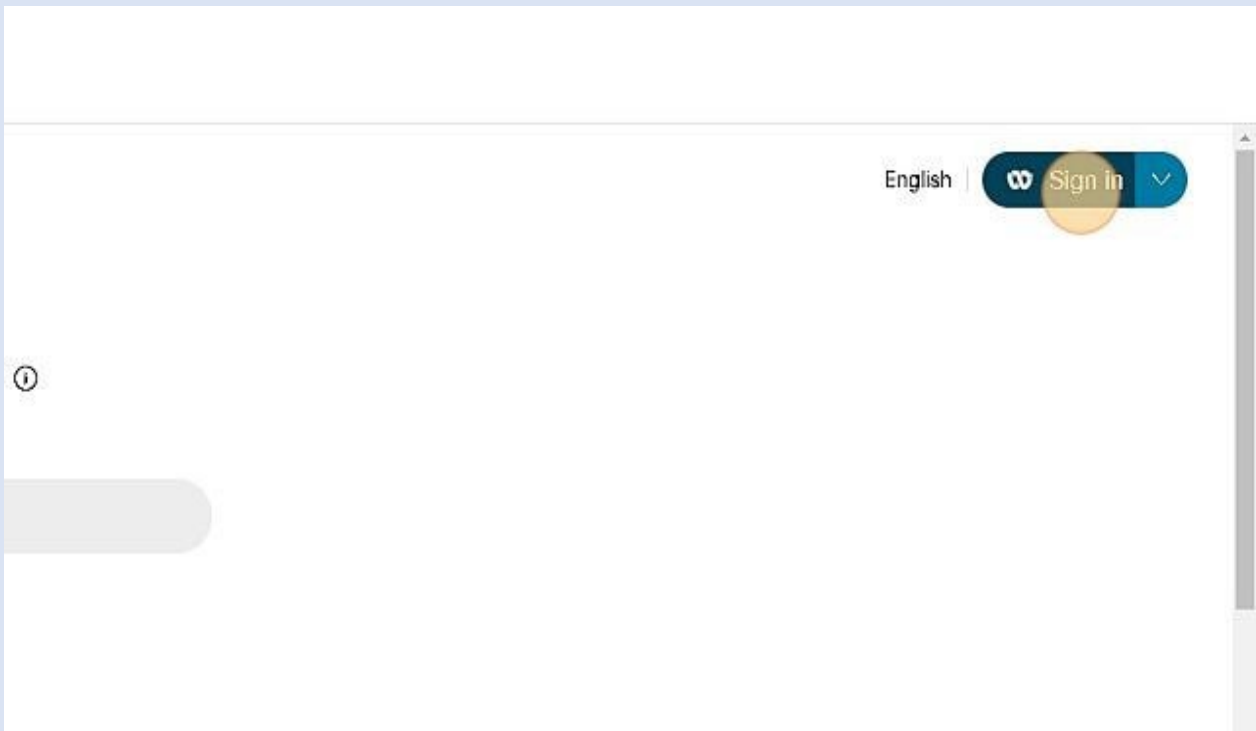


TATACARA MEMUAT TURUN RAKAMAN WEBEX.

