

“Cisco Webex Meetings” Instructions for Online Interviews

The Cisco Webex Meeting free video conference system will be used for online interviews. (Referred to as “Webex” in these instructions.) Please follow the instructions below and prepare for the online interview in advance. Applicants must download and install the Webex application, complete the necessary settings, and check the operation beforehand.

< Required preparation >

- A. Install Webex on the device to be used for the online interview. (If you already installed, please skip this.)
- B. Confirm and change the name appearing on Webex

A. Installing Webex on the online interview device.

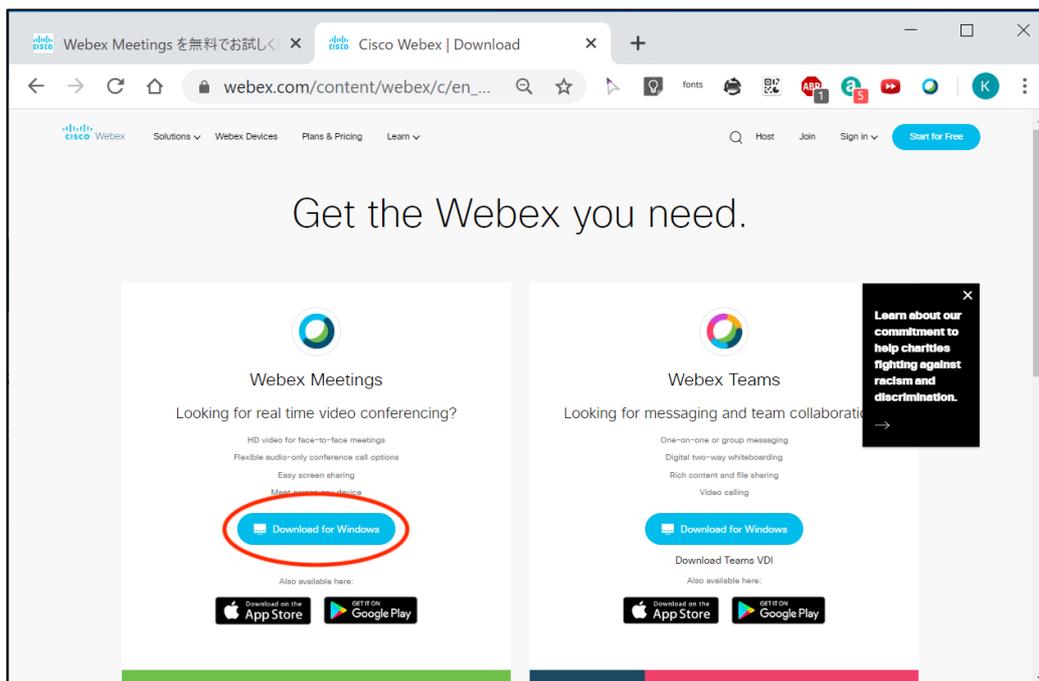
How to download and install Webex is explained for each OS of the devices that can be used for online interviews. Please read and follow the instruction below carefully.

※If Webex is already installed, please skip this and proceed to “B. Confirm and change the name appearing on Webex.”

