

## Method 1: By Computer

- Sign into the conference website using the password sent to your email address. Once inside, click the Webex Link you want to join.
  - ⊙ Note: Each account cannot be used by more than one computer at the same time.

14:00~15:00 Workshop B | 工作坊 B  
Academia Sinica Digital Humanities Research Platform | 中央研究院數位人文研究平台  
Webex Link Livestream

15:00~15:30

15:30~16:30 Workshop D | 工作坊 D  
Visualizing Geographies of China in Late Qing and Republican periods: A CHMap Workshop | CHMap工作坊：窺探清末民初的中國地理  
Webex Link Livestream

- Please use the Webex Link first, so that you can Raise Hand and ask questions during Q&A sessions.
- Please use the Livestream only if you cannot access Webex.

[English](#) : [Taipei Time](#)

## Join Event Now

If you have registered for this event, provide the following information to join now. If you have not, click Register.

Registration ID:   
Event password:

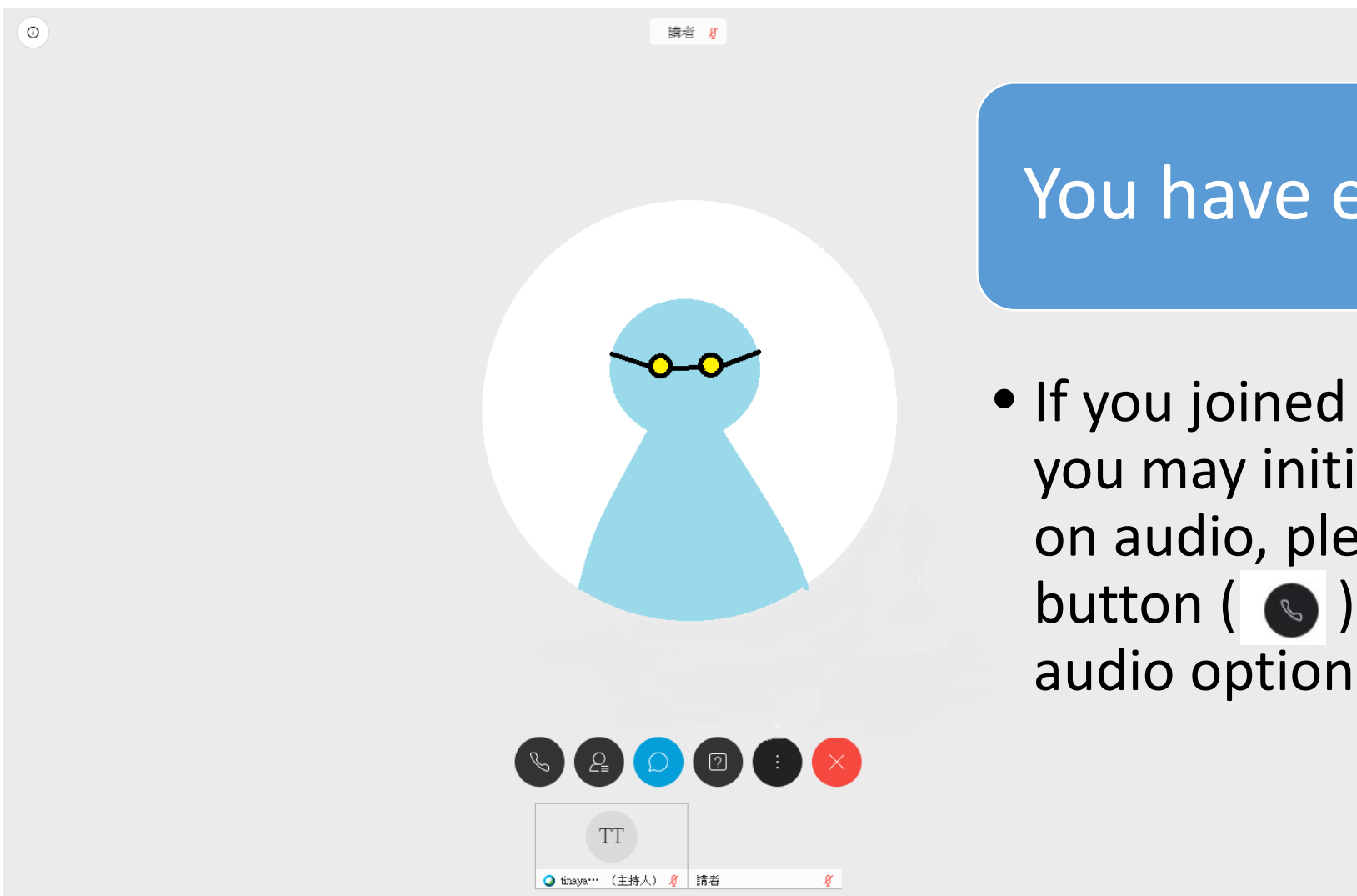
[Join Now](#)

[Join by browser](#) **NEW!**


If you are the host, [start your event](#).

Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

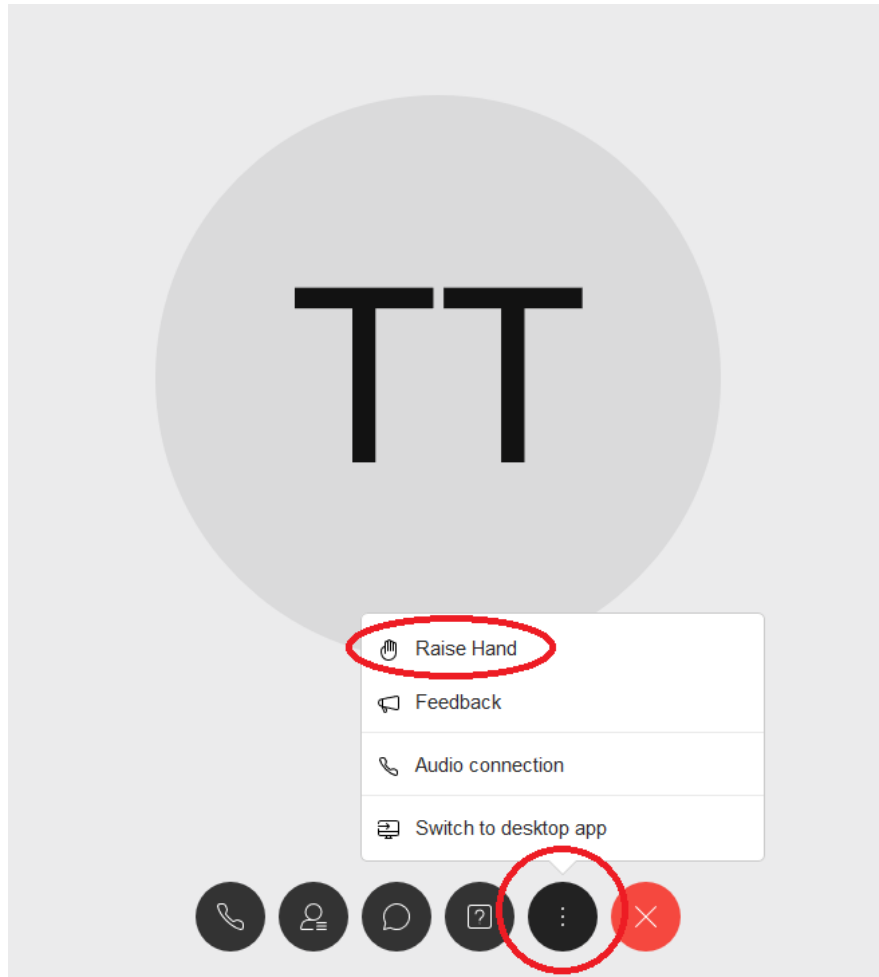
- After clicking the link, on the next page, click Join by browser at the bottom right.



## You have entered the meeting!

- If you joined the meeting by browser, you may initially hear no sound. To turn on audio, please click the leftmost button (  ) and select the appropriate audio option.

## Q&A Sessions: Raising Your Hand



- Click on the ellipsis button (three dots). Click **Raise Hand**. Repeat these steps to lower your hand.
- If the moderator or presenter selects you, your microphone will be unmuted and you can ask your question.
- After your question is finished, your microphone will be muted again.

When speaking, please first introduce your name and organization.  
After speaking, remember to lower your hand.

## Method 2: By Phone

- Sign into the conference website using the password sent to your email address. Once inside, click the Webex Link you want to join.
  - ⊙ Note: Each account cannot be used by more than one computer at the same time.
- If you are using a phone, please use the livestream link in the members-only area instead of the Webex Link.

14:00~15:00

Workshop B | 工作坊 B

Academia Sinica Digital Humanities Research Platform | 中央研究院數位人文研究平台

Webex Link

Livestream

## 一、使用電腦觀看會議

- 登入大會網站「會員專區」，點選欲參加的場次連結。
- ⊙請注意，一個帳密的連結，同時間只能一台電腦登入觀看

14:00~15:00	<p>Workshop B   工作坊 B</p> <p>Academia Sinica Digital Humanities Research Platform   中央研究院數位人文研究平台</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>
15:00~15:30	
15:30~16:30	<p>Workshop D   工作坊 D</p> <p>Visualizing Geographies of China in Late Qing and Republican periods: A CHMap Workshop   CHMap工作坊：窺探清末民初的中國地理</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>

- 請優先點選「Webex Link」，方能於QA環節使用「舉手」功能提問。
- 如您的電腦無法進入Webex系統，可選擇「Livestream」。

[繁體中文](#) : [台北時間](#)

