

What are the classes by videoconference?

Video conferencing or video is bidirectional simultaneous audio and video communication, which allows meetings with groups of people located in places far apart. Additionally, they may offer telematics and other facilities such as exchange of graphics, stills, transfer files from your computer, etc.

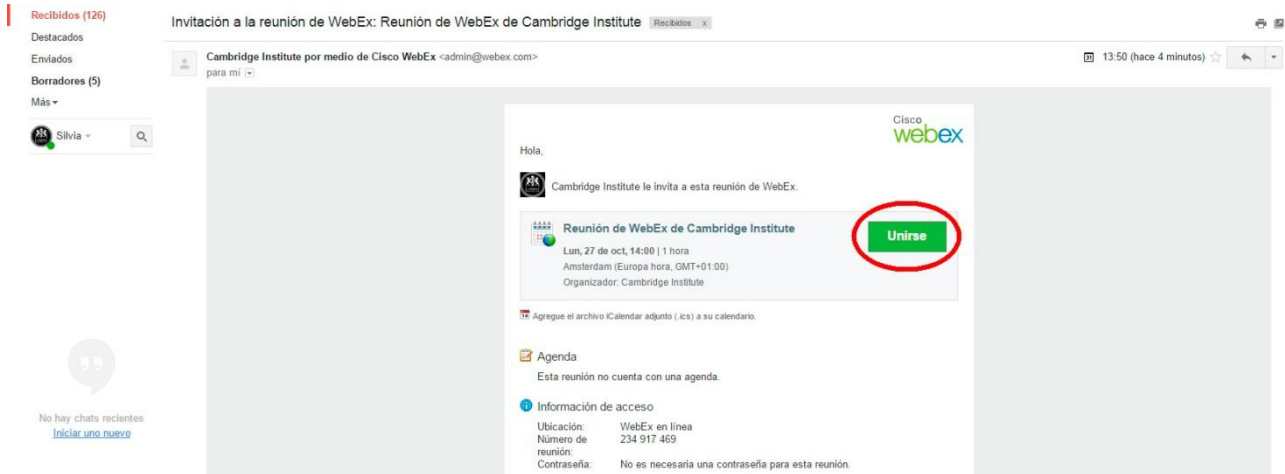
What technology do we use?

WebEx is a web conferencing system that allows students and teachers to collaborate synchronously. Transmits audio and video in real time, and includes tools such as whiteboard, chat and desktop sharing.

The complement of Cisco WebEx allows the browser to communicate with the application software of Cisco WebEx meetings that you have installed on your computer. A complement is a technology that allows you to add additional functions to the browser, also called plugin.

Guide of first access to videoconference

1. Once you are discharged on the online platform and system classes by videoconference, students will receive two emails.
2. The first email will have a welcome message and instructions on how to access your course at our online platform. This email also contains the username and password of the student. We recommend that each student who accesses the platform, complete your profile (you can upload a photo) and change your password for security.
3. The second email is an automated message from our videoconferencing system (Webex) and contains the invitation to the first class. If the student has classes One-to-one and Masterclasses will receive two automatic emails, each with a different invitation.
4. Before entering class video conferencing for the first time, the student must take the following steps.
5. Five minutes before your class time, open the automated email invitation that apply and click "**Join**":

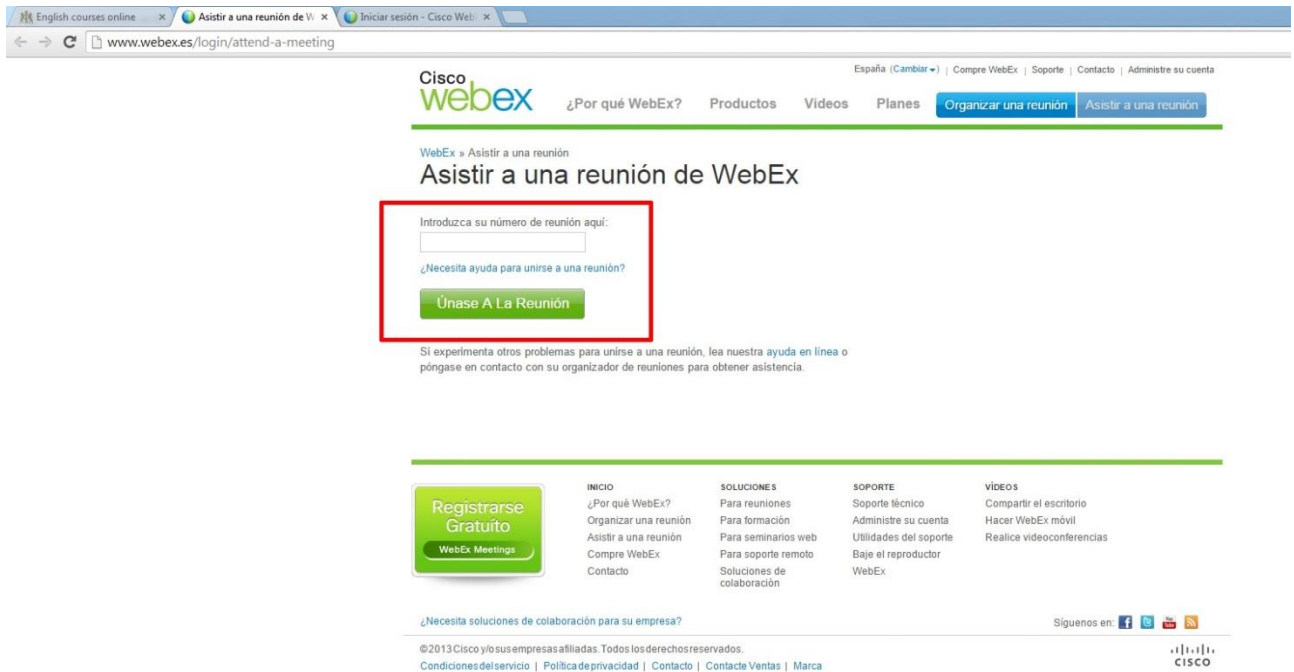


You can type the number of meeting comes in the same email sent to you on the invitation:

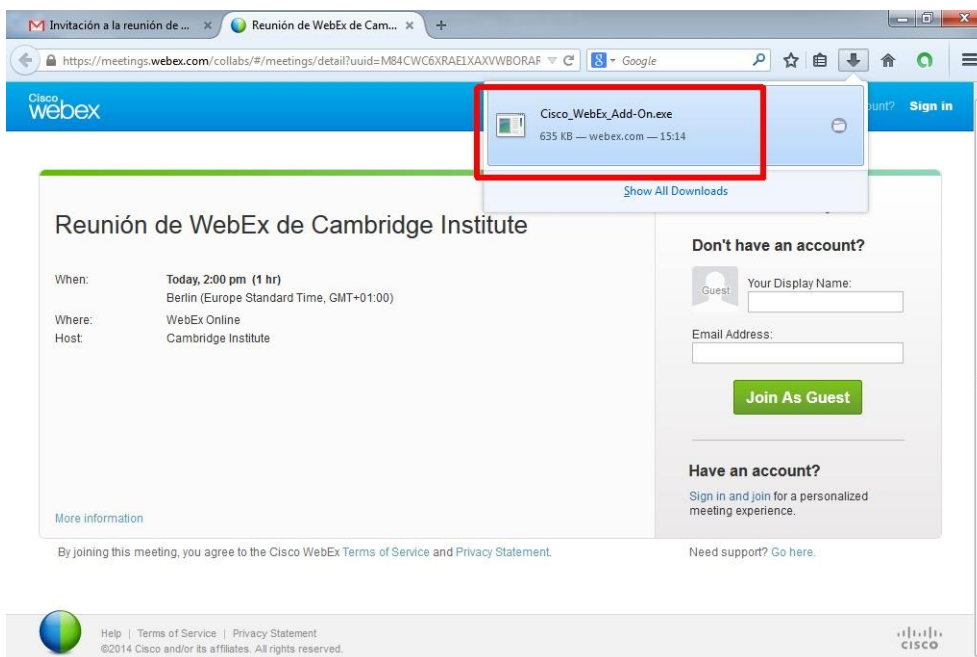


And click on the button **Online** from here or from any page on the platform to the right of the screen that appear (down image), **enter the meeting number of email sent to you on the invitation.**

It will open a window and click on the button "**Join In The Meeting**":

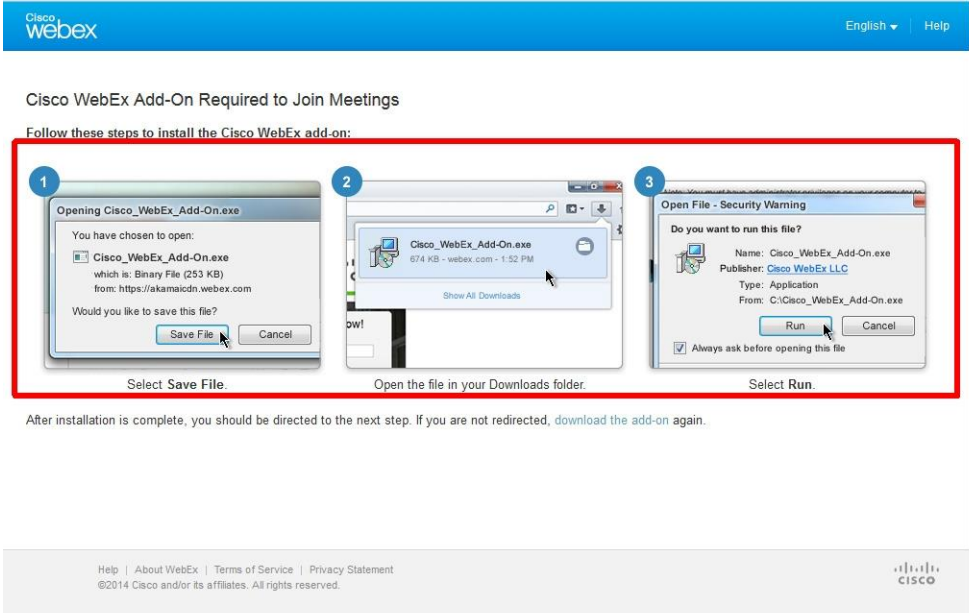


6. If you have access through the “**Join**” button email, a new tab will open and the student must fill two gaps that are on the right: the first with your name and the second with the mailing address to which has come automatic invitation. After of finish the information, you must do click on “**Join In The Meeting**”.