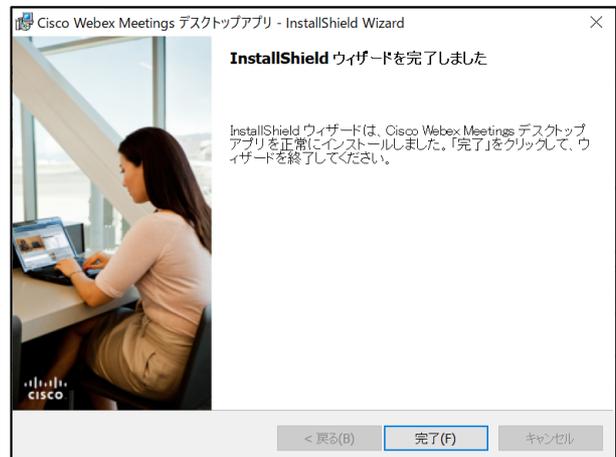
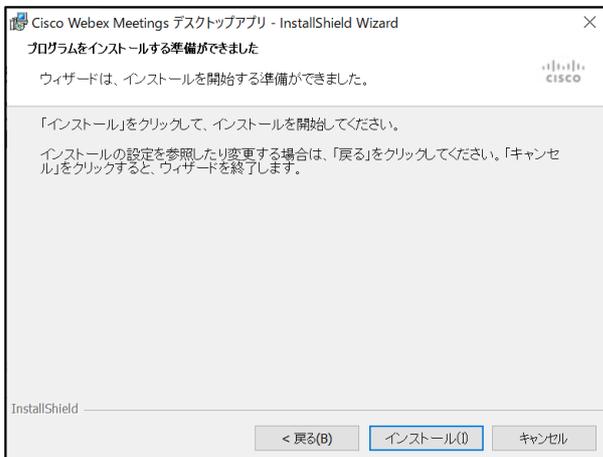
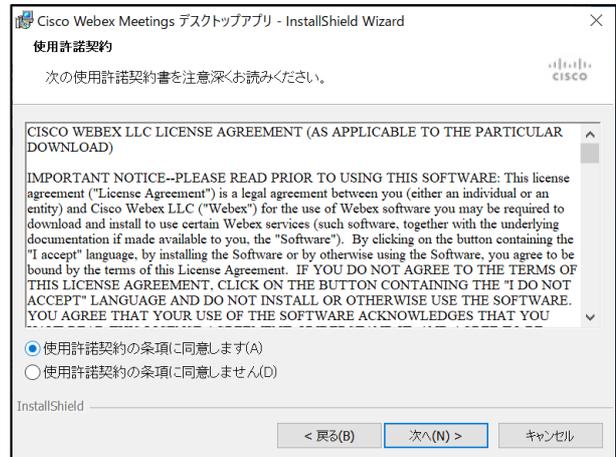
● Windows OS

Access the URL below on your browser to download Webex. (The following is an example using Chrome.)

<https://www.webex.com/downloads.html>



1. Click the “Download for Windows” button. After opening the downloaded file, Webex installation will begin. Please agree to Cisco Webex license agreement by clicking the “agree” button, and follow the Setup Wizard.



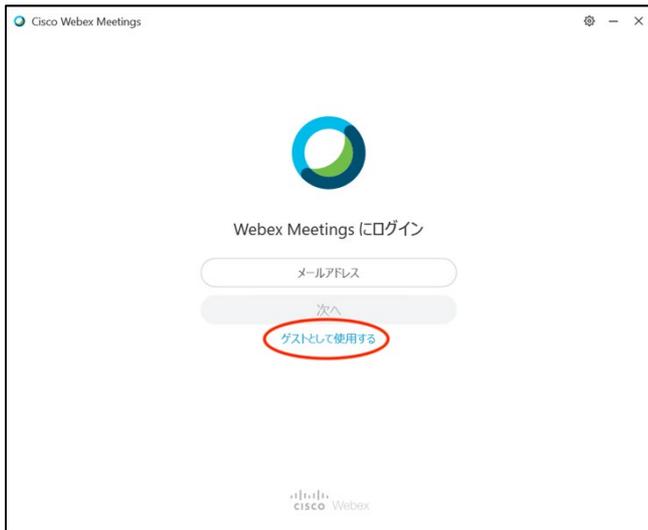
2. After installation, Webex will automatically start. Select “Use as guest”.

Please fill in your “Name” and “e-mail address” as follows and click the button “continue as guest”.

Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher [Ex]1801 Smith John

*For applicants who do not hold Japanese nationality, please fill in your name in English.

e-mail address ➡ The e-mail address which you wrote on the “Application Form”



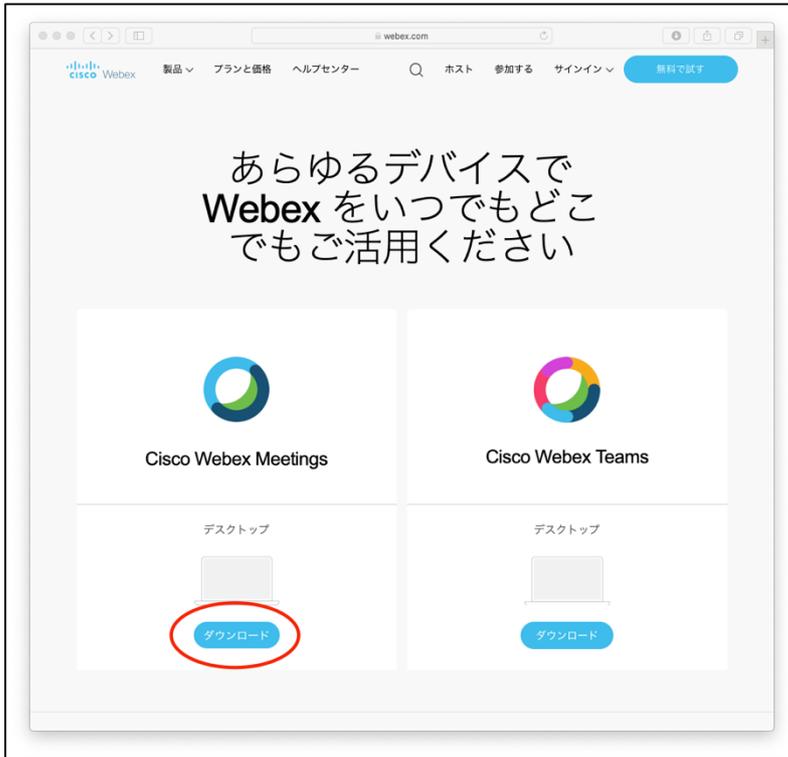
3. The window below will pop up. Please be sure that your name and e-mail address appear in the upper part of the page. If they do, installation is completed.