現在加入活動

若要加入活動，請提供以下資訊。

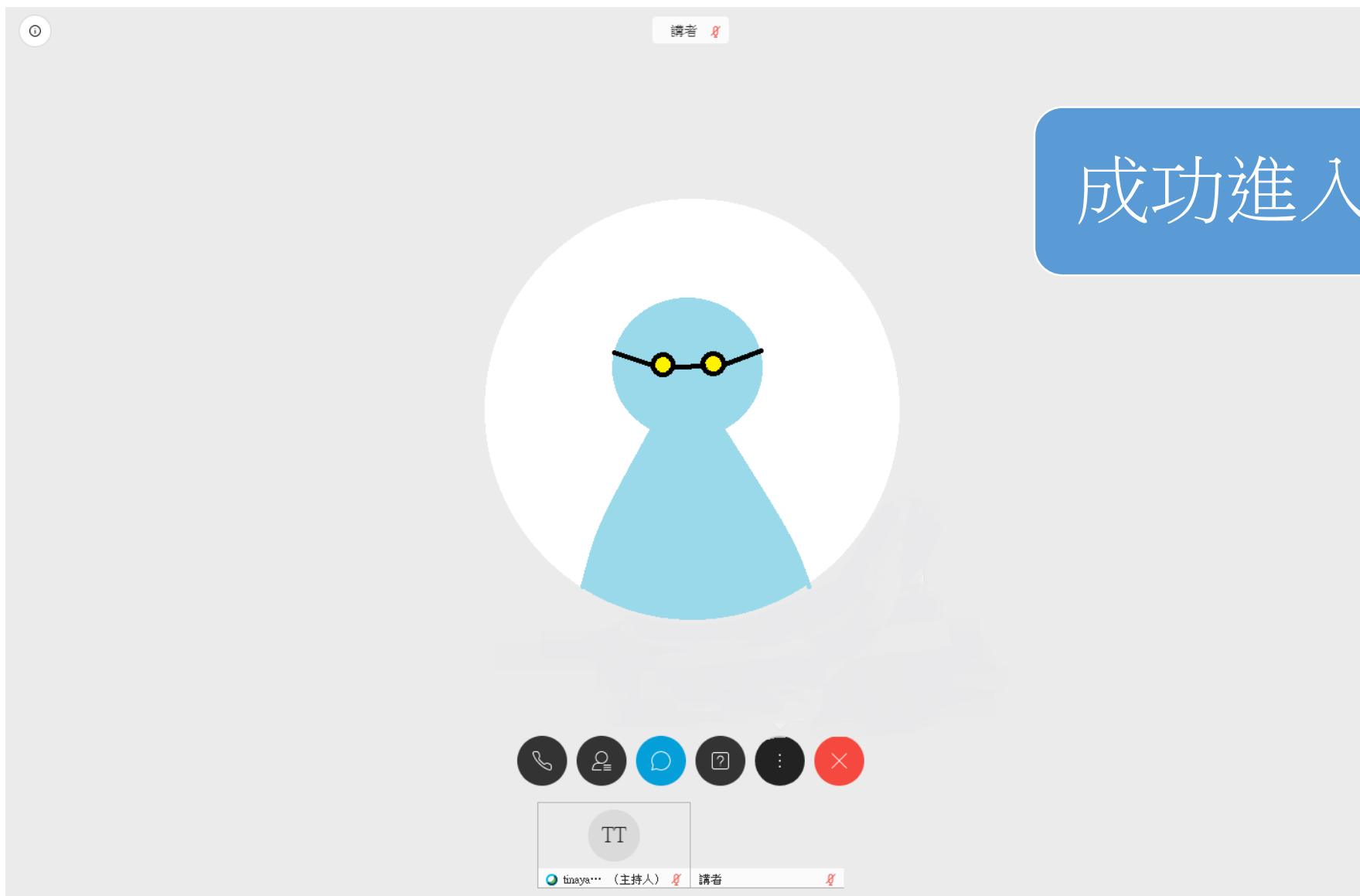
註冊 ID :

[現在加入](#)