7. The first time that you enter, is automatically downloading the **Webex Plugin** in your browser at the end of this guide you step by step indicated access and installation process in IE, Firefox and Chrome. In summary we indicate the common steps in the installation process:

8. The student must save the file:



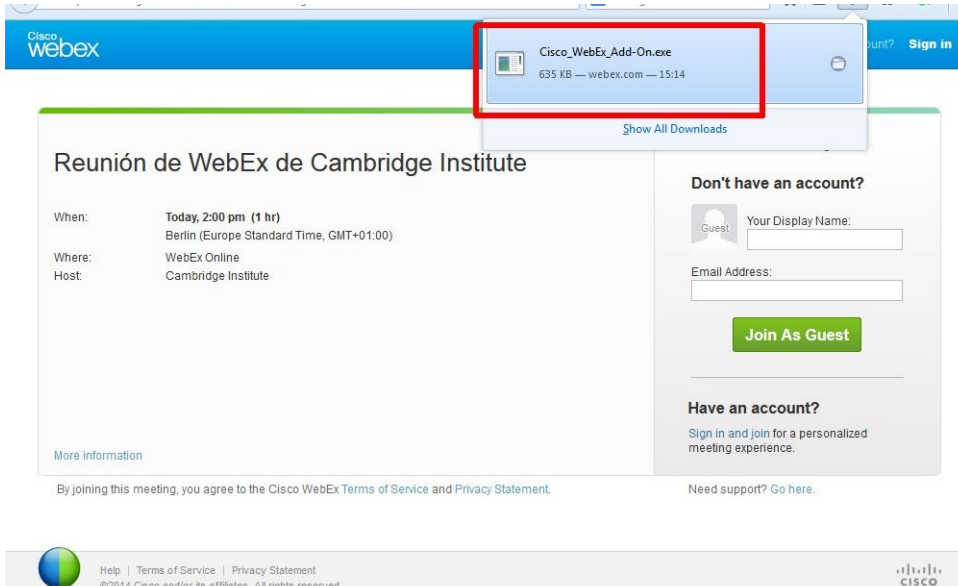
The screenshot shows the Cisco WebEx interface with a blue header. Below the header, it says "Cisco WebEx Add-On Required to Join Meetings". Underneath, it instructs the user to "Follow these steps to install the Cisco WebEx add-on:". Three numbered steps are shown in a red-bordered box:

- 1** A dialog box titled "Opening Cisco_WebEx_Add-On.exe" asks "Would you like to save this file?". The "Save File" button is highlighted with a mouse cursor. Below the dialog, the text says "Select Save File.".
- 2** A browser's "Downloads" folder is open, showing the file "Cisco_WebEx_Add-On.exe" (674 KB) with a download icon. Below the dialog, the text says "Open the file in your Downloads folder.".
- 3** A "Security Warning" dialog box asks "Do you want to run this file?". It lists details: Name: Cisco_WebEx_Add-On.exe, Publisher: Cisco WebEx LLC, Type: Application, From: C:\Cisco_WebEx_Add-On.exe. The "Run" button is highlighted with a mouse cursor. Below the dialog, the text says "Select Run.".

After installation is complete, you should be directed to the next step. If you are not redirected, [download the add-on again](#).

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9. You must open the file downloaded and run it:



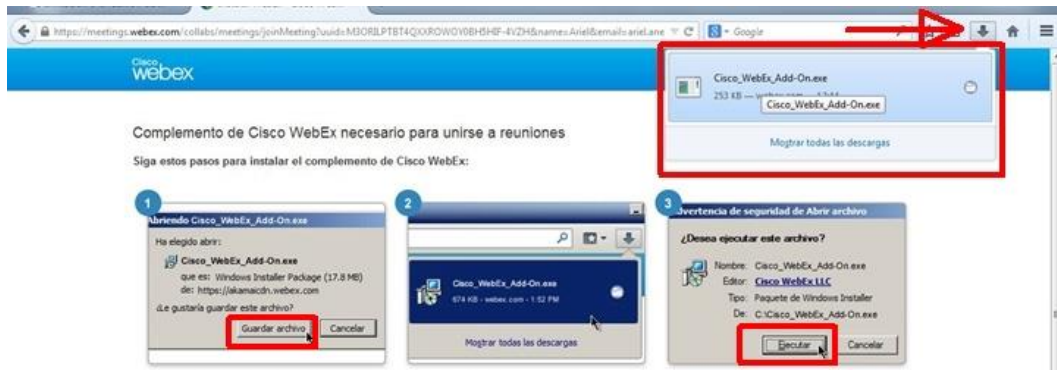
The screenshot shows the Cisco WebEx interface for a meeting titled "Reunión de WebEx de Cambridge Institute". The meeting details are:

- When:** Today, 2:00 pm (1 hr), Berlin (Europe Standard Time, GMT+01:00)
- Where:** WebEx Online
- Host:** Cambridge Institute

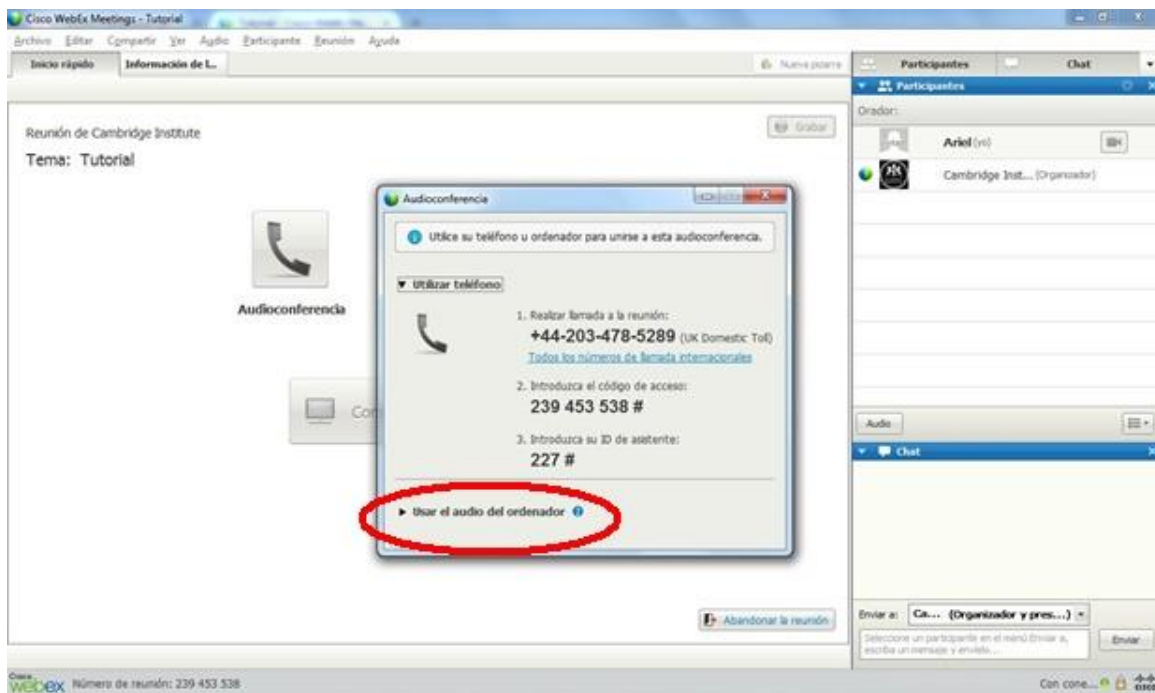
On the right side, there are options to "Don't have an account?" (with a "Join As Guest" button) and "Have an account?" (with a "Sign in" button). The browser's download bar at the top shows the file "Cisco_WebEx_Add-On.exe" (635 KB) with a download icon, highlighted by a red box.

By joining this meeting, you agree to the [Cisco WebEx Terms of Service](#) and [Privacy Statement](#). Need support? [Go here](#).

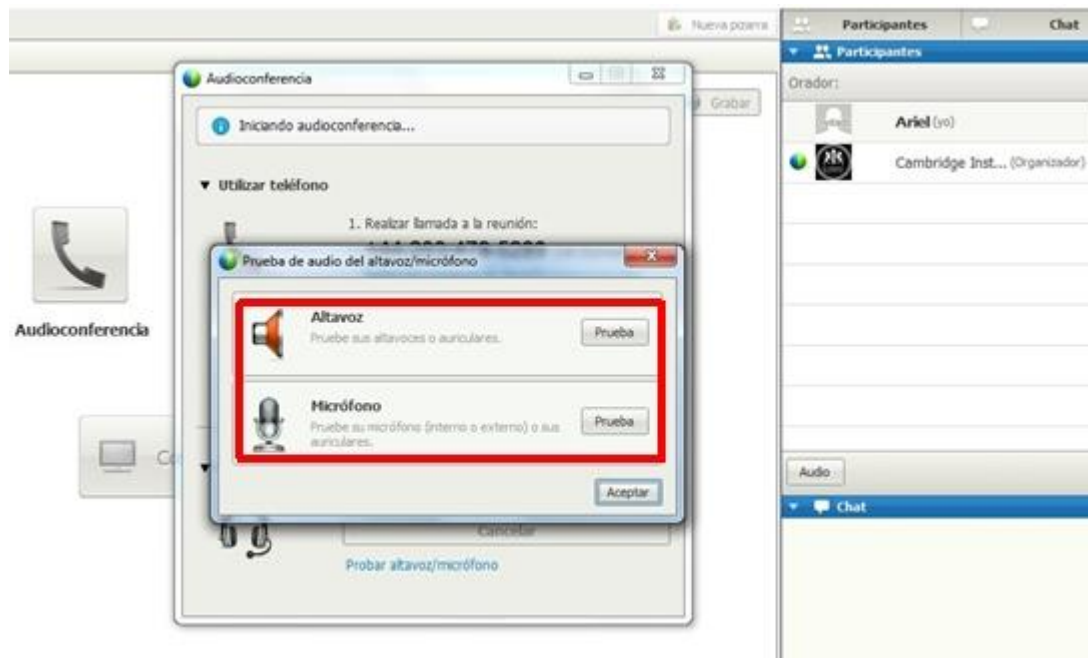
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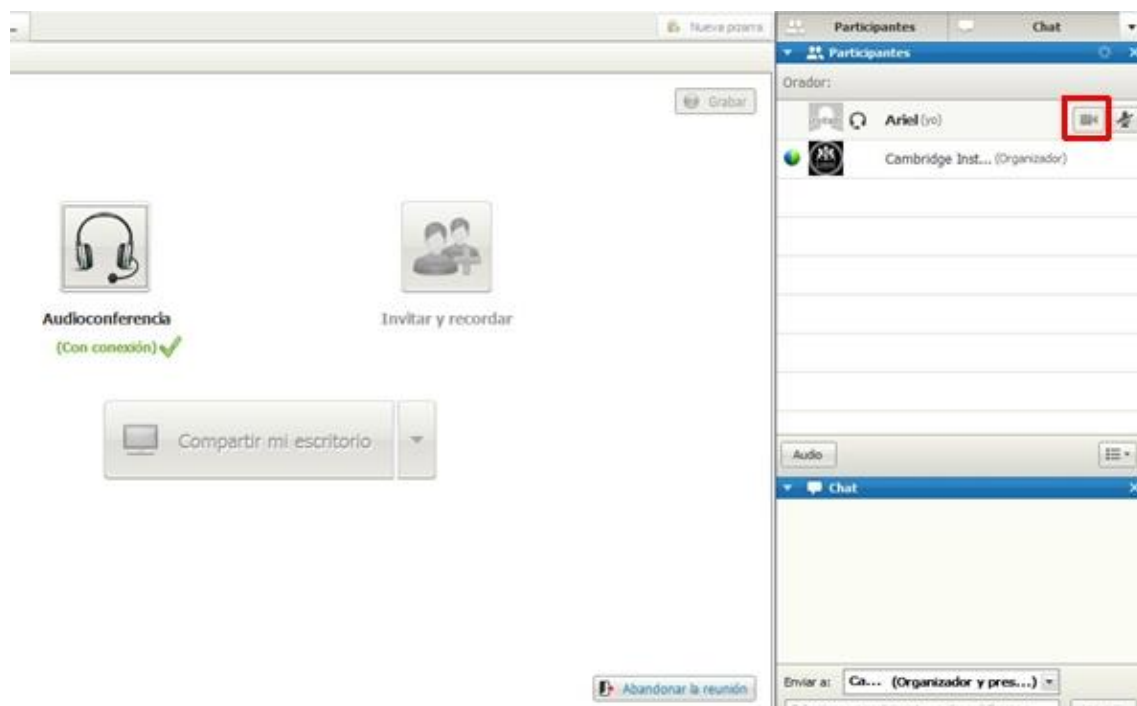
10. The virtual classroom will automatically open in a new window. A popup window will appear, asking the student to do the "call". You must select "Use computer audio."