● **Mac OS (MacBook, iMac, etc)**

1. Access the URL below on your browser to download Webex. (The following is an example using Safari.)
<https://www.webex.com/downloads.html>

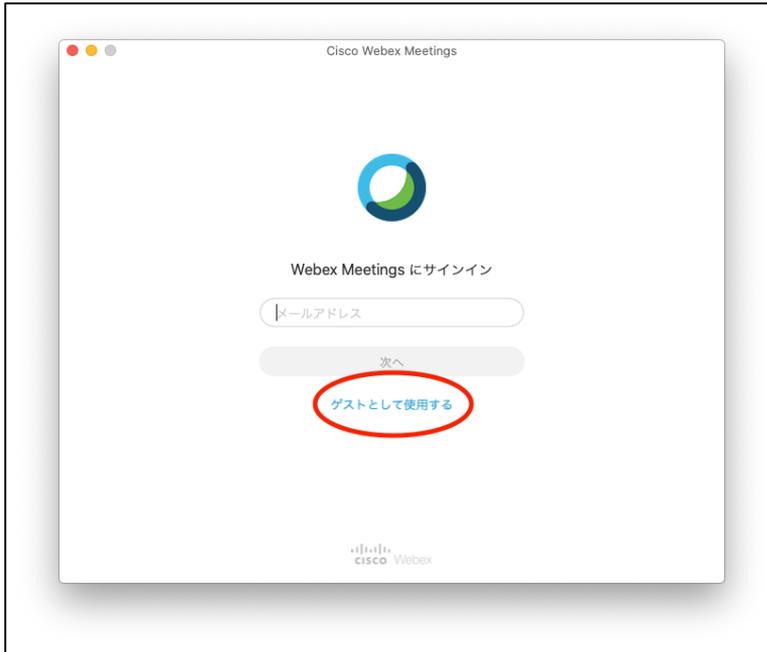
2. Click the download button. Please confirm that Webex installer is downloaded in the download folder and open the Webex installer to start installation.



3. After installation is completed, "Webex" will automatically start. If not, please click the Webex icon in the application folder to start it.



4. The window below will pop up. Select “Use as guest”.



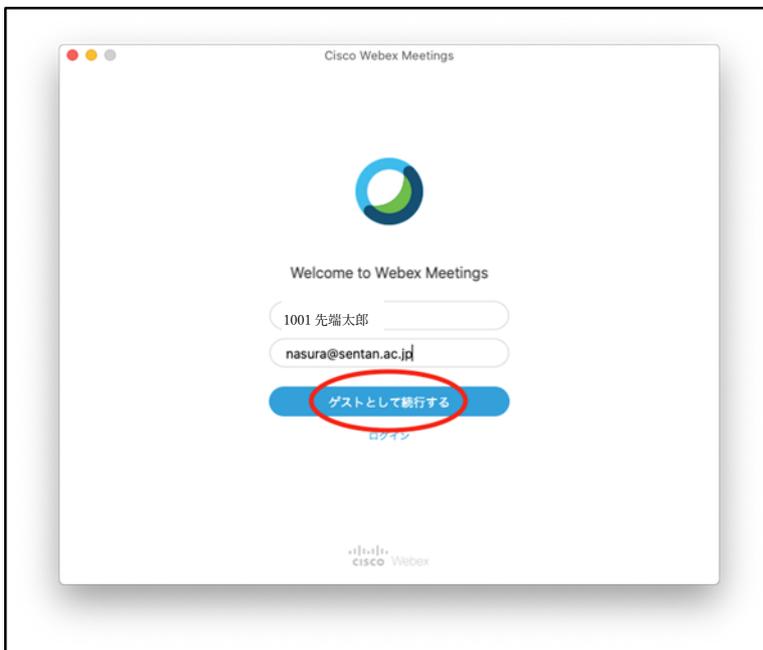
5. Please fill in your “Name” and “e-mail address” as follows and click the button “continue as guest”.

Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher

[Ex]1801 Smith John

*For applicants who do not hold Japanese nationality, please fill in your name in English.

e-mail address ➡ The e-mail address which you wrote on the “Application Form”

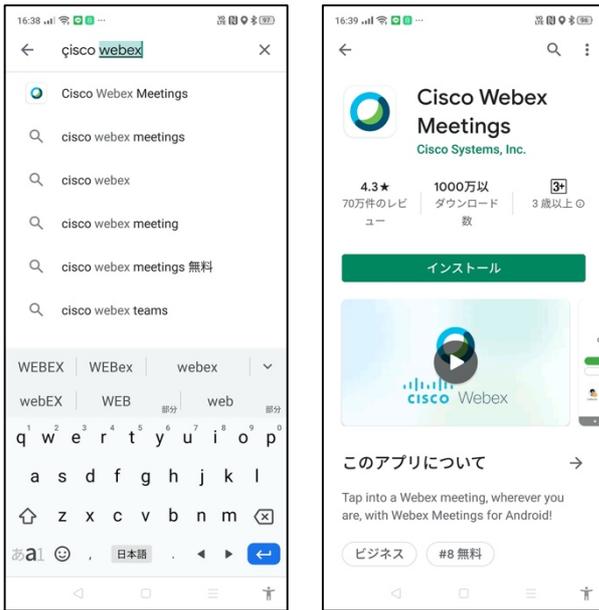


6. The window below will pop up. Please confirm that your name and e-mail address appear in the upper part of the page. If they do, installation is completed.

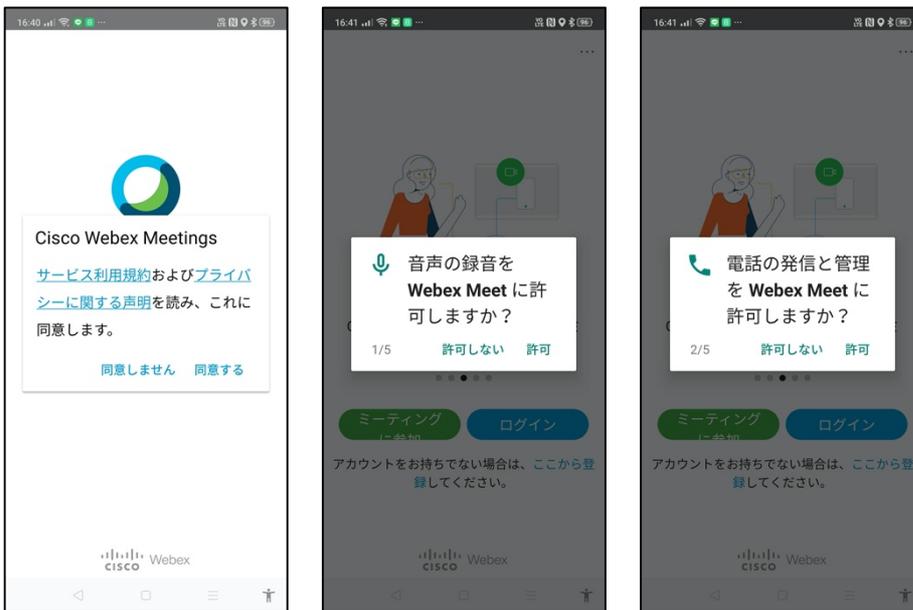


● **Android**

1. Please search for “Cisco Webex” in Google Play, and install “Cisco Webex Meetings”.



2. To install Webex, you must agree to the terms of service and allow Webex to use the microphone, phone functions and your location information.