 [透過瀏覽器加入](#) **NEW!**

請檢視您的註冊確認資訊以獲取註冊 ID 和活動密碼。如果您遺失註冊 ID，[按一下這裡](#)以將其重新傳送給您。

- 點選場次連結後，出現新的網頁，可選擇網頁右側「透過瀏覽器加入」，直接進入會議室。



成功進入會議室！

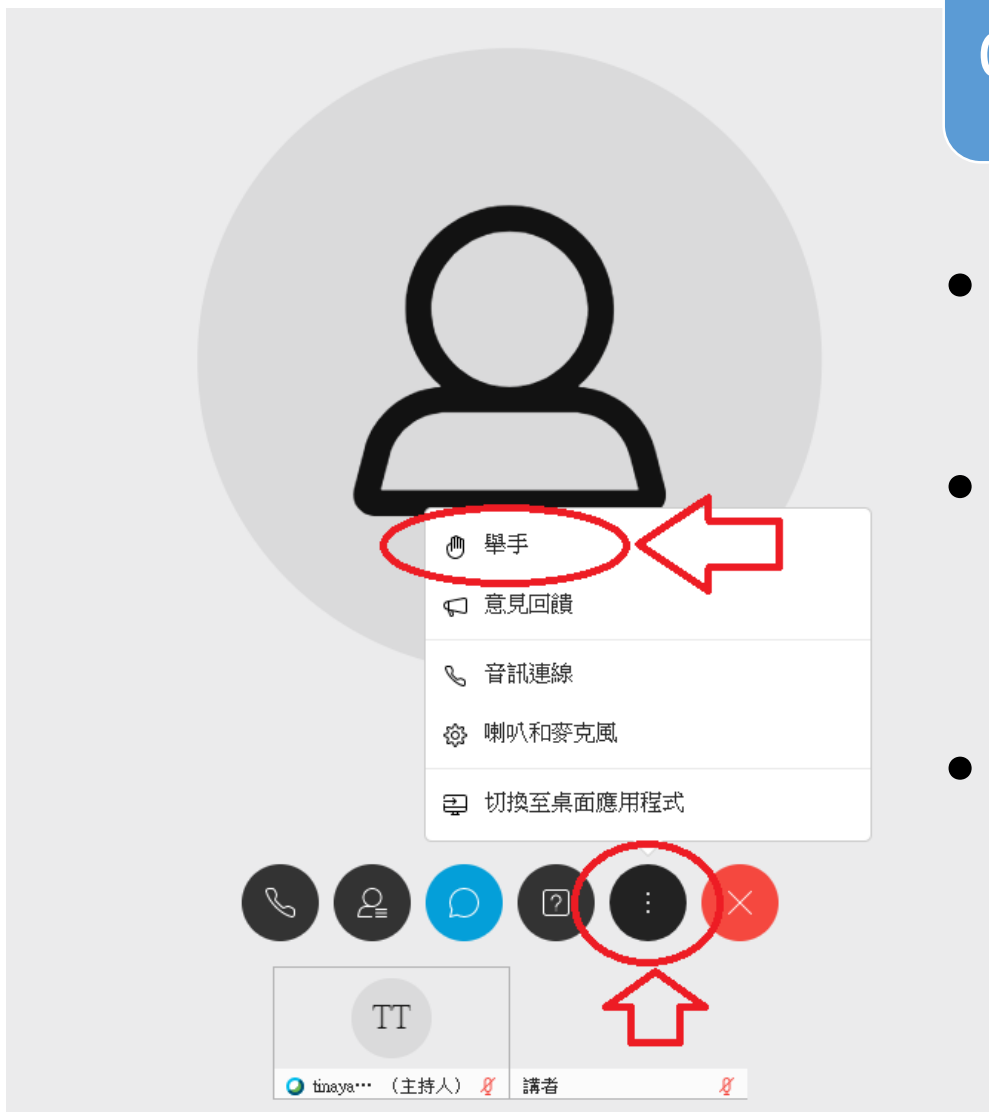




- 提醒您，部分瀏覽器會封鎖麥克風，導致您無法收聽會議發表。

→ 請點選下方最左鍵（話筒圖樣），設定為「使用電腦收發音訊」。

## QA時間：點選【舉手】進行提問



- 點選【舉手】標示後，您的欄位會出現舉手符號。
- 由主持人/講者指定發言者，若您被選中，管理員會將開放您的麥克風權限，您將可直接向講者提問。
- 發言結束後，管理員會關閉您的麥克風權限；亦請您再次點擊舉手標示以關掉該標示。

發言前，請先介紹自己的姓名與服務單位  
發言後，記得點擊「放下手」

放下手

## 二、使用手機觀看會議

14:00~15:00

Workshop B | 工作坊 B

Academia Sinica Digital Humanities Research Platform | 中央研究  
院數位人文研究平台

Webex Lin

Livestream

- 請直接點選「Livestream」按鈕進入會議室。

## Join Meeting

- Sign in on the conference website and click the Webex Link in the schedule for the meeting you want to join.

14:00~15:00	<p><b>Workshop B   工作坊 B</b></p> <p>Academia Sinica Digital Humanities Research Platform   中央研究院數位人文研究平台</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>
15:00~15:30	
15:30~16:30	<p><b>Workshop D   工作坊 D</b></p> <p>Visualizing Geographies of China in Late Qing and Republican periods: A CHMap Workshop   CHMap工作坊：窺探清末民初的中國地理</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>

## Join Event Now

If you have registered for this event, provide the following information to join now. If you have not, click Register.

Registration ID:

Event password:

[Join Now](#)

[Join by browser](#) *NEW!*

If you are the host, [start your event](#).

Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

[English](#) : [Taipei Time](#)

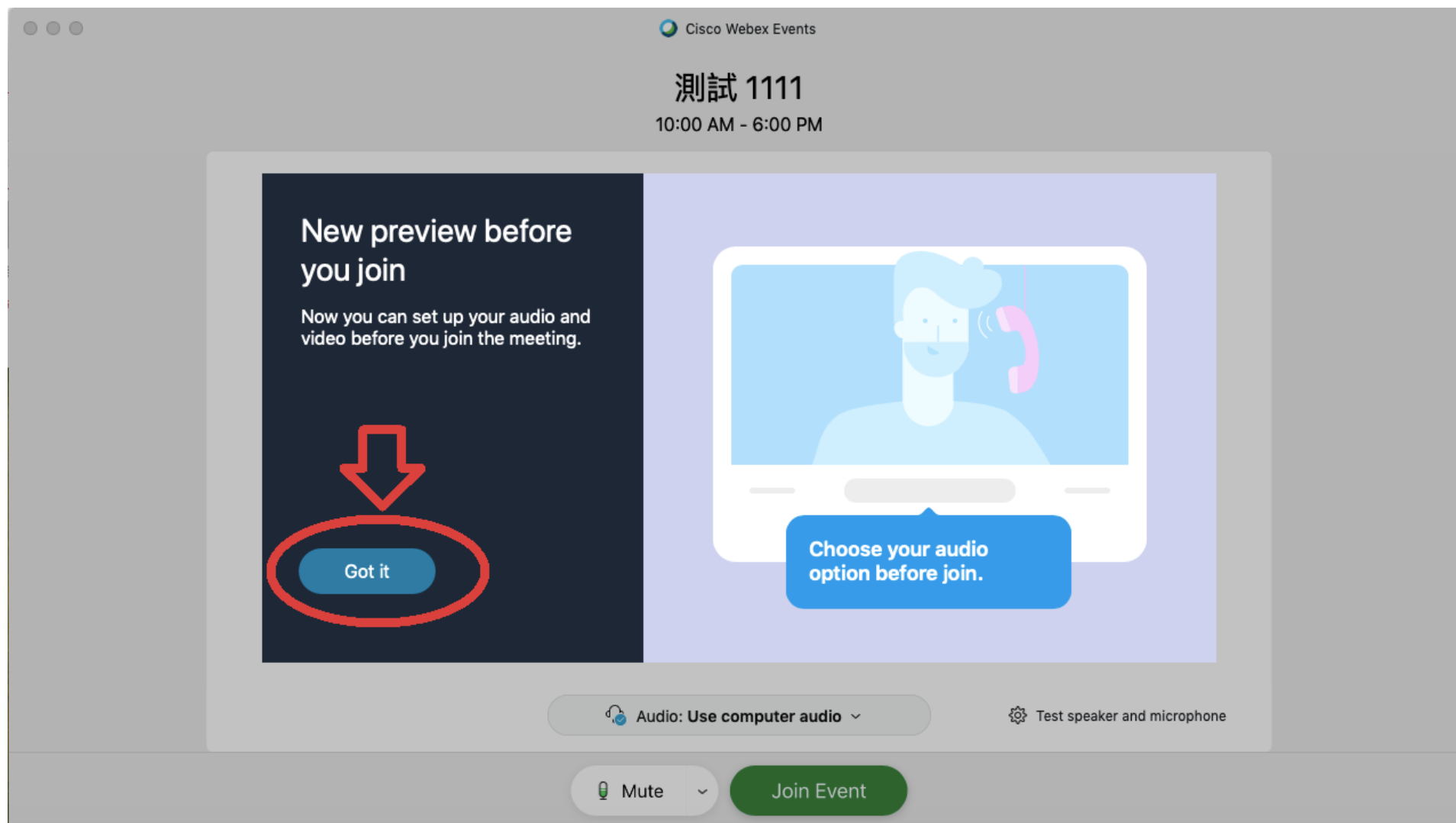
After clicking the link, on the next page, click the **Join Now** button at the bottom right. If you have not installed Webex, you will be prompted to install Webex.