11. The student must taste is your speaker and microphone are working properly.



12. To activate your video, you must click on the button icon video:



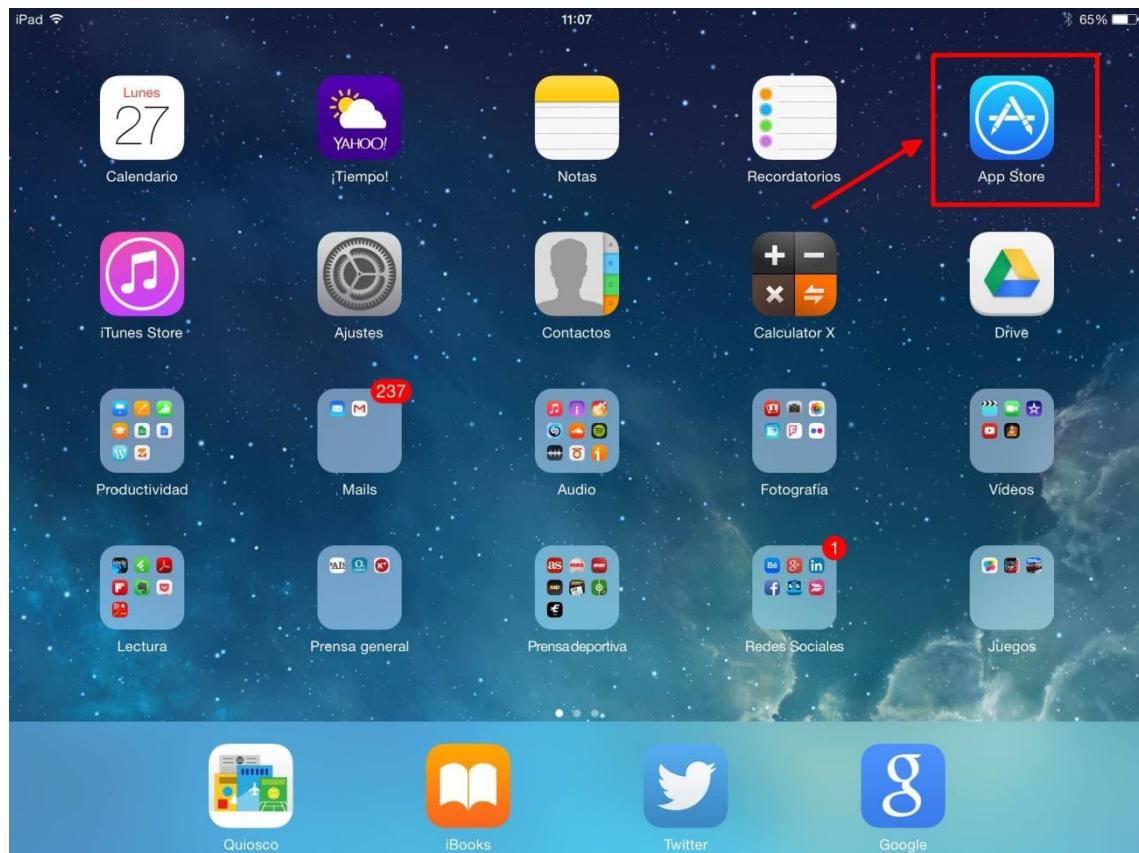
13. The class is ready to begin! Steps 7,8 y 9 are only done on the first step.

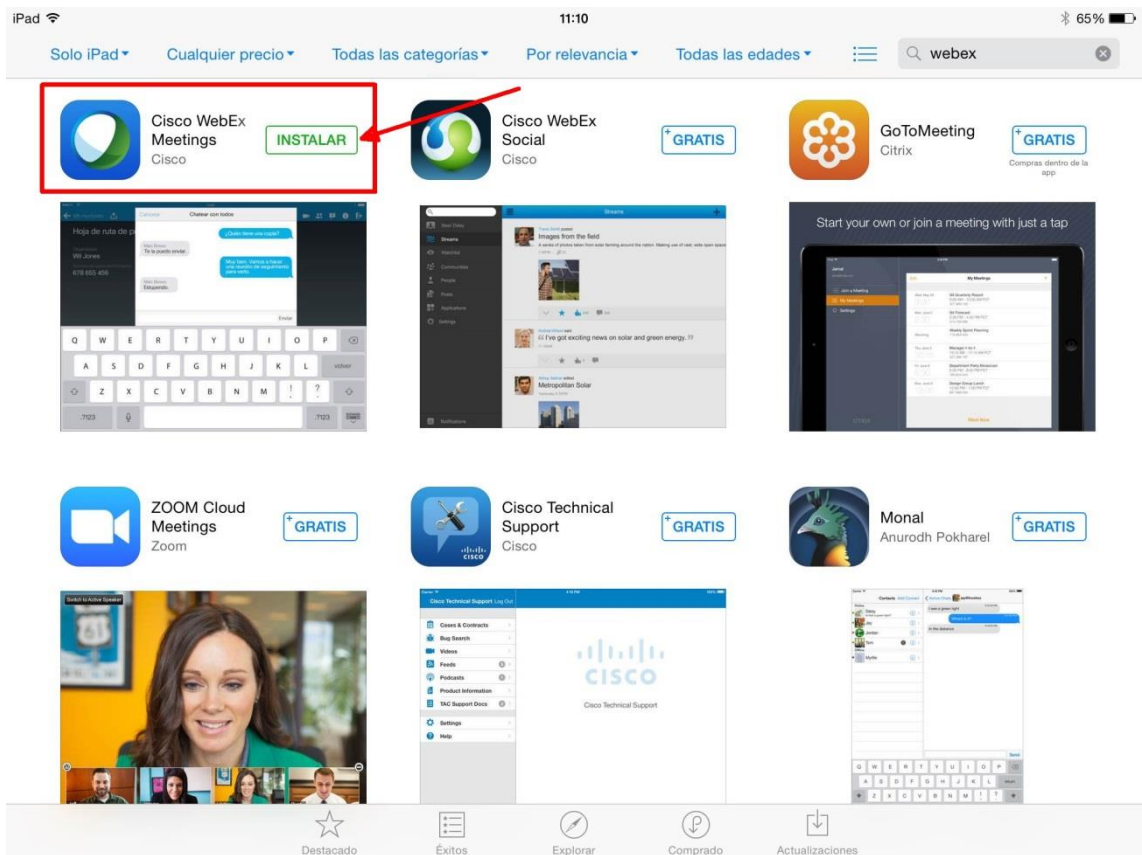
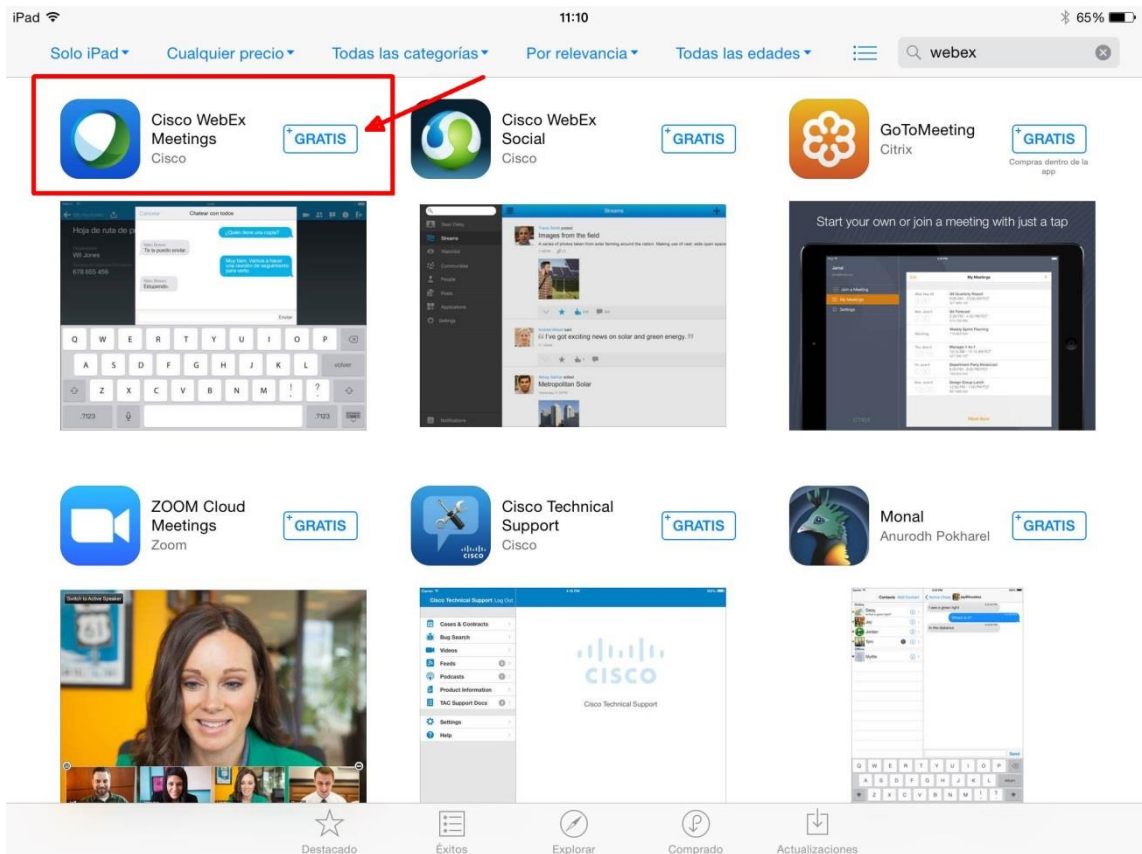
For PC: In the case that you can't download automatically the plugin of WebEx, you can download directly since the next address.