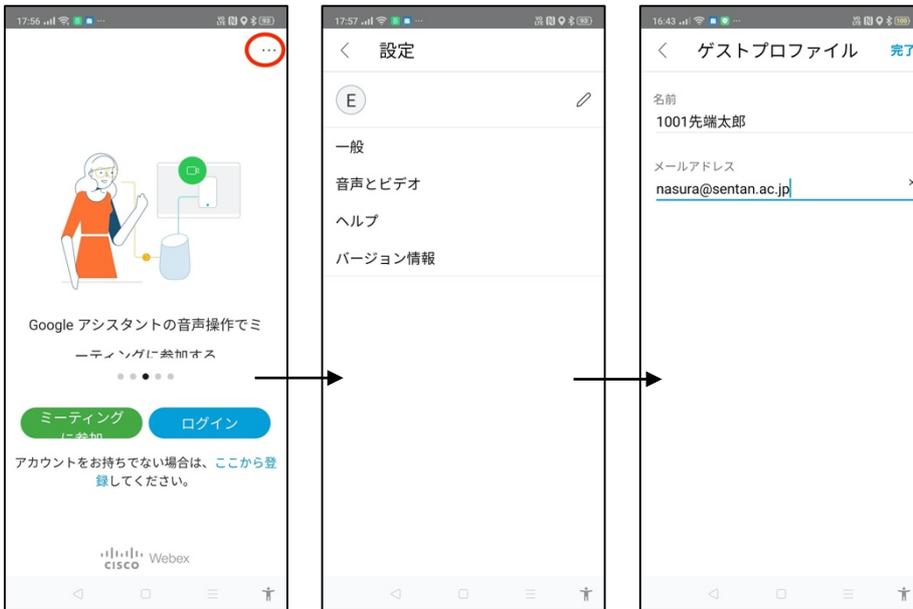


When log-in screen appears, please tap the “...” icon on the top right-hand corner of the screen and setting screen will appear. Please tap the pencil icon and fill in your “Name” and “e-mail address” as follows. Tap the finish/confirm button to update the settings.

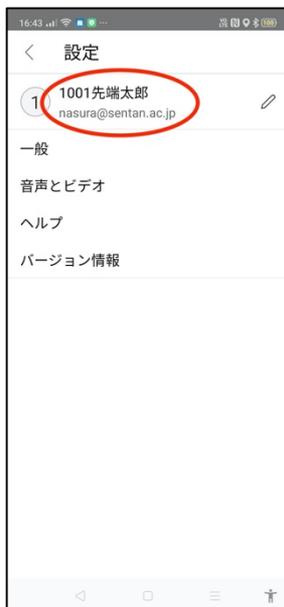
Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher [Ex]1801 Smith John

*For applicants who do not hold Japanese nationality, please fill in your name in English.

e-mail address ➡ The e-mail address which you wrote on the “Application Form”



3. Please confirm that your name and e-mail address appear on the setting screen. If they do, installation is completed.

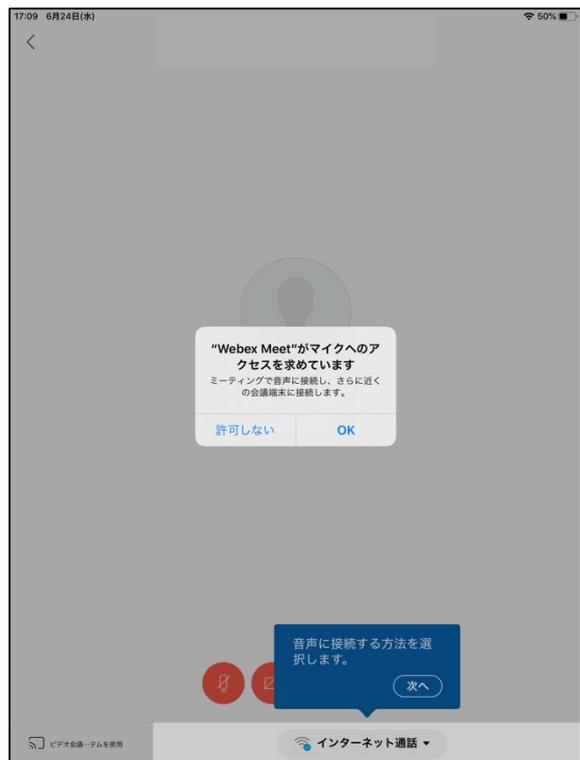


● iOS (iPhone, iPad, etc)

1. Please search for “Cisco Webex” in App Store and install “Cisco Webex Meetings”.



2. To install Webex, you must agree to terms of service and allow Webex to use the microphone, phone functions and your location information.