⦿ To enable all Webex functions, please do not click **Join by browser**.

## Installation

- Follow the instructions to install Webex on your computer (2-3 minutes).
- Different internet browsers may have different instructions.

- After installation, the meeting link will produce this window. Click **Got it**.



Change speaker and  
microphone settings

## Preview Screen

- You can test your microphone and sound settings here.
- Click **Join Event** to enter the meeting.

### Speaker and Microphone

#### Speaker

Use System Setting (Internal S... ▾)

Test

Output level

Output volume

#### Microphone

Use System Setting (Internal M... ▾)

Test

Input level

Input volume

Automatically adjust volume

Remove background noise

Sync mute button status on microphone device

Music mode ⓘ

Audio source: On  
computer audio by default

Audio: Use computer audio ▾

Test speaker and microphone

Mute ▾

Join Event

Enter meeting



## Meeting Screen

- The Host will always be the Conference staff

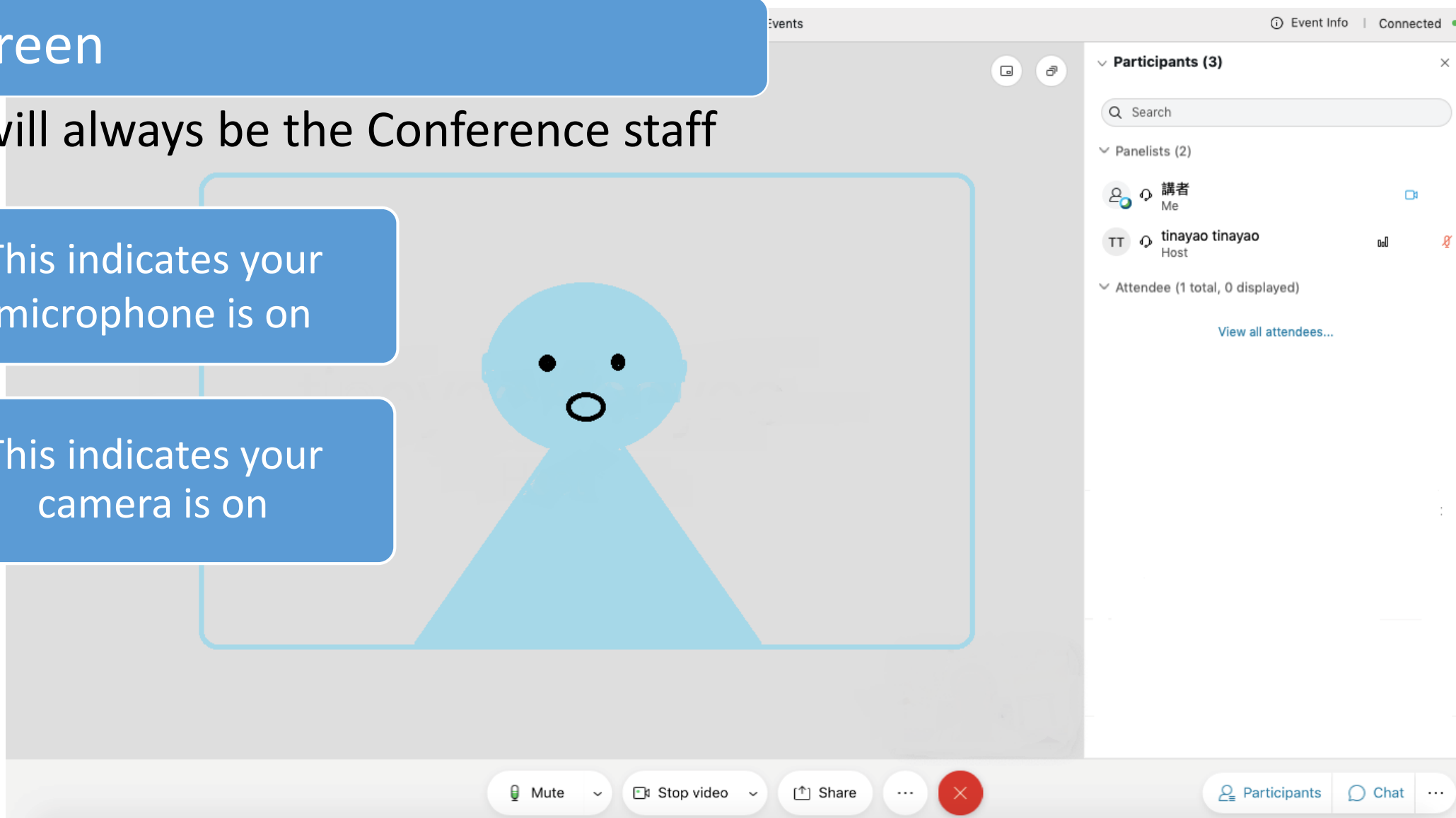


Mute

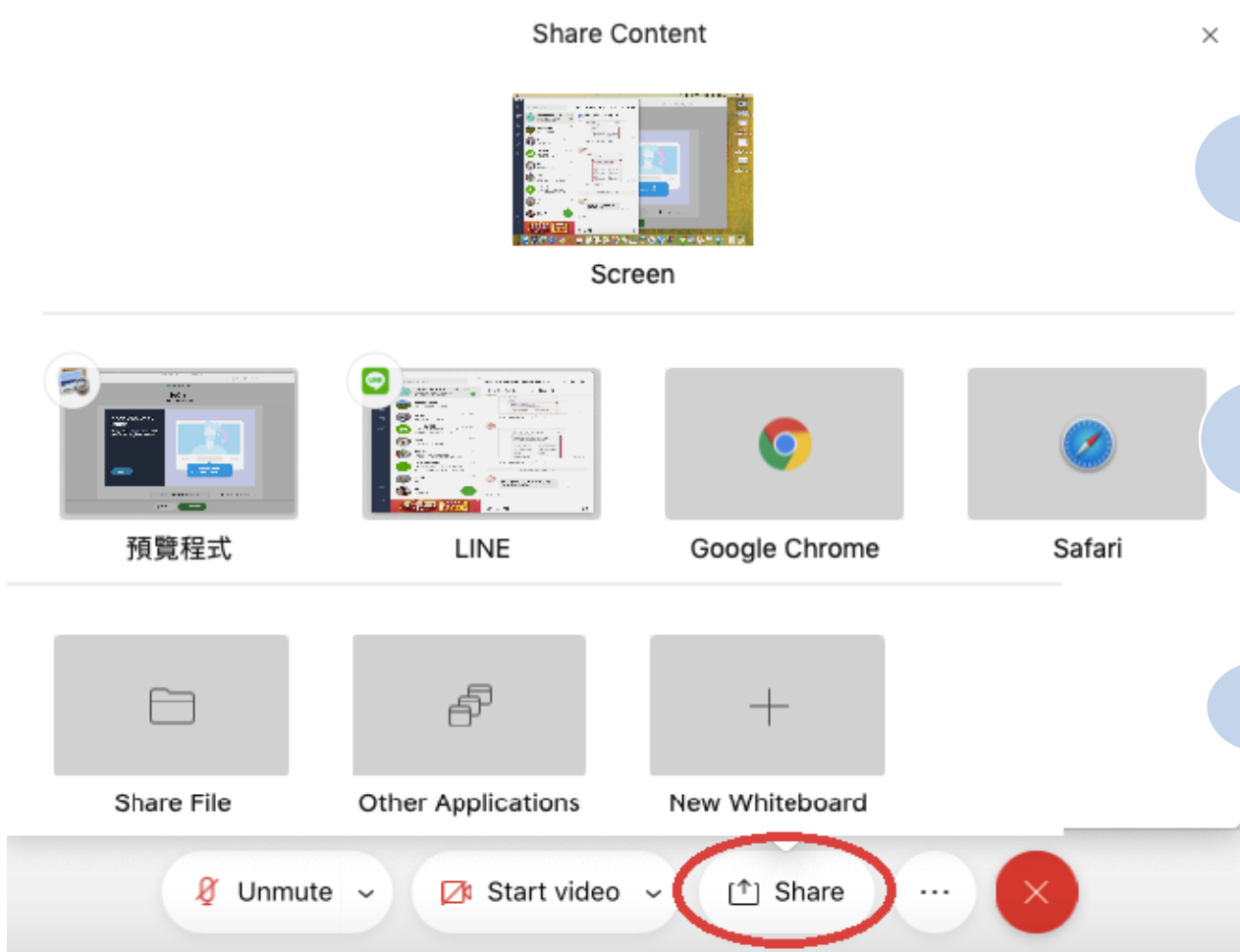
This indicates your  
microphone is on

Stop video

This indicates your  
camera is on



Click **Share** to share your screen



Show your entire screen to the audience

Show a specific program to the audience