- If you have and you're using the **Internet Explorer** browser on **Windows Operating System:** [Meeting Center application for Internet Explorer in Windows](#)
- If you have and you're using **Firefox** or **Chrome** browser on Windows Operating System: [Meeting Center application for Firefox or Chrome browsers in Windows](#)
- If you have **MAC** or **Linux:**
[Meeting Center application for Mac OS X \(Intel\)](#)

For iPad:

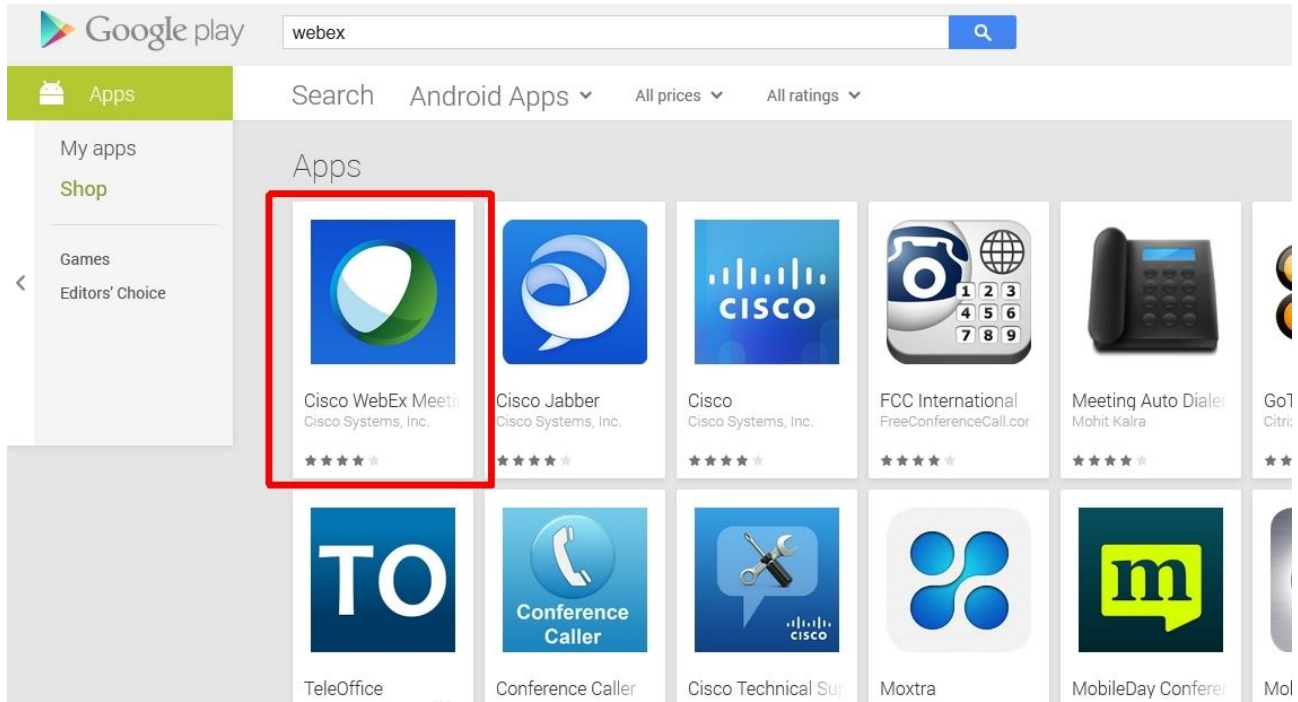
If you have iPad since the App Store you can download and install the plugin of Cisco WebEx Meeting:





For Tablets and mobiles devices:

Since **Google Play** you can download and install the app looking **Webex** and **Cisco Webex Meeting** clicking:



Para iPhone e iPad:

Los últimos requisitos de hardware y del sistema para el plugin Cisco WebEx Meetings para diversos Sistemas Operativos siempre se pueden encontrar en la página de la aplicación en iTunes:

<https://itunes.apple.com/app/cisco-webex-meetings/id298844386>

Requirements of the system:

WebEx Meetings is compatible with Windows, Mac y Linux operating systems.

We recommended have installed and ability **JavaScript** and the **cookies** configured in the browser, in the section [FAQS](#) of any page there is a disposition of the users a guide where come explain where download and install Flash Player, if use Chrome; and as allow the use of the microphone in this browser; and continuation we ease a direction to download the Flash Player: <http://get.adobe.com/en/flashplayer> and how config

de cada página hay a disposición del usuario un manual donde viene explicado donde descargar e instalar Flash Player, si usa Chrome y como permitir el uso del micrófono en este navegador; a

continuación les facilitamos una dirección de descarga de FlashPlayer <http://get.adobe.com/es/flashplayer> . Y también le indicamos una dirección a modo resumen donde figura la descarga y como habilitar JavaScript: <http://www.enable-javascript.com/es/> y como configurar las cookies de forma extendida en cada navegador para nuestro sitio web, esto último también puede consultarlo en nuestras [FAQS](#).

A modo resumen se dejan también aquí unos links explicativos de soporte de cada navegador para la configuración de nuestras Cookies y las de terceros donde el usuario puede acceder a través de su navegador a:

WebEx Meetings is compatible with Windows, Mac and Linux operating systems.

We recommend to have installed and enabled JavaScript and cookies set in the browser, in the FAQS section of each page is available to the user manual which is explained where to download and install Flash Player, if you use Chrome as allowing the use of the microphone in this browser; then we facilitate a discharge direction of <http://get.adobe.com/es/flashplayer> FlashPlayer. And they also indicate a direction which contains summary discharge so as to enable JavaScript: <http://www.enable-javascript.com/es/> and how to set cookies so widespread in every browser to our website, the latter you can also consult our FAQS.

As summarized here also leave some explanatory links support each browser settings for cookies and our third party where the user can access through your browser:

- Mozilla Firefox: [http://support.mozilla.org/es/kb/cookies-informacion-que-los-sitios-web-guardan-en-](http://support.mozilla.org/es/kb/cookies-informacion-que-los-sitios-web-guardan-en)
- Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=es&answer=95647>
- Internet Explorer: <http://windows.microsoft.com/es-es/windows7/how-to-manage-cookies-in-internet-explorer-9>
- Safari: http://support.apple.com/kb/HT1677?viewlocale=es_ES
- Opera: <http://help.opera.com/Windows/11.50/es-ES/cookies.html>

Escritorio

	Windows				Mac			Linux
	Versión	XP	Vista	7	10.5	10.6	10.7	
Internet Explorer	6	Parcial	—	—	—	—	—	—
	7	✓	✓	—	—	—	—	—
	8	✓	✓	✓	—	—	—	—
	9	—	—	✓	—	—	—	—
Firefox	Última versión	✓	✓	✓	✓	✓	✓	✓
Chrome	Última versión	✓	✓	✓	✓	✓	✓	—
Safari	4	—	—	—	✓	✓	—	—
	5	—	—	—	✓	✓	✓	—
	5.1	—	—	—	—	✓	✓	—

Dispositivos soportados

Supported Devices	
iPhone	<ul style="list-style-type: none"> • iPhone 4 • iPhone 4s • iPhone 5 • iPhone 5s • iPhone 5c <p>This app is optimized for iPhone 5</p>
iPad	<ul style="list-style-type: none"> • iPad 1 • iPad 2 • iPad 3 • iPad 4 • iPad mini • iPad Air
iPod Touch	<ul style="list-style-type: none"> • iPod Touch 4th Generation • iPod Touch 5th Generation
Operating Systems	<ul style="list-style-type: none"> • iOS 6 • iOS 7
App Size	19.4 MB
Connectivity	Integrated VoIP audio and web conferencing on Wi-Fi and 3G/4G/LTE

Compatibilidad con Windows

- Procesador Intel Core2 Duo CPU 2.XX GHz o AMD. (se recomiendan 2 GB de RAM)
- JavaScript y cookies activadas
- Active X activo y desbloqueado para Microsoft Internet Explorer (recomendado)
- Java 6.0 o superior

Compatibilidad con Mac

- Procesador Intel (512 MB de RAM como mínimo recomendado)
- JavaScript y cookies activadas
- Complementos habilitados en Safari
- Java 6.0 o superior

Compatibilidad con Linux

WebEx será compatible con cualquier distribución de Linux siempre que cumpla los siguientes requisitos mínimos:

- Kernel: 2.6 o posterior
- Biblioteca X: X11R6 o superior compatible
- Biblioteca C++: libstdc++ 6
- Entorno de escritorio: XFce 4.0 o superior, KDE, Ximian, Gnome
- Versión de GDK/GTK+: 2.0 o posterior
- Glib: 2.0 o posterior
- Sun Java 1.5 o superior

Para más preguntas:

Guías visuales de instalación paso a paso con cada navegador

Paso a paso con el navegador Chrome: Dos formas/opciones de acceso:

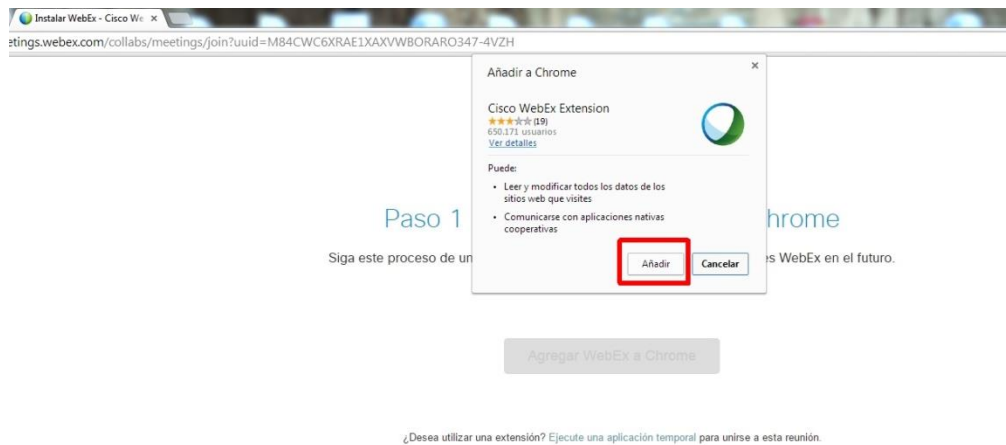
Primera opción: **Por dirección, pinchando en el siguiente botón:**



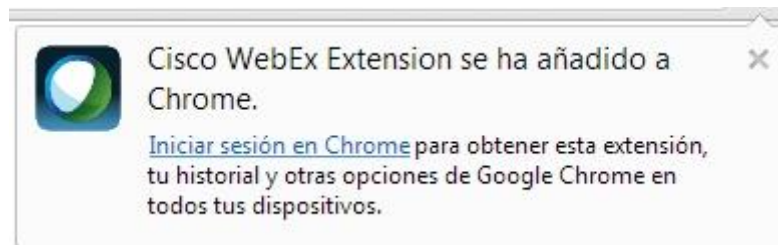
introduciendo el número de invitación que le ha llegado en el mail.

