"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.). Before the designated preliminary connection test date and time, please follow the instructions below and ①install Webex app, ②confirm the operation for start-up and connection on the test website.

<Required preparation>

- Install Webex on the device to be used for the online interview.
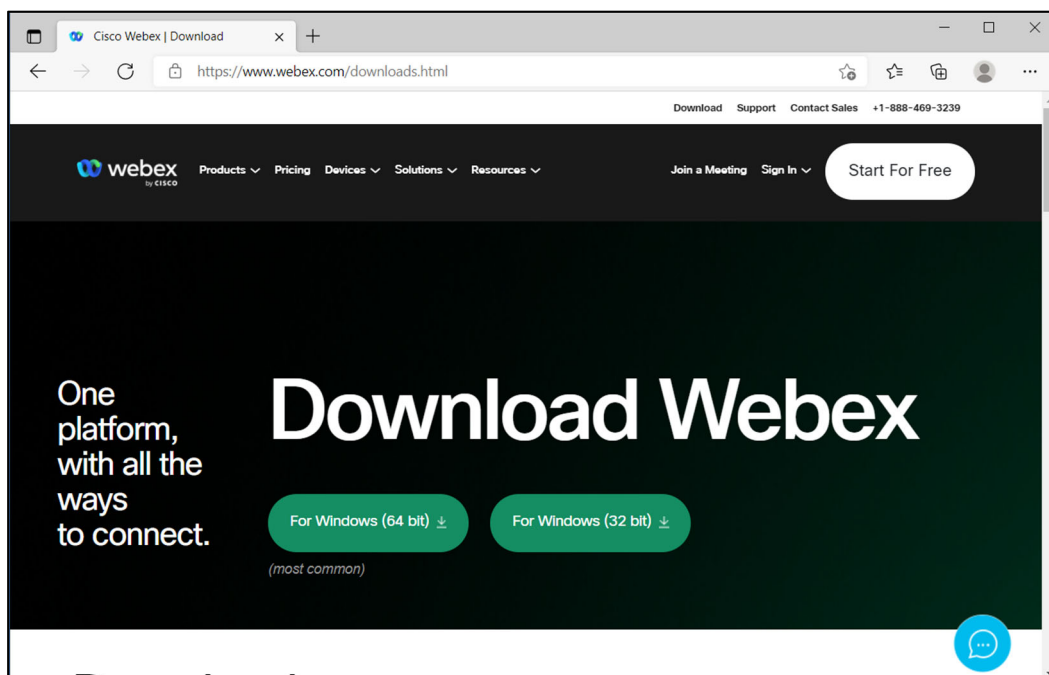- If already installed, please go start with 4. below.

Installing Webex on the online interview device.

There is an explanation on how to download and install Webex for each OS for devices that can

to be used for online interviews. Please read and follow the instruction below carefully.
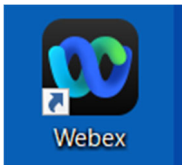
- **Windows OS**
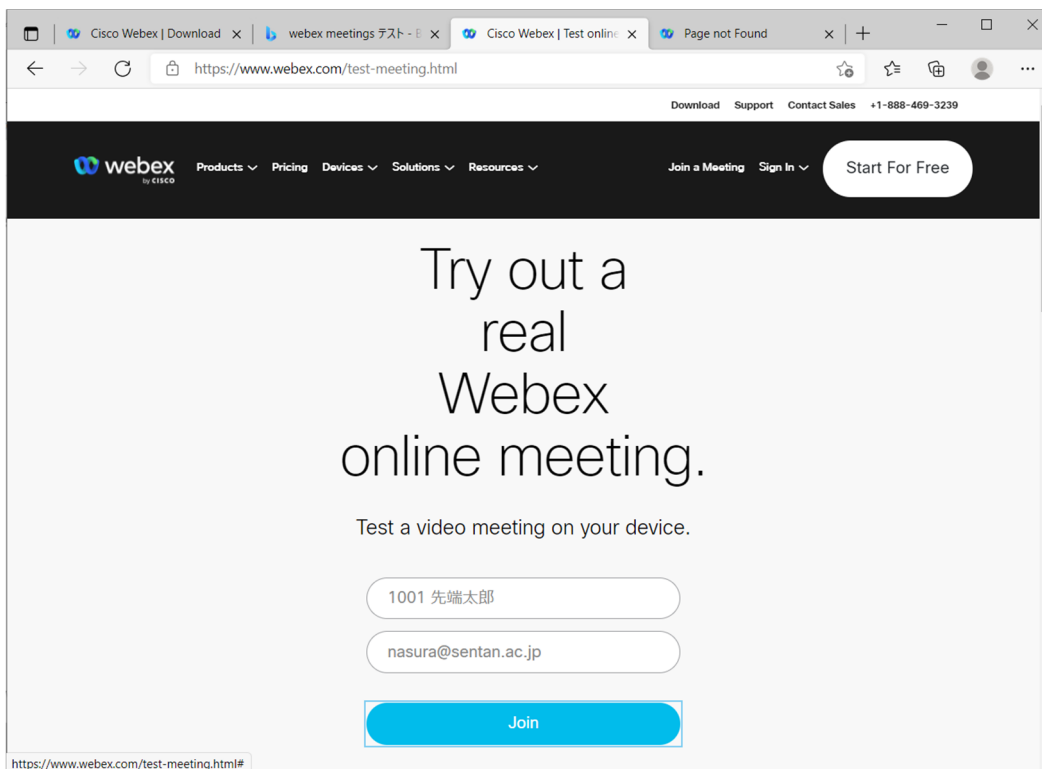1. Access the URL below on your browser to download Webex. (The following is an example using Edge.)
   https://www.webex.com/downloads.html