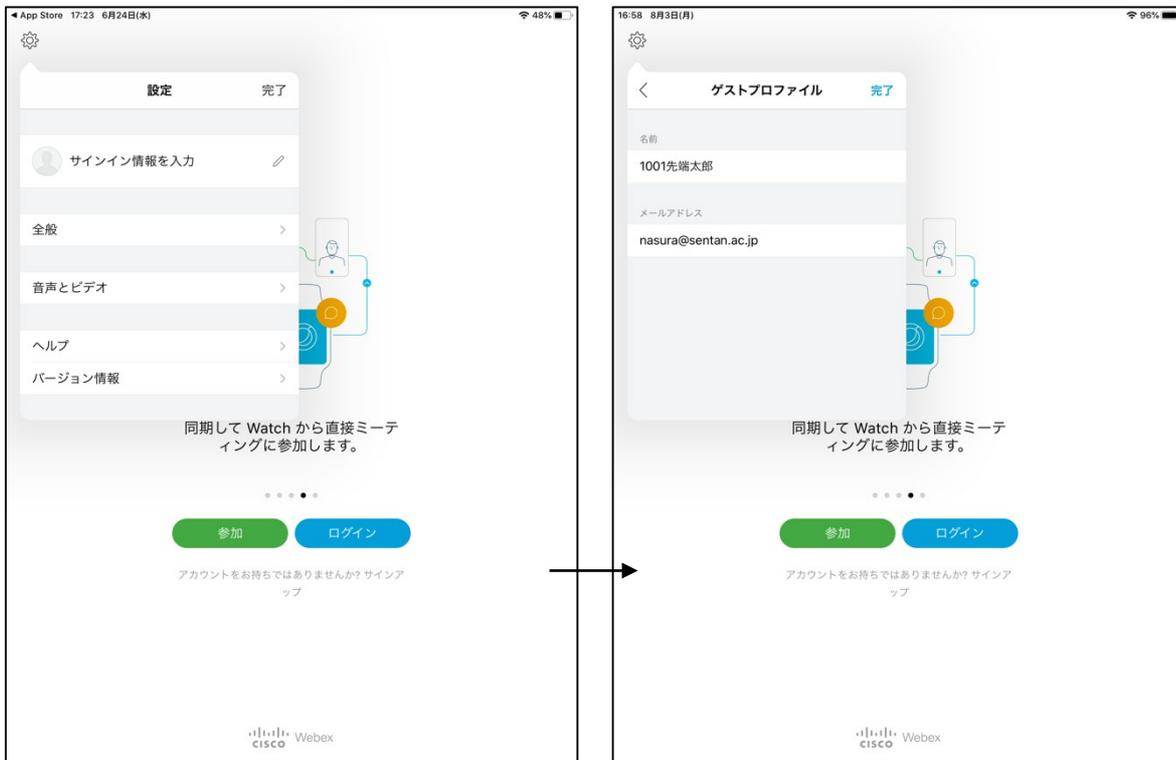


When the log-in screen appears, please tap the gear icon. Then tap the pencil icon beside “Input Sign-in Information” and fill in your “Name” and “e-mail address” as follows. Tap the finish/confirm button to update the settings.

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e-mail address ➡ The e-mail address which you wrote on the “Application Form”



3. Please confirm that your name and e-mail address appear on the setting screen. If they do, installation is completed.

B. Confirming and changing the name that appears on Webex

(In cases when Webex has already been installed and the name or e-mail address need to be changed.)

● Windows OS、Mac OS

Open Webex, and click the pencil icon in the first window. Change the “name” and “e-mail address” as follows.

Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher [Ex]1801 Smith John

*for applicants who do not hold Japanese nationality, please fill in your name in English.

e-mail address ➡ The e-mail address which you wrote on the “Application Form”



● Android

First, sign out from Webex. Then tap the “...” icon on the top right-hand corner of the screen and select “Setting”. Tap the pencil icon beside the “name” and “e-mail address” on the setting screen and change them as follows.

Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher [Ex]1801 Smith John

*For applicants who do not hold Japanese nationality, please fill in your name in English.

e-mail address ➡ The e-mail address which you wrote on the “Application Form”



● iOS

First, sign-out from Webex and then tap gear icon on the left top of the screen and select “Setting”. Tap the pencil icon shown beside the name and e-mail address on the setting screen and change the “name” and “e-mail address” as follows.

Name ➡ Applicant’s ID + Name (full name) as written on the examination voucher [Ex]1801 Smith John

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