Guía Primera Opción con Chrome:

Acceso por dirección (pinchando el botón Videoconference Online) nos abre la siguiente ventana: Donde pinchamos en **Agregar Webex a Chrome**:



Nos sale la siguiente información que nos confirma que **Cisco WebEx EXTension se ha añadido correctamente**:

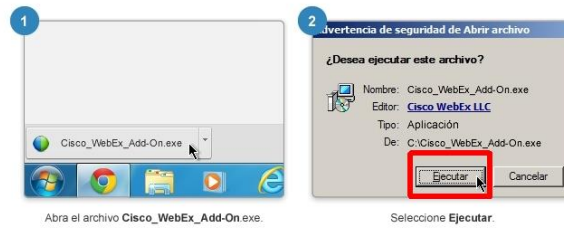


Pinchamos en **Ejecutar** para instalar WebEx:

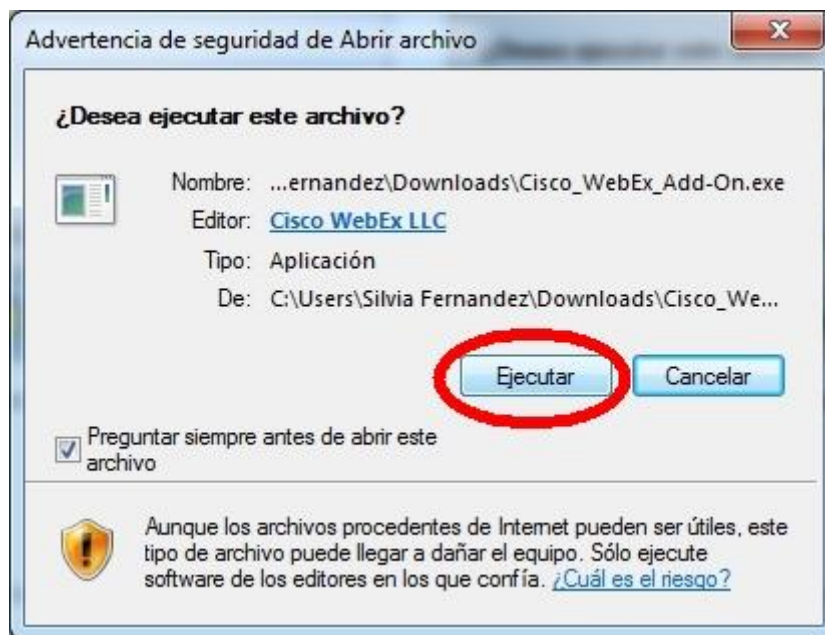


Paso 2 de 2: Instalar WebEx

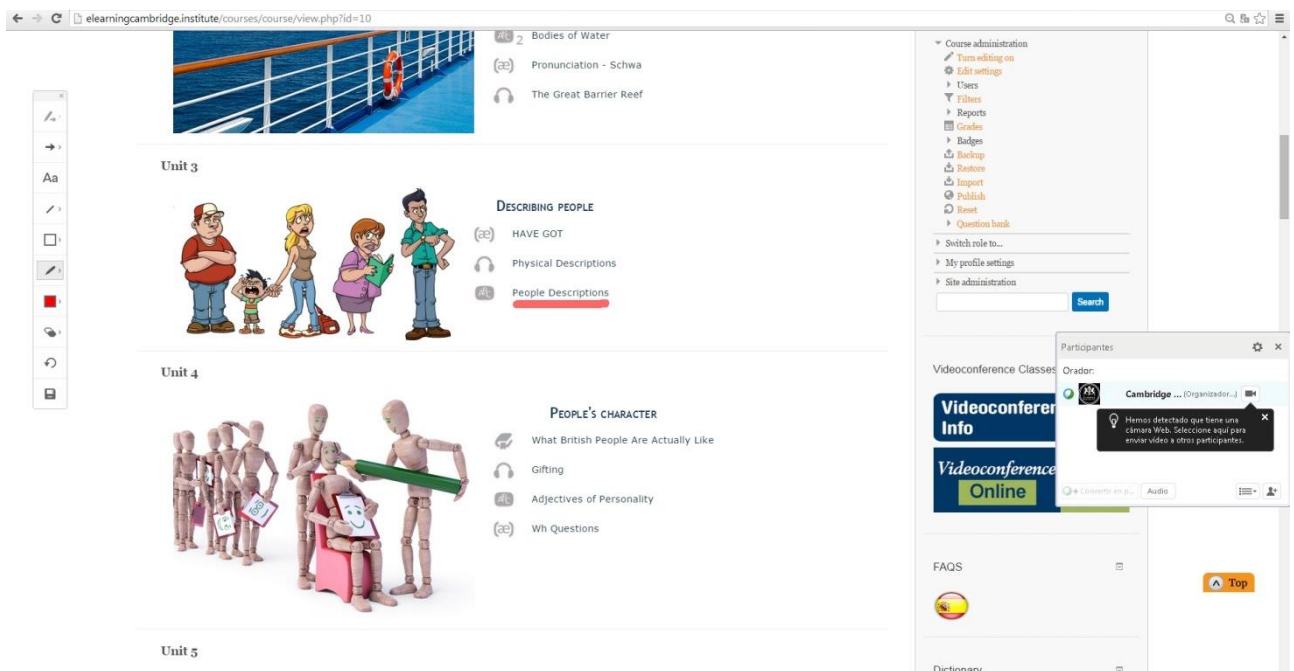
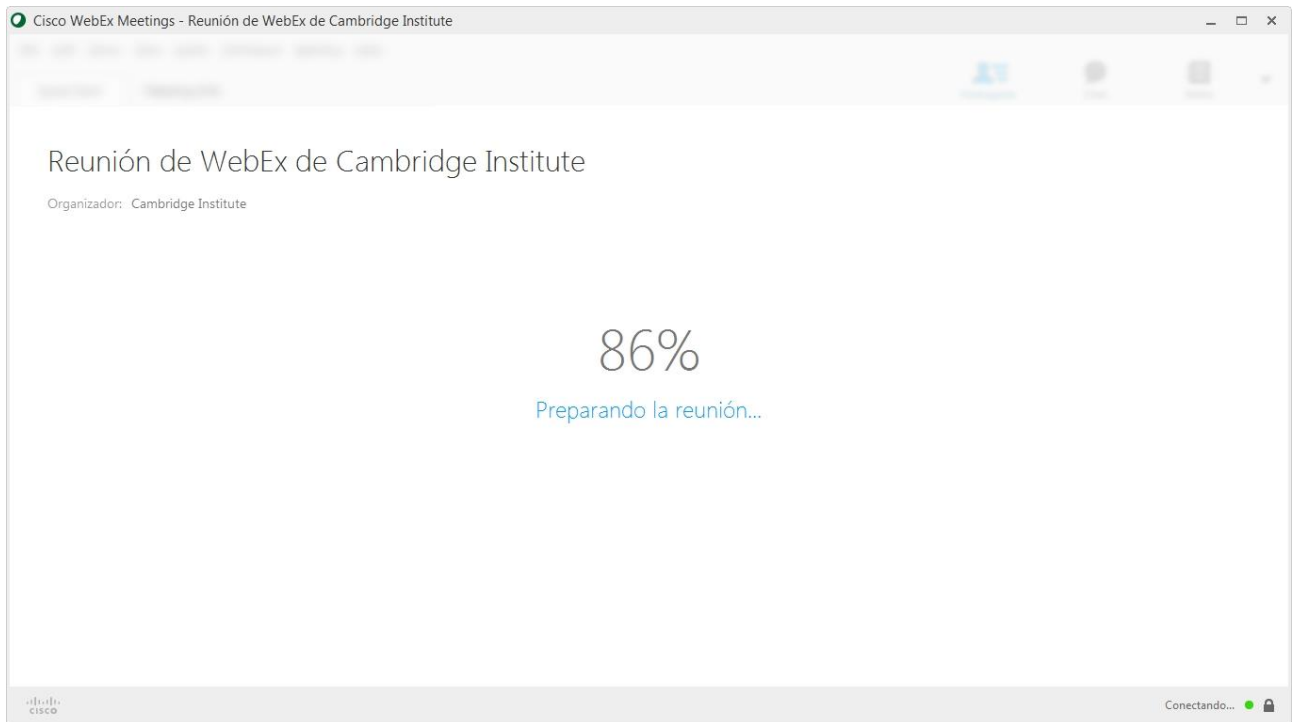
Siga estos pasos para instalar Cisco WebEx:



¿Sigue teniendo problemas? Vuelva a descargar WebEx o ejecute una aplicación temporal para unirse a esta reunión inmediatamente.



Y cuando finaliza nos empieza a cargar la videoconferencia en una nueva ventana:



Segunda opción: **Pinchando en el botón Unirse** del correo electrónico que se recibe:

Hola,

Haga clic aquí con...

Cambridge Institute le invita a esta reunión de WebEx.

Reunión de WebEx de Cambridge Institute
Lun, 27 de oct, 14:00 | 1 hora
Amsterdam (Europa hora, GMT+01:00)
Organizador: Cambridge Institute

Unirse

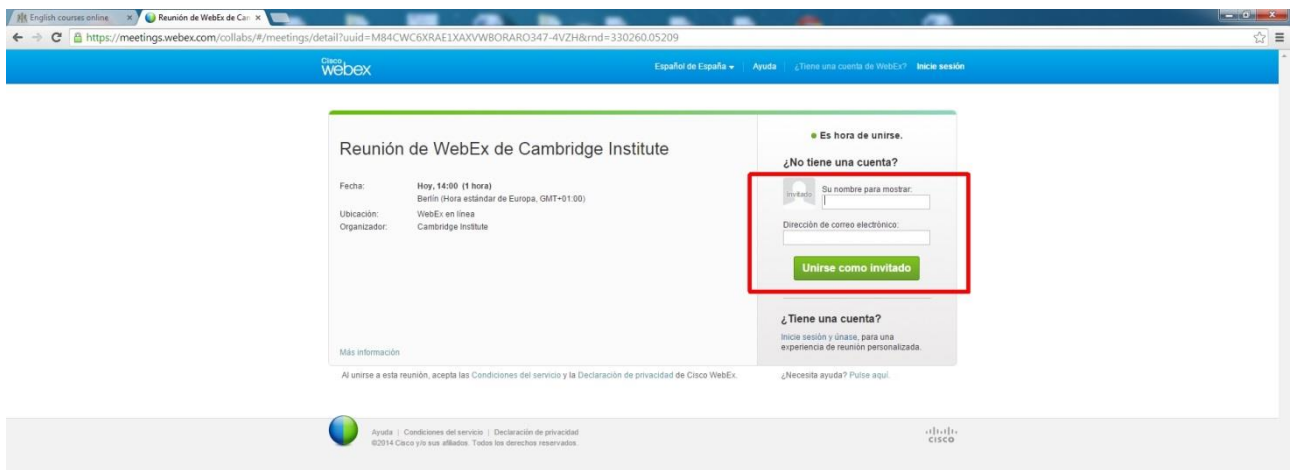
Agregue el archivo iCalendar adjunto (.ics) a su calendario.

Agenda
Esta reunión no cuenta con una agenda.

Información de acceso
Ubicación: WebEx en línea
Número de reunión: 234 917 469
Contraseña: No es necesaria una contraseña para esta reunión.

Conexión de audio
+44-203-478-5289 UK Domestic Toll
Código de acceso: **234 917 469**

Donde el usuario si accede por primera vez o bien puede registrarse o bien puede introducir su nombre para mostrar y su dirección de correo electrónico, y **pinchar en Unirse como invitado**:



English courses online | Reunión de WebEx de Cambridge Institute

https://meetings.webex.com/join/.../meetings/detail?uid=M84CWC6XRAE1XAXVWBORARO347-4VZH&md=330260.05209

Es hora de unirse.

¿No tiene una cuenta?

Invitado Su nombre para mostrar:

Dirección de correo electrónico:

Unirse como invitado

¿Tiene una cuenta?

Inicie sesión y únase, para una experiencia de reunión personalizada.

¿Necesita ayuda? Pulse aquí.


Más información


Al unirse a esta reunión, acepta las Condiciones del servicio y la Declaración de privacidad de Cisco WebEx.