2．Please confirm the CPU chip of the device to be used for the online interview and click the correct button ("64 bit" or "32 bit"). After opening the file addressed "Webex.msi", installation of Webex will start. Please follow the set-up wizard instructions.

3．After installation, please click the Webex icon which appears on the desktop and start-up Webex. (Only required the first time, to complete the Webex license agreement.
After confirming that Webex is functioning, please close Webex once.

4．Then access the URL below and confirm the connection.
https://www.webex.com/test-meeting.html

- Name: examination ID + Name (full name) as written on the examination voucher
- (ex. 1001 Sentan Taro)
  *For applicants who do not hold Japanese nationality, please fill in your name in English.
- E-mail address: The e-mail address registered on the online application system

After inputting the above, please click the "Join" button. Webex will start-up automatically, and a connection test will start to confirm the camera, microphone, and speaker operation. After confirmation, installation is complete.

- **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/ja/downloads.html

2．Please confirm the processor chip of the device (Mac) to be used for the online interview and click the correct button ("Intel" or "Apple-M1").
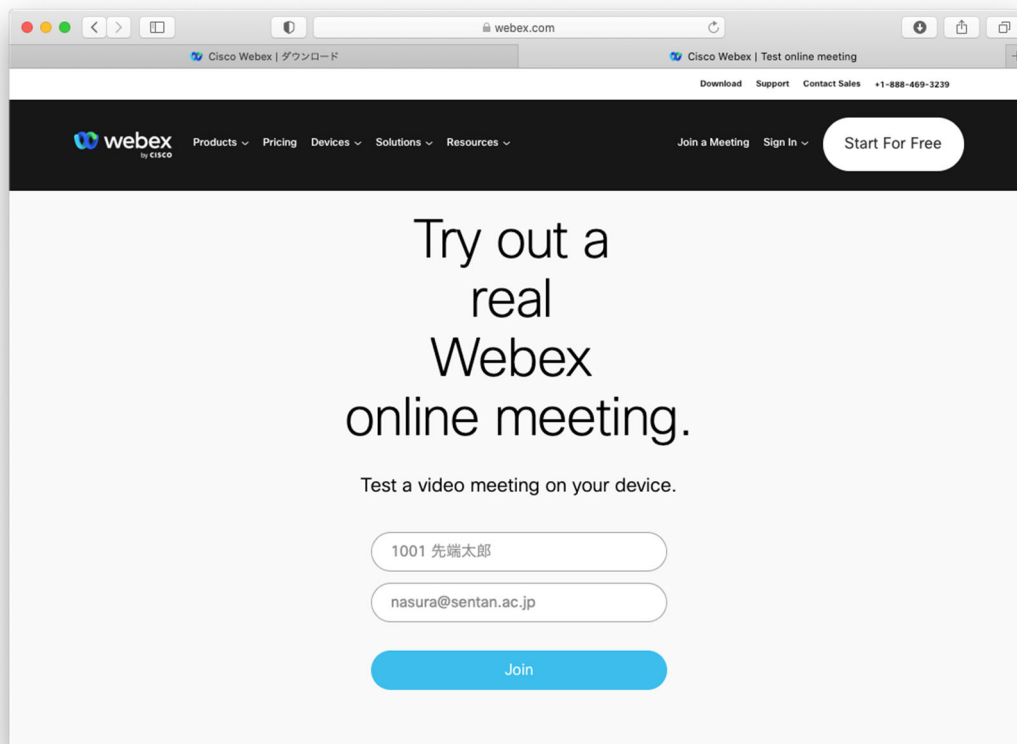

Since Webex installer will be downloaded (e.g. downloaded folder), please open the installer. Then, drag and drop "Webex.app" to "Application" folder, installation will be started.