Share a file or create a whiteboard to draw on

For Presenters

The screenshot shows a Zoom meeting interface. On the left, the 'Participants' list is expanded, showing three categories: 'Participants (3)', 'Panelists (2)', and 'Attendee (1 total, 1 displayed)'. Under 'Attendee', there is one participant named '學員' (Student) with a hand-raising icon next to them, which is highlighted with a red box. At the bottom of the screen, the 'Q&A' section is visible, and the 'Participants' button is circled in red with a red arrow pointing to it.

## Q&A Sessions

- Click on Participants at the bottom right to see a list of attendees.
- Attendees can “raise their hands.” The moderator or presenter can pick an attendee, and the host will unmute that attendee’s microphone to ask a question.

## 加入會議室

- 登入大會網站「會員專區」，點選欲參加的場次連結（Webex Link）

14:00~15:00	<p>Workshop B   工作坊 B</p> <p>Academia Sinica Digital Humanities Research Platform   中央研究院數位人文研究平台</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>
15:00~15:30	
15:30~16:30	<p>Workshop D   工作坊 D</p> <p>Visualizing Geographies of China in Late Qing and Republican periods: A CHMap Workshop   CHMap工作坊：窺探清末民初的中國地理</p> <p><a href="#">Webex Link</a> <a href="#">Livestream</a></p>

繁體中文：台北時間

現在加入活動

若要加入活動，請提供以下資訊。

註冊 ID：

460850

現在加入

透過瀏覽器加入 NEW!