Ayuda | Condiciones del servicio | Declaración de privacidad
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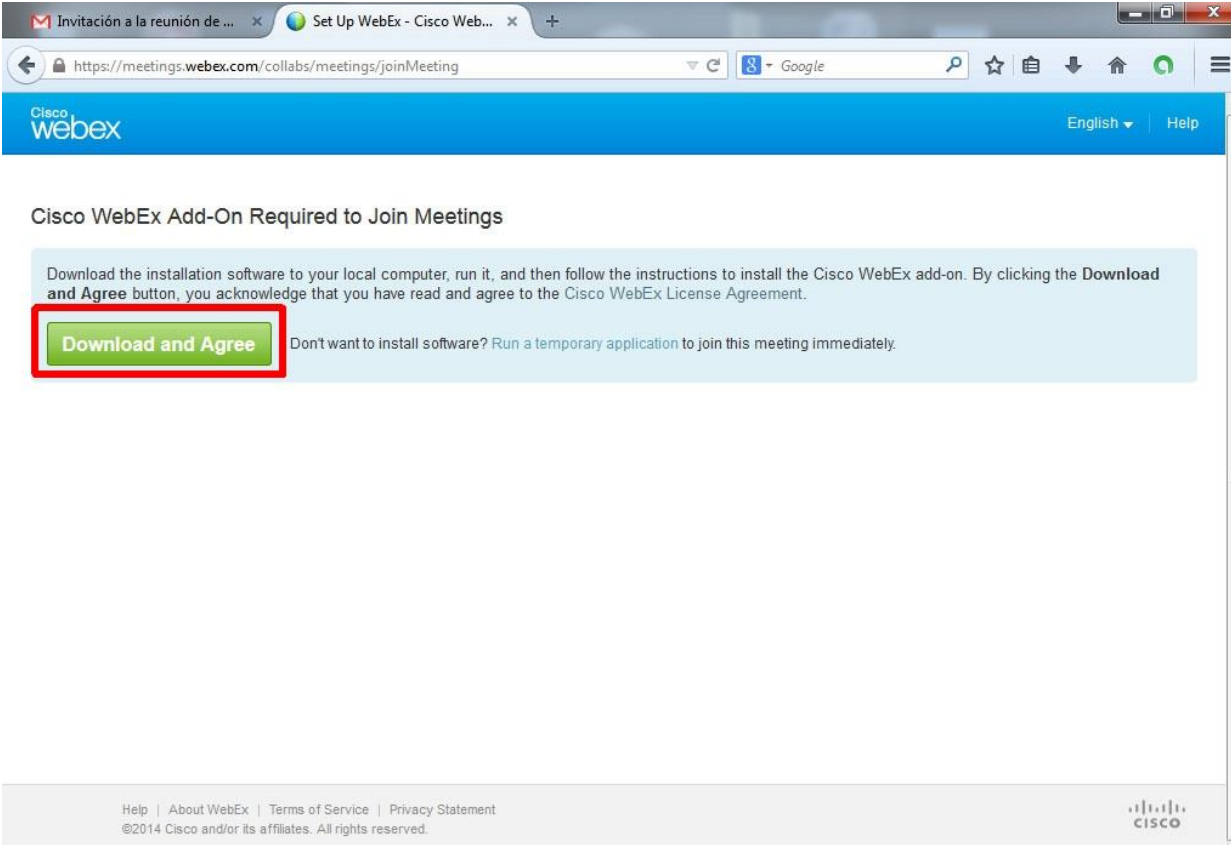
CISCO

Paso a paso con el navegador Firefox: Dos formas/opciones de acceso:

Primera opción: **Por dirección, pinchando en el siguiente botón:**  e introduciendo el número de invitación que le ha llegado en el mail, nos saldrá el botón **Descarga y Estar de acuerdo**:

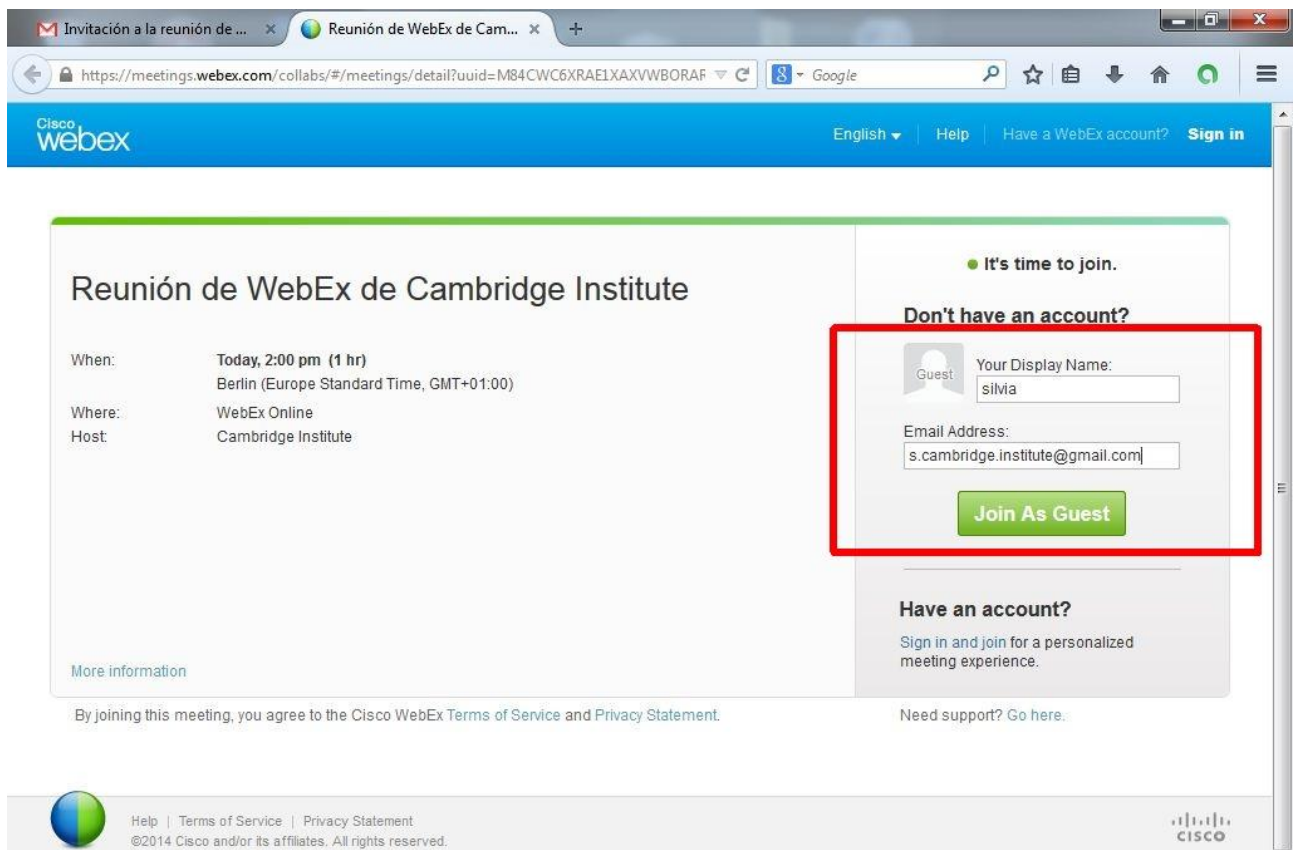


The screenshot shows the Cisco WebEx interface in Spanish. The main heading is "Complemento de Cisco WebEx necesario para unirse a reuniones". Below it, there is a text box with instructions: "Descargue el software de instalación en su ordenador local, ejecútelo y, a continuación, siga las instrucciones para instalar el complemento de Cisco WebEx. Al hacer clic en el botón **Descargar y aceptar**, reconoce que ha leído y acepta el Cisco WebEx Acuerdo de licencia." A red circle highlights the "Descargar y aceptar" button. To the right of the button, there is a link: "¿No desea instalar software? Ejecutar una aplicación temporal para unirse a esta reunión inmediatamente."



The screenshot shows the same Cisco WebEx interface in English. The main heading is "Cisco WebEx Add-On Required to Join Meetings". Below it, there is a text box with instructions: "Download the installation software to your local computer, run it, and then follow the instructions to install the Cisco WebEx add-on. By clicking the **Download and Agree** button, you acknowledge that you have read and agree to the Cisco WebEx License Agreement." A red box highlights the "Download and Agree" button. To the right of the button, there is a link: "Don't want to install software? Run a temporary application to join this meeting immediately."

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Invitación a la reunión de ... x Reunión de WebEx de Cam... x +

https://meetings.webex.com/collabs/#/meetings/detail?uuiid=M84CWC6XRAE1XAXVWBORAF

English Help Have a WebEx account? Sign in

Reunión de WebEx de Cambridge Institute

When: Today, 2:00 pm (1 hr)
Berlin (Europe Standard Time, GMT+01:00)

Where: WebEx Online

Host: Cambridge Institute

More information

By joining this meeting, you agree to the Cisco WebEx Terms of Service and Privacy Statement.

Need support? Go here.

It's time to join.

Don't have an account?

Guest Your Display Name:

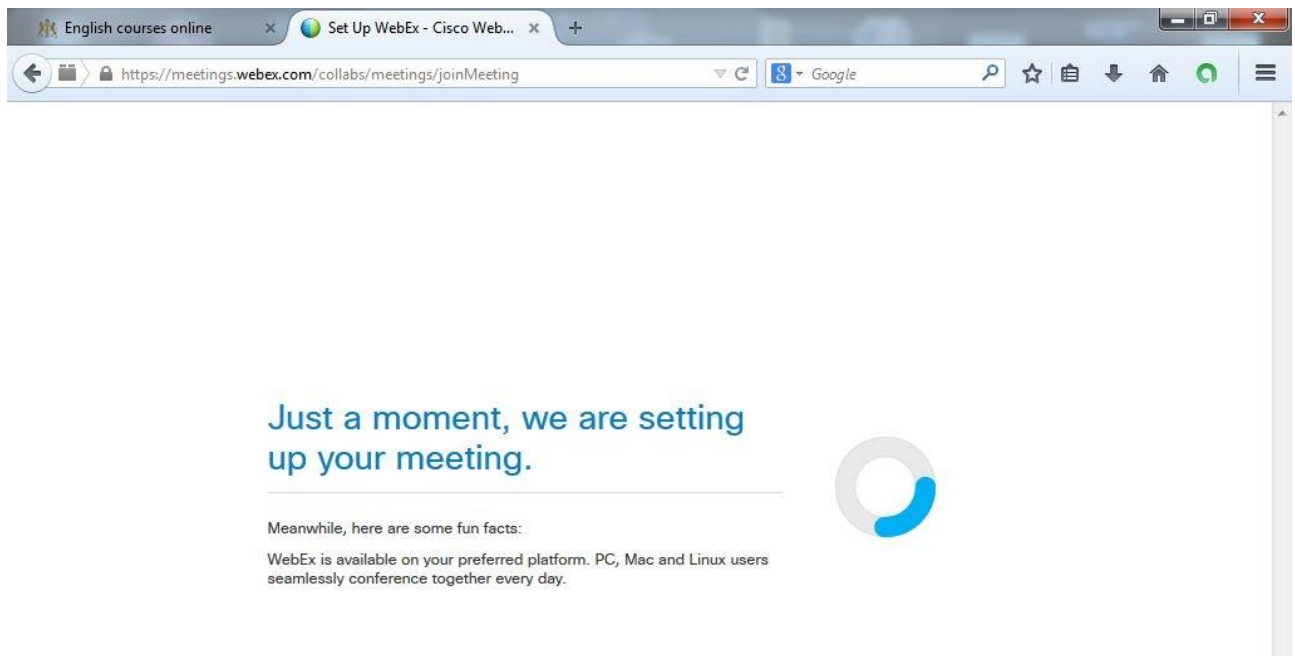
Email Address:

Join As Guest

Have an account?
Sign in and join for a personalized meeting experience.