1 Akses ke laman sesawang utem.webex.com menggunakan *browser*.

2 Klik "Sign In".



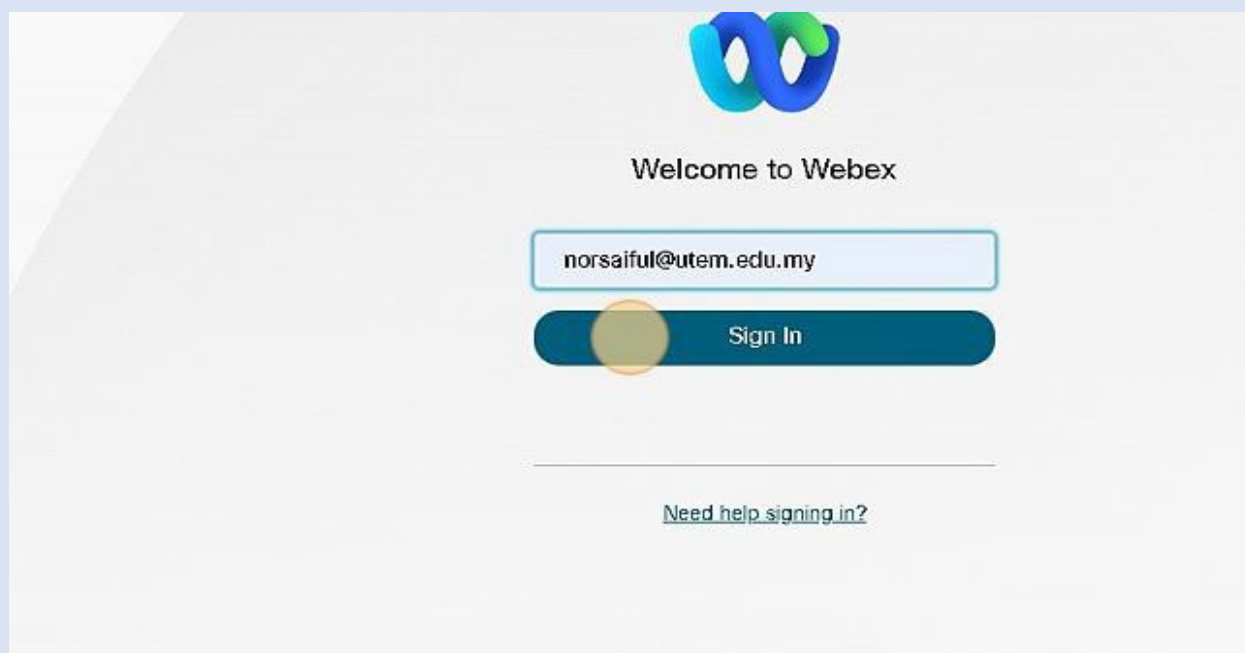
3

Log masuk menggunakan emel anda.