請檢視您的註冊確認資訊以獲取註冊 ID 和活動密碼。如果您遺失註冊 ID，[按一下這裡](#)以將其重新傳送給您。

點選場次連結後，出現新的網頁，請選擇網頁右側「**現在加入**」，進行後續安裝。

◎為使用完整的webex完整功能，請不要透過瀏覽器加入

## 進行安裝

- 依系統指示，於您的電腦安裝webex程式（共約2-3分鐘）。
- 不同瀏覽器會以不同路徑引導至程式安裝。

## 第 1 步 (共 2 步) : 新增 Webex 至 Chrome

遵循這個一次性的過程以快速加入所有 Webex 會議。

- 1 新增 Webex 至 Chrome  
想使用延伸模組? [執行臨時應用程式](#)以加入此會議
- 2 Cisco Webex Extension  
加到 Chrome

選取新增 Webex 至 Chrome。

在 Chrome 線上應用程式商店中選取加到 Chrome。

新增 Webex 至 Chrome



以chrome為例

步驟 2 (共 2 步) : 安裝 Cisco Webex 附加元件

遵循以下步驟以安裝 Cisco Webex 附加元件：

- 2 安裝 Cisco Webex 附加元件
- 3 安裝 Cisco Webex 附加元件

要允許在「asmeet.webex.com」上下載嗎?  
您可以在「網站」偏好設定中更改哪些網站能夠下載檔案。

取消 允許

開啟 Cisco\_WebEx\_Add-On.dmg 檔案。

找到並連接兩下附加元件圖示，然後遵循安裝指示。

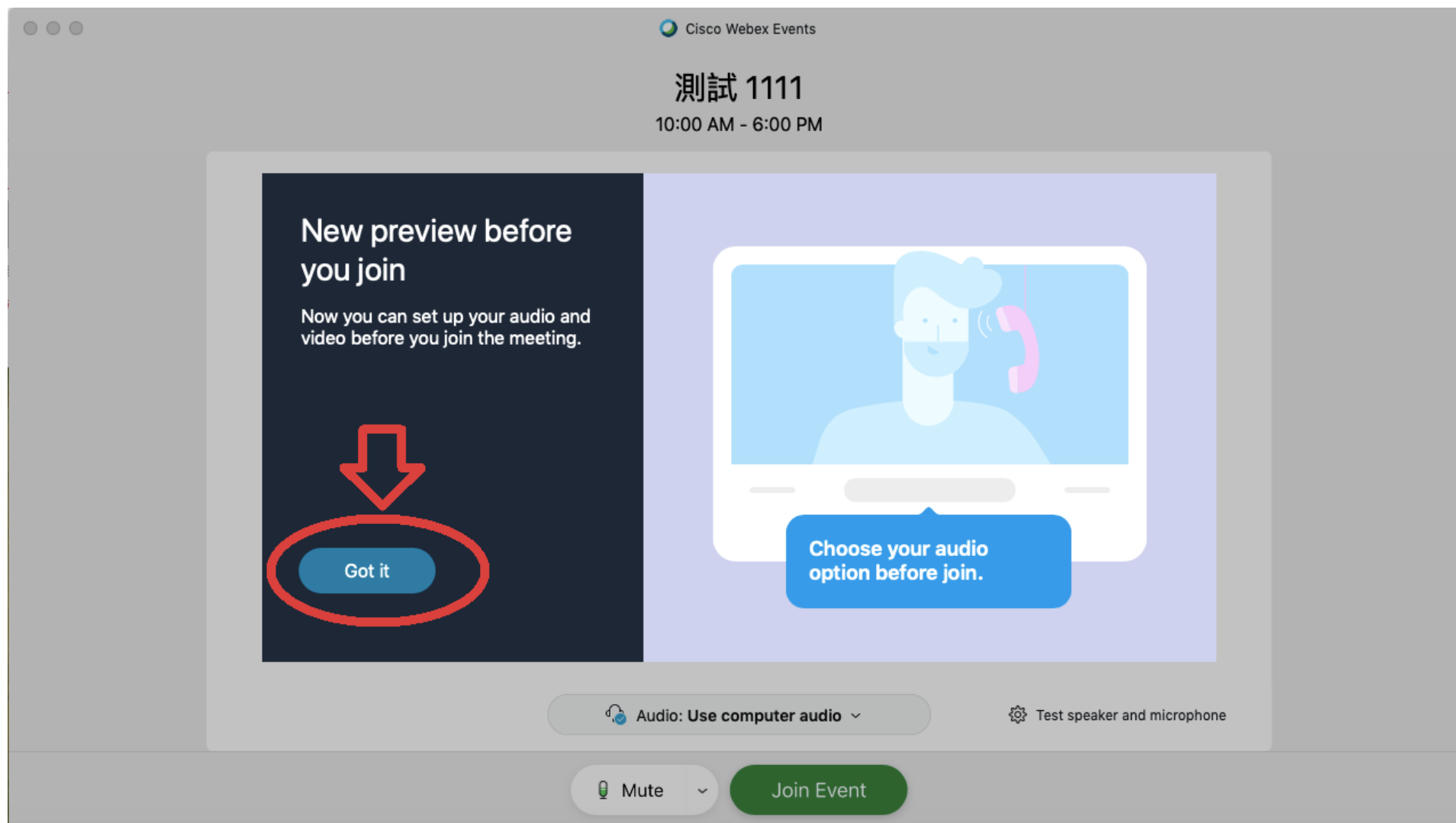
選取勾選方塊以啟用 Webex Meetings 擴充功能。

安裝完成後，您應該被導向至下一步。如果您未被重新導向，請重新下載附加元件。  
然有問題? [執行臨時應用程式](#)以立即加入此會議。



以safari為例

- 安裝完成後，系統將自動跳出此畫面，點擊「Got it」。



## 預覽畫面

- 在此您可測試麥克風，依您的設備調整音訊來源。
- 點擊「Join Event」正式進入會議室。

在此，您可測試您的麥克風

### Speaker and Microphone

**Speaker**

Use System Setting (Internal S... Test)