After completing installation, please click "Webex" icon to start-up Webex. (Only required the first time, to complete the Webex license agreement.) After confirming that Webex is functioning, please close Webex once..

5．Then access the URL below and confirm the connection.

https://www.webex.com/test-meeting.html

- Name: examination ID + Name (full name) as written on the examination voucher
  (ex. 1001 Sentan Taro)
  *For applicants who do not hold Japanese nationality, please fill in your name in English.
- E-mail address: The e-mail address registered on the online application system
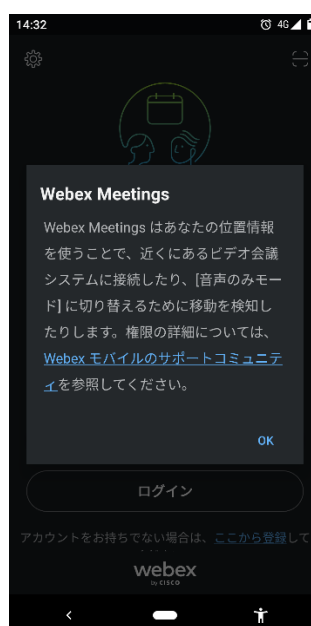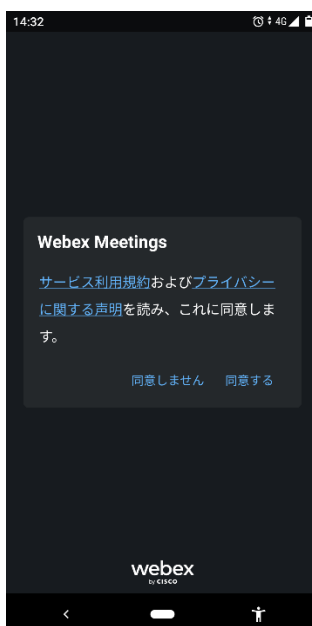
After inputting the above, please click the "Join" button. Webex will start-up automatically, and a connection test will start to confirm the camera, microphone, and speaker operation. After confirmation, installation is complete.

- **Android**

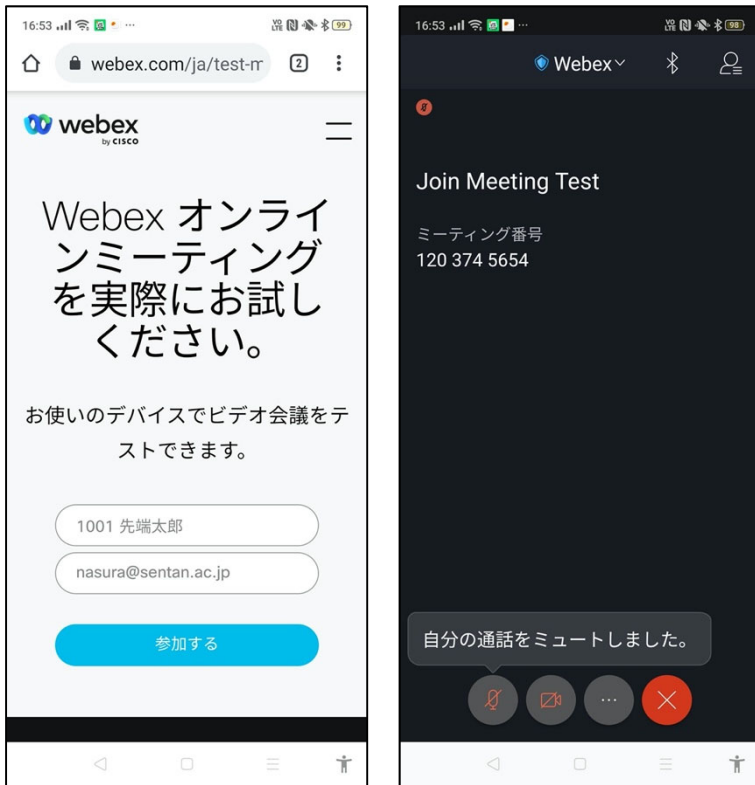1．Please search for "Webex" in Google Play, and install "Webex Meetings".

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.

3．Webex will start-up automatically, please close it once.