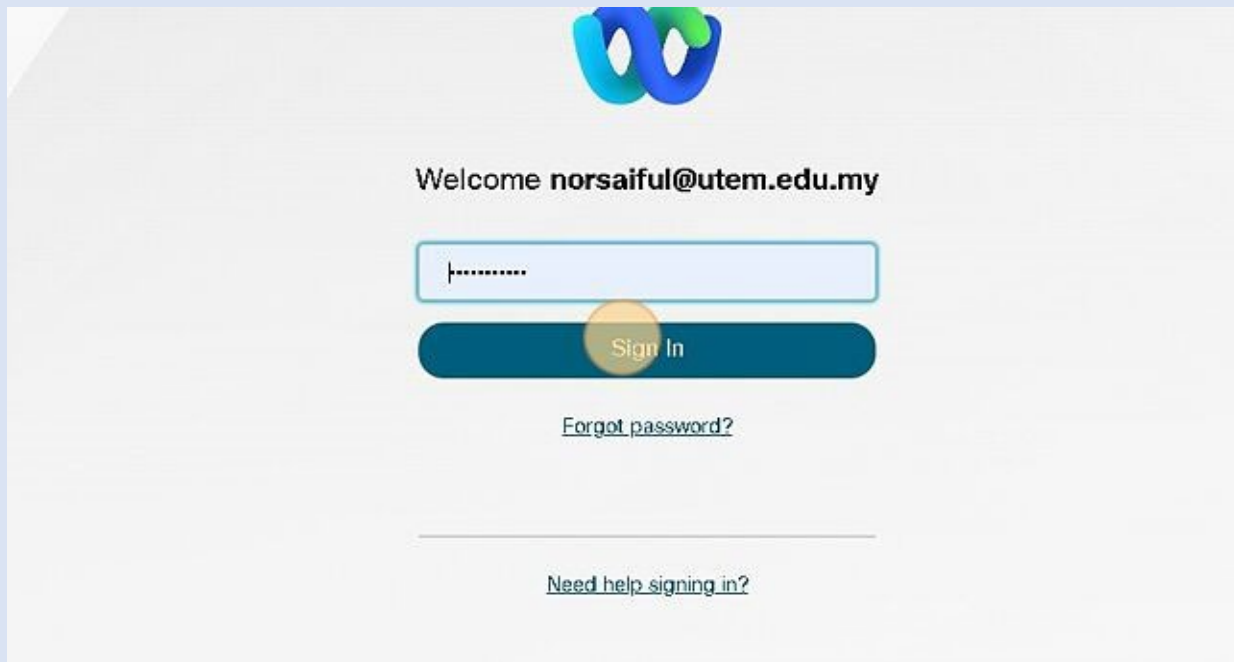


4

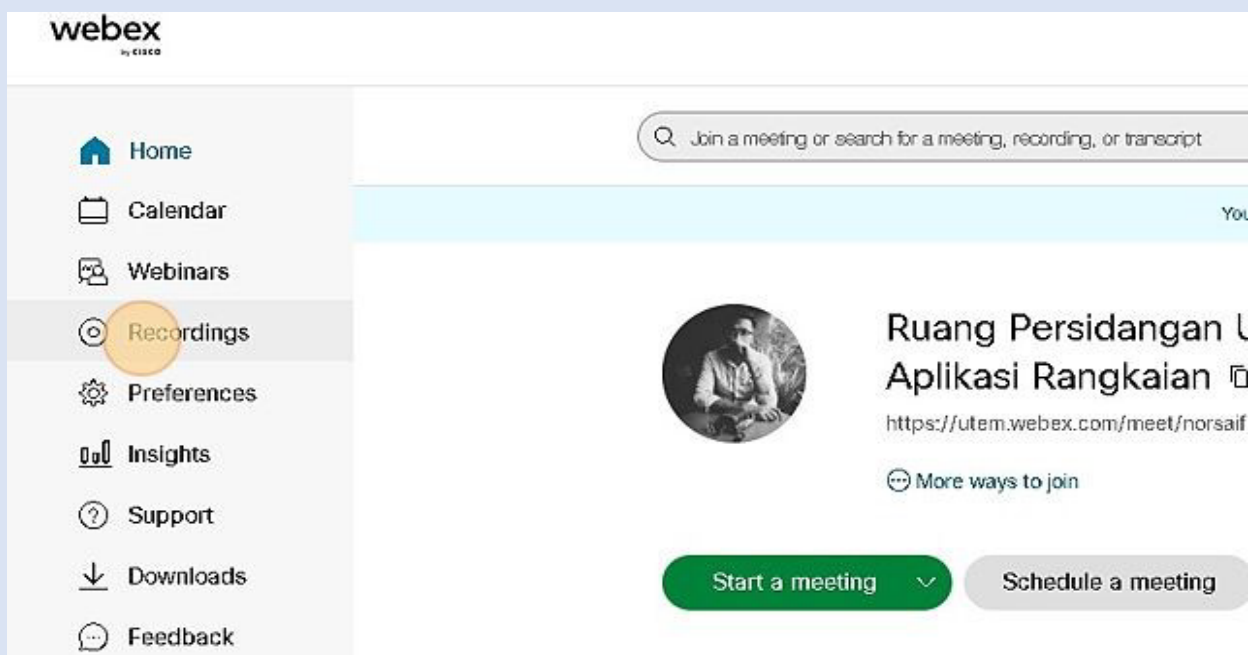
Klik "Sign In".



- 5 Masukkan kata laluan dan tekan "Sign In".



- 6 Pilih "Recordings" di ruangan menu di sebelah kiri halaman utama.



7

Semua rakaman mesyuarat yang direkodkan menggunakan akaun anda akan disenaraikan di halaman ini.