Output level |||||

Output volume —○—

**Microphone**

Use System Setting (Internal M... Test)

Input level |||||

Input volume —○—

Automatically adjust volume

Remove background noise

Sync mute button status on microphone device

Music mode ⊙

音訊來源，系統預設為電腦

Audio: Use computer audio

Test speaker and microphone

Mute

Join Event

進入會議室



### 會議畫面

- 統一由大會擔任系統管理員 (Host)



Mute

確認麥克風開啟

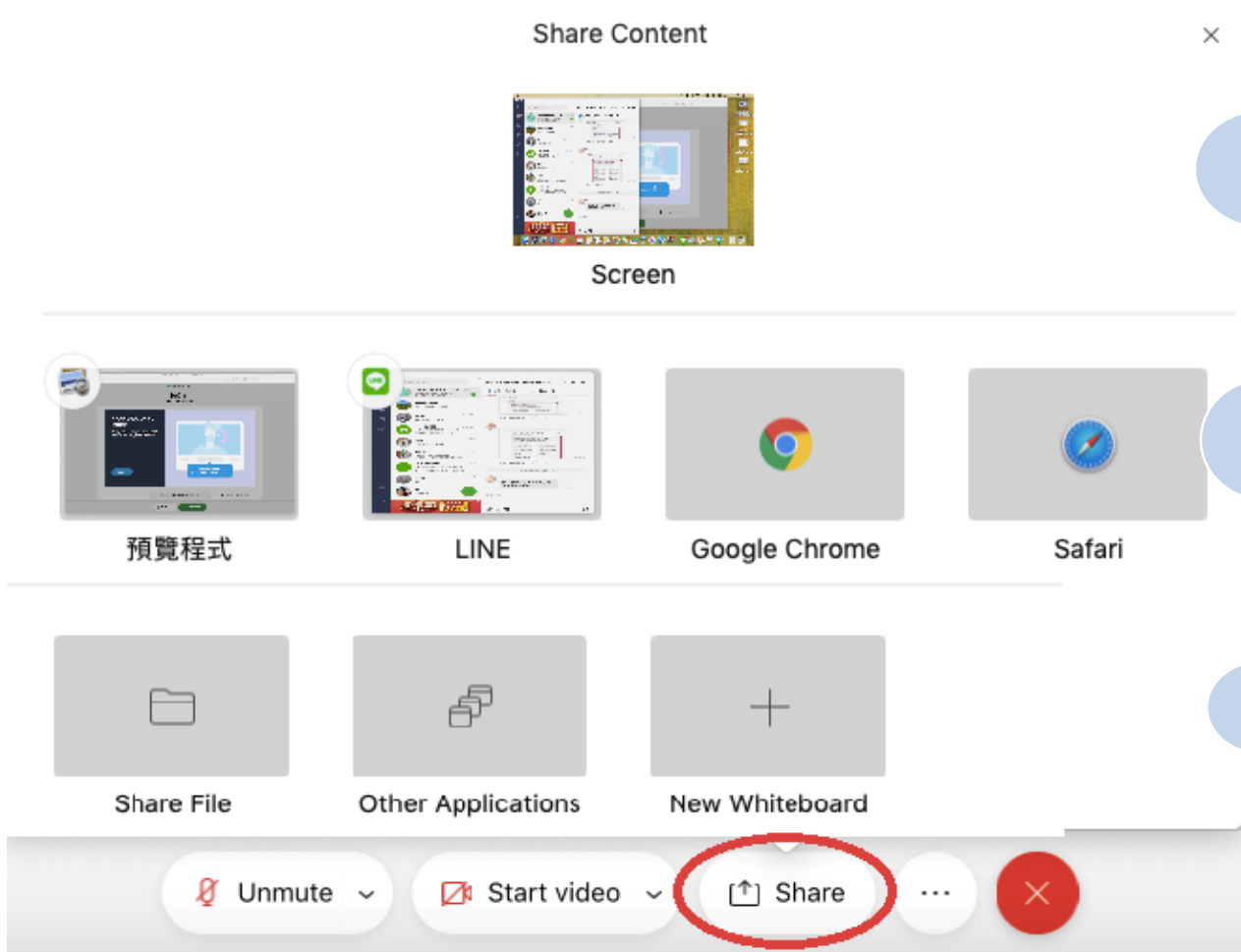


Stop video

確認視訊鏡頭開啟

The screenshot displays a Cisco Webex Events meeting interface. At the top, it shows 'Cisco Webex Events' and the host's name 'tinayao tinayao (Host)'. The main video area is currently empty, showing a blue placeholder for a participant. On the right side, there is a sidebar with 'Participants (3)', 'Panelists (2)', and 'Attendee (1 total, 0 displayed)'. The bottom control bar includes buttons for 'Mute', 'Stop video', 'Share', and 'Participants'.

## 點選「Share」使用分享功能



向觀眾顯示您的螢幕畫面

向觀眾顯示您特定程式開啟的畫面

分享檔案或於白板上書寫繪圖

The screenshot shows a Zoom meeting interface. On the left, the 'Participants' panel is expanded, showing a search bar, a list of panelists (Me and tinayao tinayao), and one attendee (學員) with a hand icon. At the bottom, the 'Q&A' section is visible, with the 'Participants' button circled in red and a red arrow pointing to it.

## QA時間-即時連線提問

- 開啟右側參加者列表（Participants），出現參加者列表。
- 發問者會出現「舉手符號」，請主持人/講者指定發問者，由管理員開放其麥克風權限以進行提問。