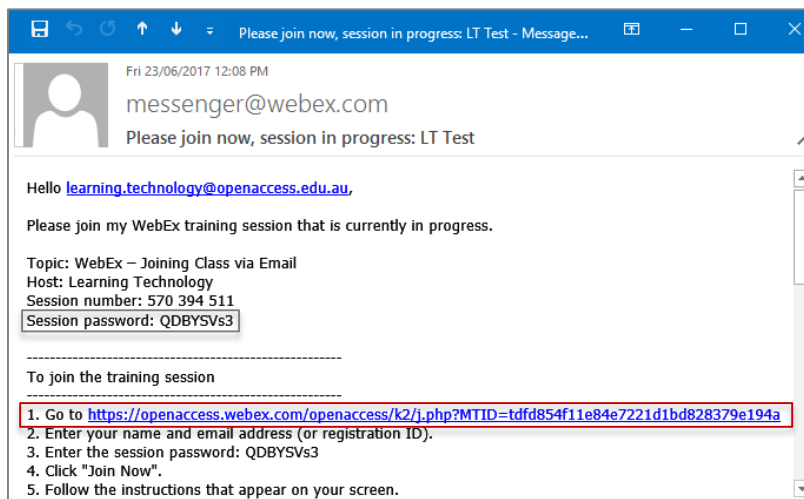
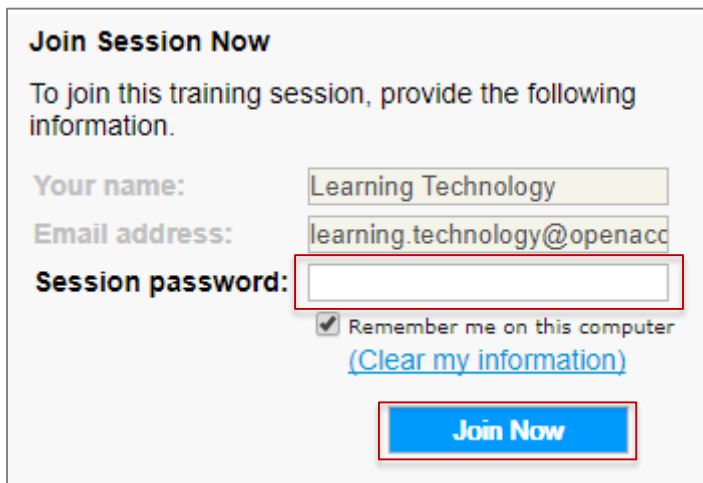


## WebEx – Joining a Class via Email

- Familiarise yourself with the 'WebEx – Joining a Class via the Open Access Website' helpsheet, so that you have an alternative method of joining your class if you don't receive an email.
  - WebEx emails are usually sent out 15 minutes before the beginning of a scheduled lesson.
1. Locate the email from messenger@webex.com from your email inbox. Take note of the **Session password**. Click on the **link** to join the session.



2. A page will open in your web browser. Enter in your name, email address and the session password, then click **Join Now**.



The screenshot shows a web form titled "Join Session Now". The instructions are: "To join this training session, provide the following information."

Fields and values:

- Your name: Learning Technology
- Email address: learning.technology@openacc
- Session password: (empty field)

There is a checkbox labeled "Remember me on this computer" which is checked. Below it is a link "(Clear my information)". At the bottom is a blue button labeled "Join Now".