The screenshot shows a user interface for 'My recordings'. On the left is a sidebar menu with options: Webinars, Recordings (selected), Preferences, Insights, Support, Downloads, and Feedback. The main area is titled 'My recordings' and features a dropdown menu set to 'All'. Below this is a table with a 'Name' header. The first row is highlighted with a yellow circle and contains a checkbox and the text 'Webex meeting-20210915 0731-1'. Other rows include 'Webex meeting-20210910 1028-1', 'PERBINCANGAN BERKENAAN WALKIE-TALKIE BERSAMA PI...', and 'Ruang Persidangan Unit Komunikasi dan Aplikasi Rangkaian-...'.

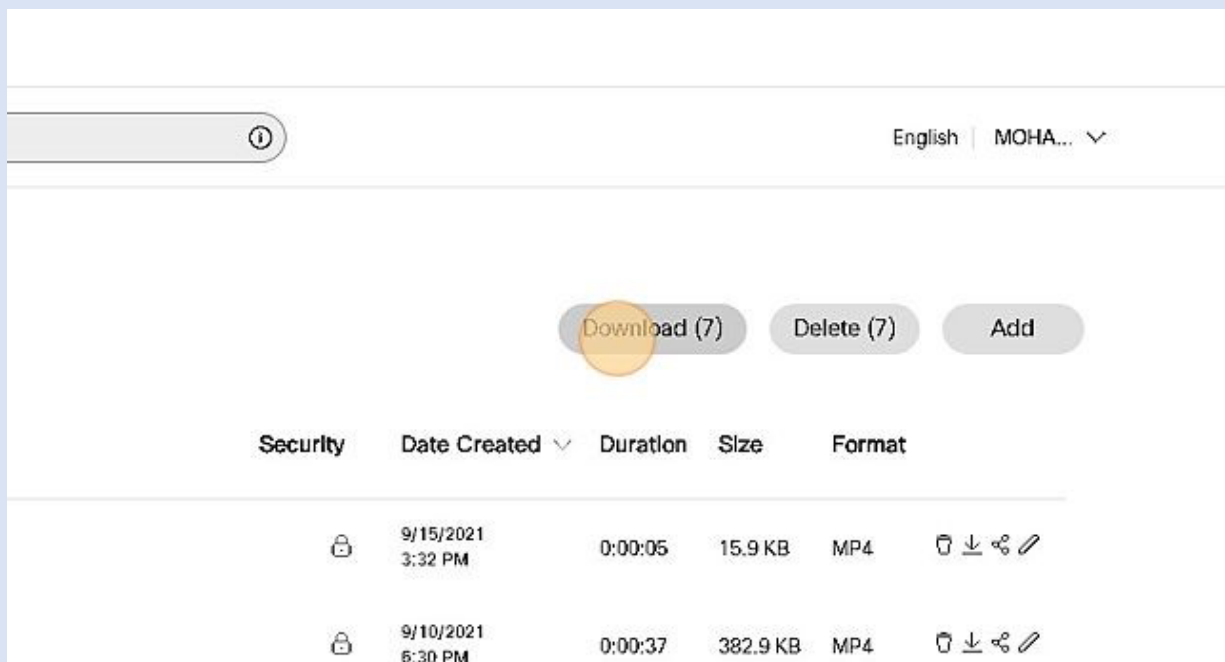
8

Pilih rakaman yang hendak disimpan.

The screenshot shows a selection interface for recordings. On the left, there is a sidebar with 'Webex Training', 'Webex Events (classic)', and 'Webex Support' (the last one is highlighted with a blue circle). The main area displays a list of recordings, each with a checkbox. The first three items have their checkboxes checked: 'PERBINCANGAN BERKENAAN WALKIE-TALKIE BERSAMA P...', 'Ruang Persidangan Unit Komunikasi dan Aplikasi Rangkaian...', and another 'Ruang Persidangan Unit Komunikasi dan Aplikasi Rangkaian...'. The fourth item is 'Kursus ICT : Penggunaan Cisco Webex UTeM-20210331 01'. The fifth item, 'Ruang Persidangan Unit Komunikasi dan Aplikasi Rangkaian...', is highlighted with a yellow circle and has an unchecked checkbox.