Then access the URL below and confirm the connection.
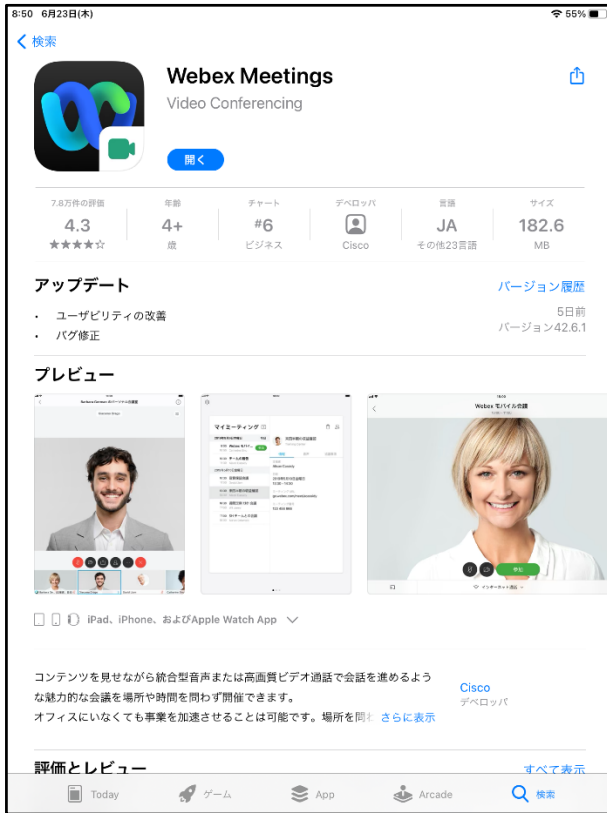https://www.webex.com/test-meeting.html

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- E-mail address: The e-mail address registered on the online application system

After inputting the above, please click the "Join" button. Webex will start-up automatically, and a connection test will start to confirm the camera, microphone, and speaker operation. After confirmation, installation is complete.
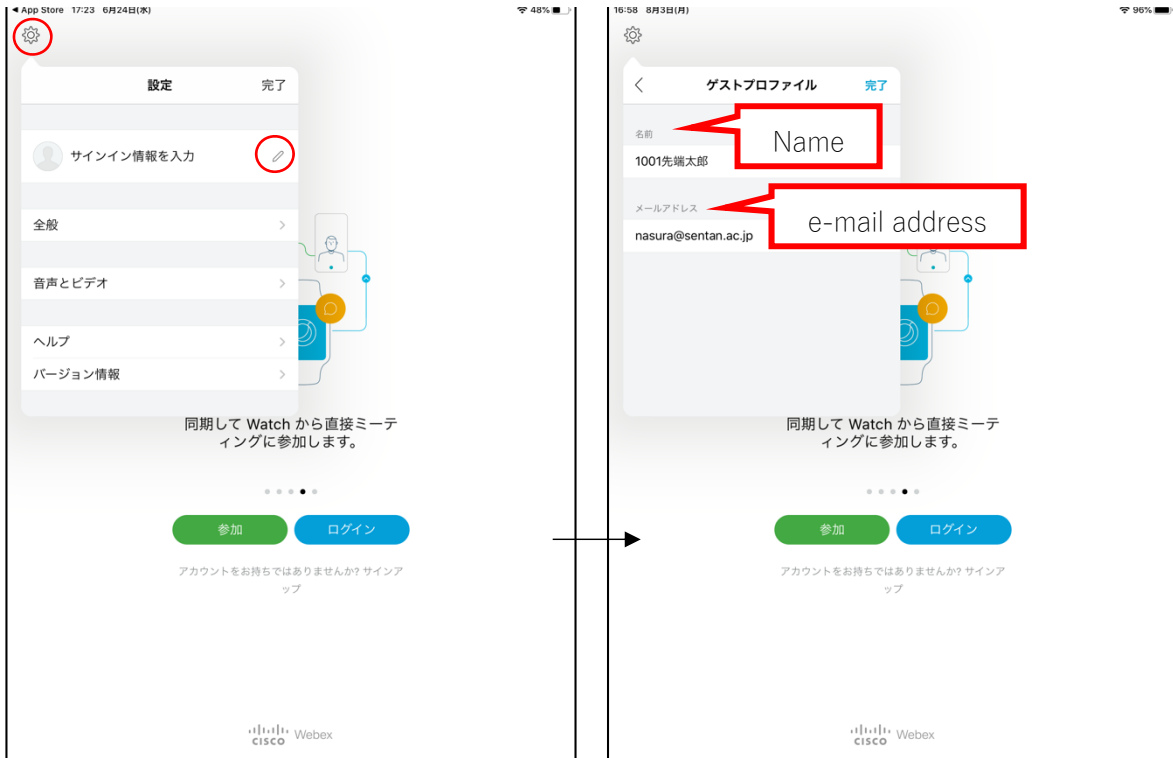
● **iOS（iPhone, iPad etc.）**

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

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

3．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.

- Name: examination ID + Name (full name) as written on the examination voucher
  (ex. 1001 Sentan Taro)
  *For applicants who do not hold Japanese nationality, please fill in your name in English.
- E-mail address: The e-mail address registered on the online application system

Please confirm that your name and e-mail address are displayed correctly on the setting screen. After confirmation, installation is complete.