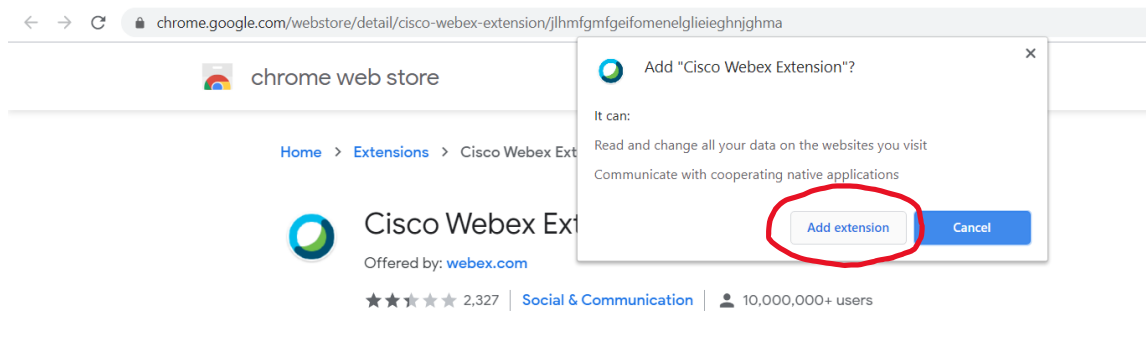


Don't want to use an extension? [Run a temporary application](#) to join this meeting.

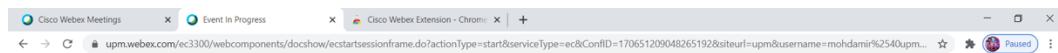
- On the Chrome extension page, click **Add to chrome** blue button



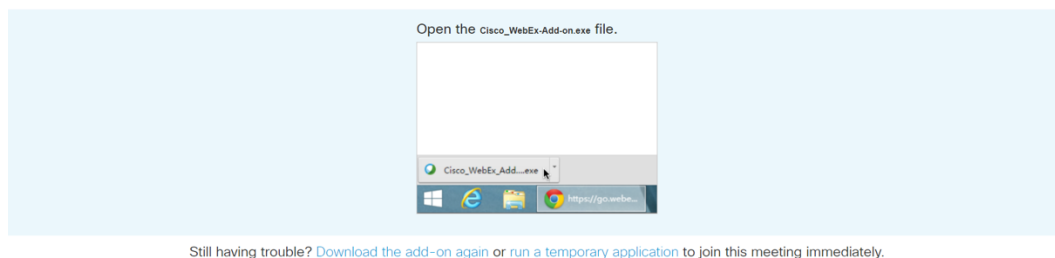
- Once the pop-up of Add "Cisco Webex Extension" appears, click **Add Extension**



- Once extension is added, you need to install the Cisco Webex add-on exe file downloaded to your PC

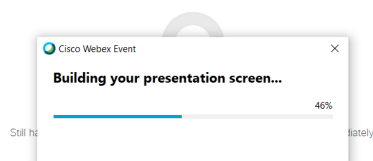


Step 2 of 2: Install the Cisco Webex add-on

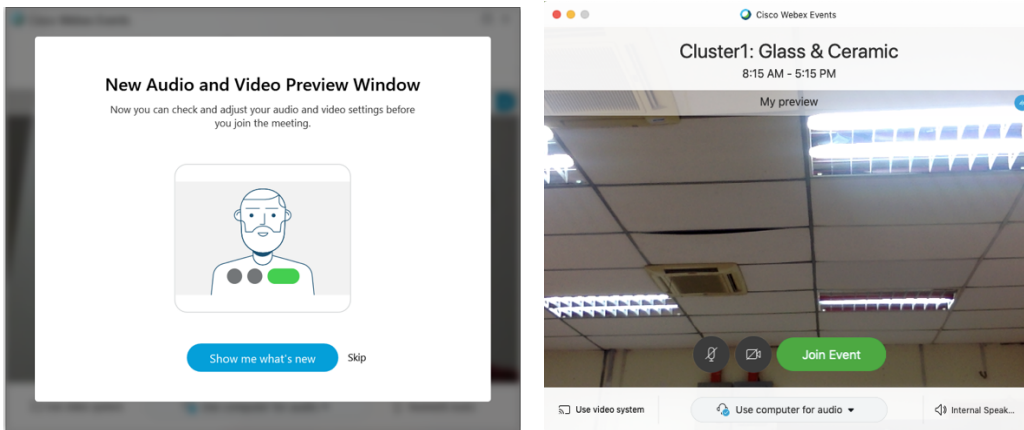


- The installation of Webex application should be started after that

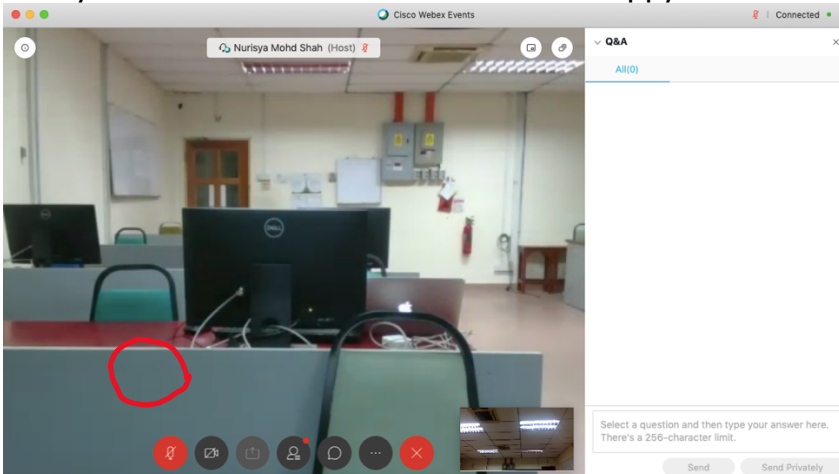
Starting Webex...



- Once installation done, you will enter the conference room and please click **Join Event** to confirm your attendance.



- Now you are in the conference room and happy conferencing!



If you have any inquiries regarding the SOP and the presenter's name in the tentative, please do not hesitate to contact us. The latest information will be updated in the official V-MTC 4.0 2020 Conference website.

Thank you very much and have a good day ahead.
Regards,

Secretariat
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MALAYSIA