9

Tekan "Download" untuk memuat turun rakaman yang telah dipilih.

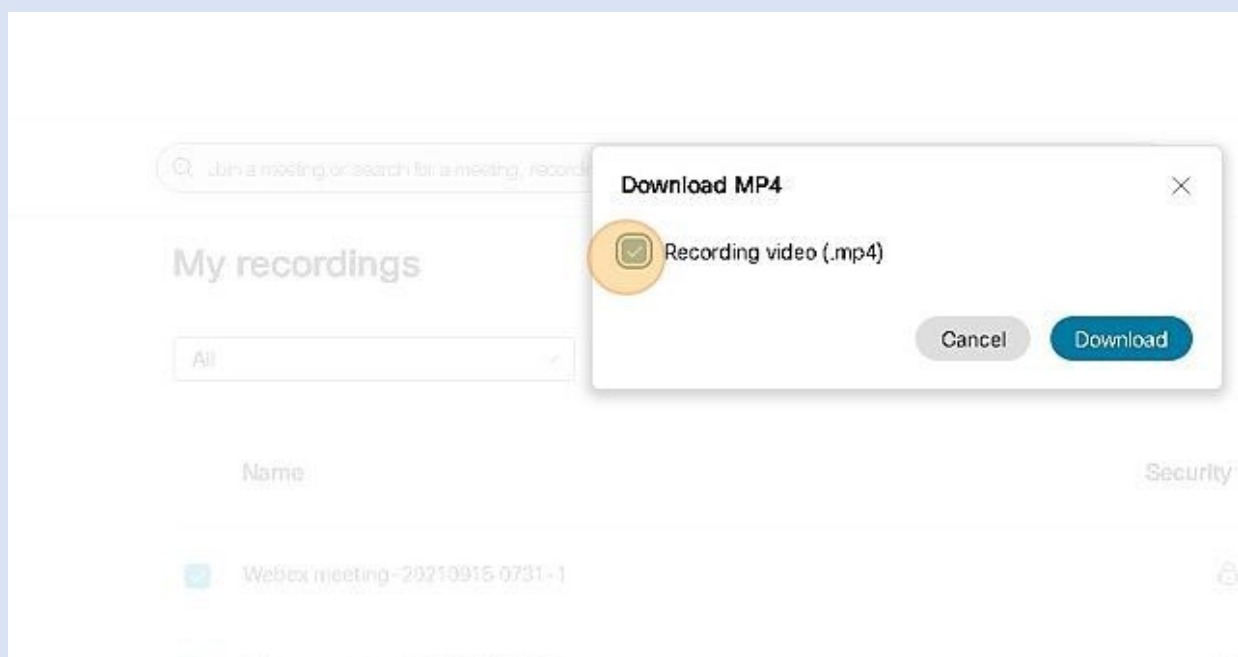


The screenshot shows a web interface with a search bar at the top left containing a question mark icon. On the top right, there are language and user options: "English" and "MOHA...". Below these are three buttons: "Download (7)", "Delete (7)", and "Add". The "Download (7)" button is highlighted with a yellow circle. Below the buttons is a table with columns: "Security", "Date Created", "Duration", "Size", and "Format".

Security	Date Created	Duration	Size	Format	
	9/15/2021 3:32 PM	0:00:05	15.9 KB	MP4	
	9/10/2021 6:30 PM	0:00:37	382.9 KB	MP4	

10

Tandakan pada "Recording Video (.mp4)".



The screenshot shows a web interface with a search bar at the top containing the text "Join a meeting or search for a meeting recording". Below the search bar is the heading "My recordings" and a dropdown menu set to "All". A "Download MP4" dialog box is open in the foreground, showing a checked checkbox next to "Recording video (.mp4)". The dialog box has "Cancel" and "Download" buttons. In the background, a table with columns "Name" and "Security" is visible, showing a recording titled "Webex meeting-20210915-0731-1" with a lock icon.

11

Tekan “Download” dan fail rakaman anda akan disimpan di dalam PC anda.