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Por cualquiera de las dos opciones se abrirá el paquete de instalación, pincharemos en el botón **Descarga y Estar de acuerdo y comenzará a cargar la página:**



English courses online x Set Up WebEx - Cisco Web... x +

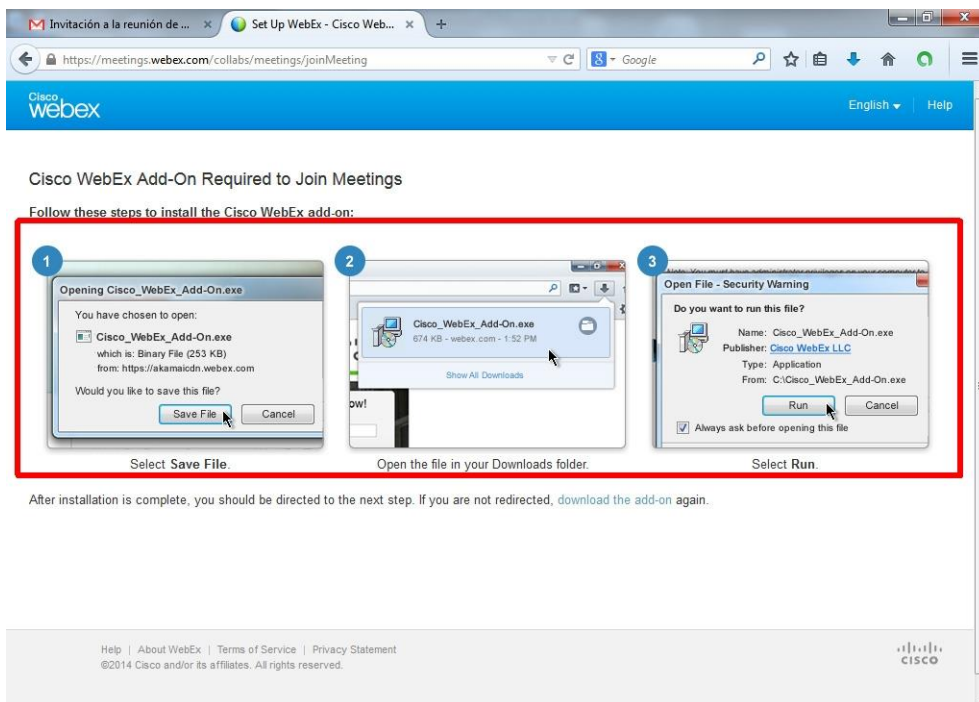
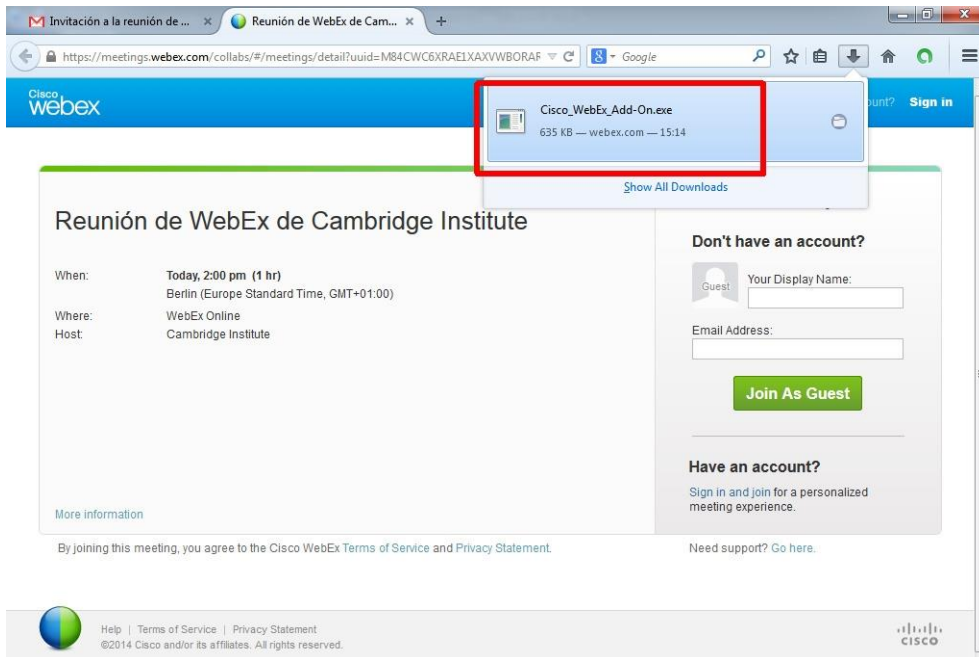
https://meetings.webex.com/collabs/meetings/joinMeeting

Just a moment, we are setting up your meeting.

Meanwhile, here are some fun facts:


WebEx is available on your preferred platform. PC, Mac and Linux users seamlessly conference together every day.

A continuación se comenzará a descargar la extensión **Cisco_Webex_Add-On-exe:**

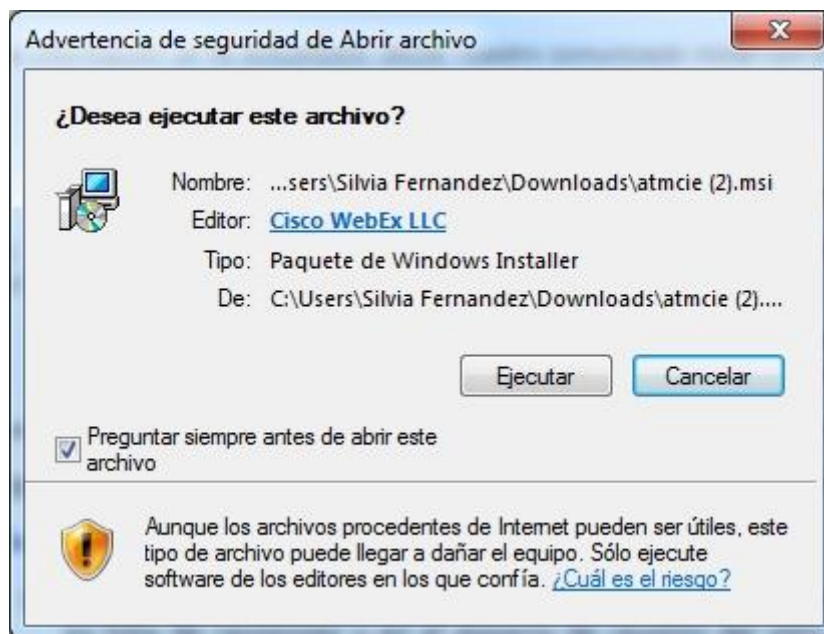


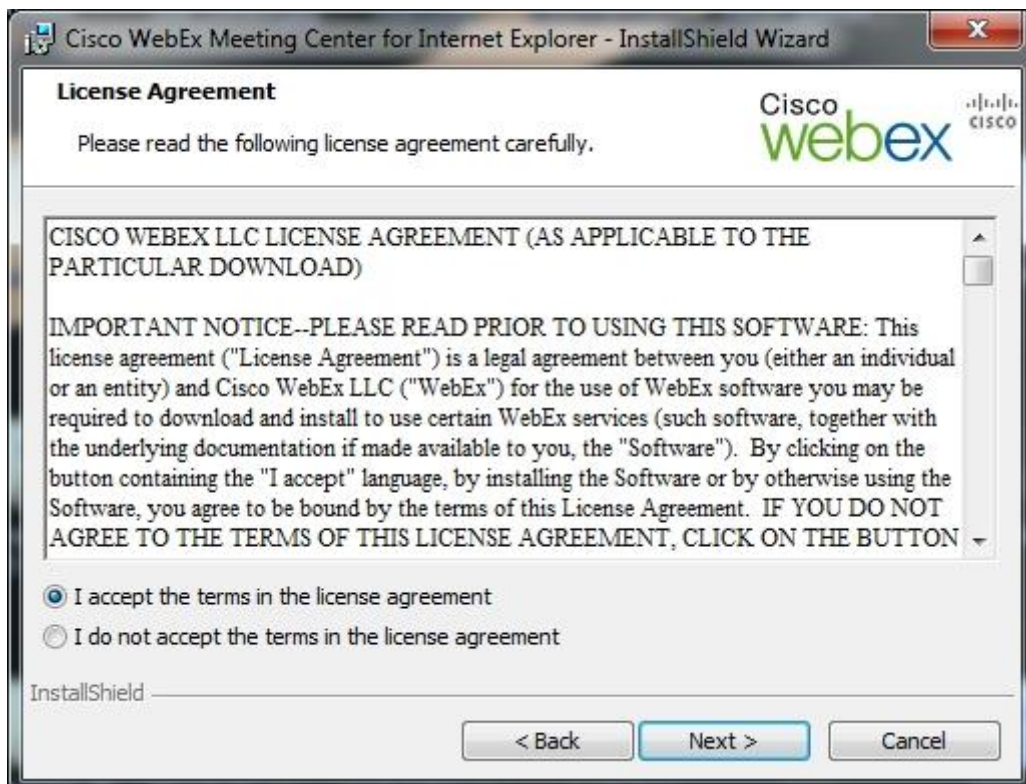
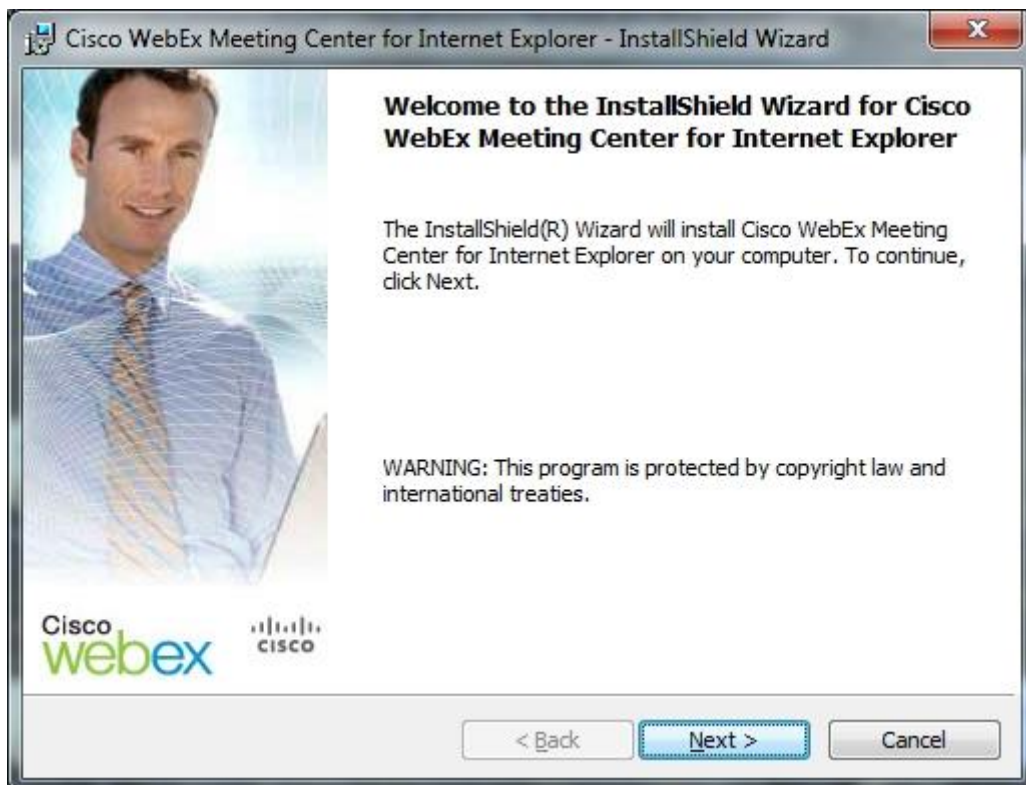
Paso a paso con el navegador Internet Explorer: Dos formas/opciones de acceso:

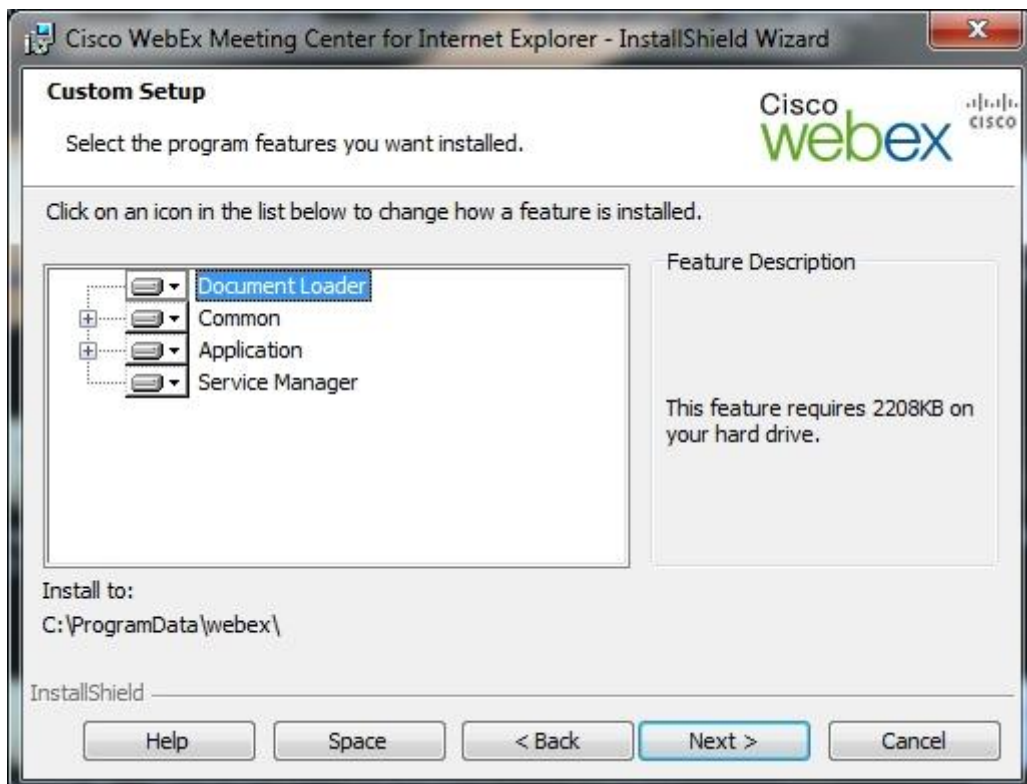
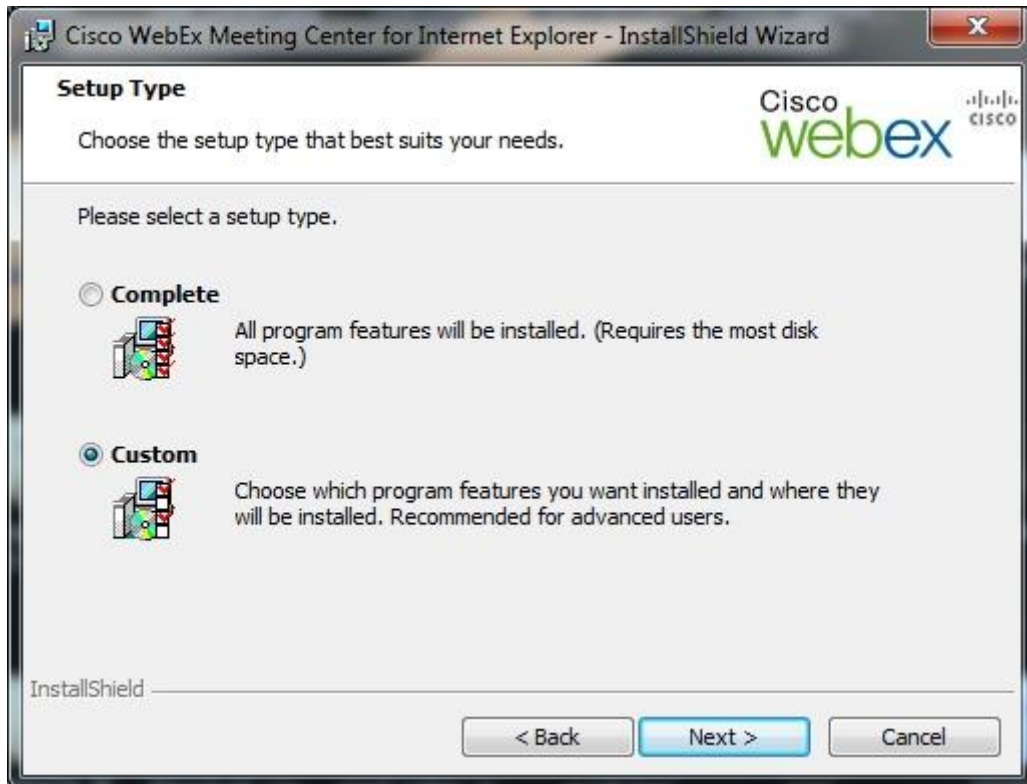
Primera opción: **Por dirección, pinchando en el siguiente botón (Videoconference**

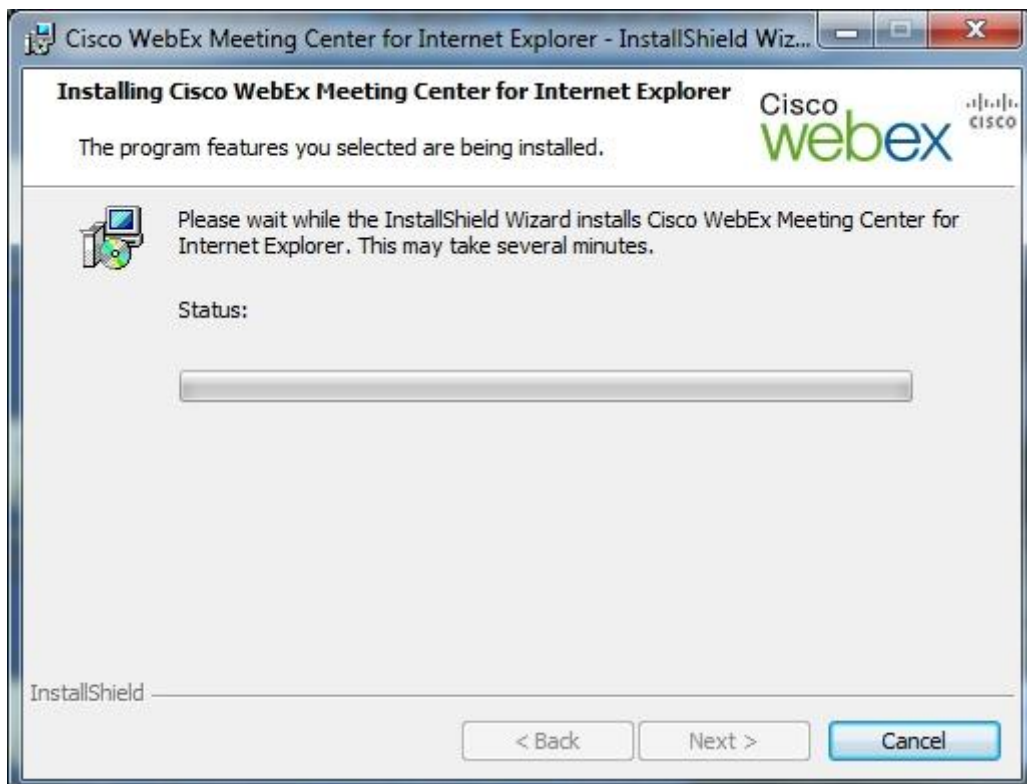
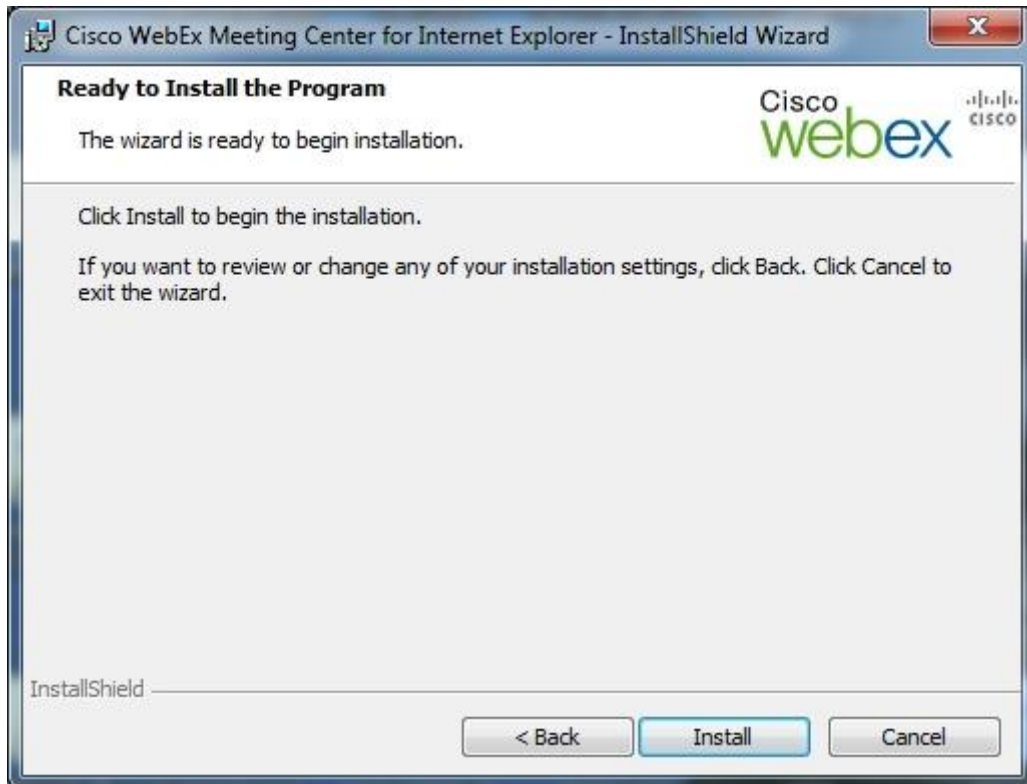
Online):  e introduciendo el número de invitación que le ha llegado en el mail o por la segunda opción: Pinchando en el **botón Unirse del correo electrónico:** Se abrirá el paquete de instalación:

Pinchamos en **Ejecutar:**











For any other technical questions or videoconferencing support for videoconferencing write an email to: **support@institutocambridge.org**