

Join a Webex session via e-mail

Locate the email from **messenger@webex.com** from your e-mail inbox

Take note of the **session password**. Click on the **session link** to join the session.

You scheduled the following training session:

Topic:
Host:
Date:
Time:
Session number: 2652 4234
Session password: m2lCs5U

To start the session

1. Go to <https://schoolssaeduau.webex.com/schoolssaeduau/k2/j.php?MTID=t25ebaa924c645a>
2. Log in to your account.
3. Click "Start Now".
4. Follow the instructions that appear on your screen.

Audio conference information

Australia Toll (Adelaide): +61-8-8461-4715
Australia Toll 2: +61-2-9053-7190

Having trouble dialing in? Try these backup numbers:
Australia Toll: +61-2-9338-2221
Global call-in numbers: <https://schoolssaeduau.webex.com/schoolssaeduau/globalcallin.php?MTID=t215a9f09698860d20caafa>
Access code: 2652 4234

Once you've clicked on a session link, follow the process on the next page from Step 3.

If you haven't received an e-mail message for your session

Scenario	Join method
You have the session number and password	Number and join method Page 3 THEN Page 4
You don't have your session number, haven't received an e-mail for the session or are unsure where to find your session number and password	Contact your teacher or Learning Technology.

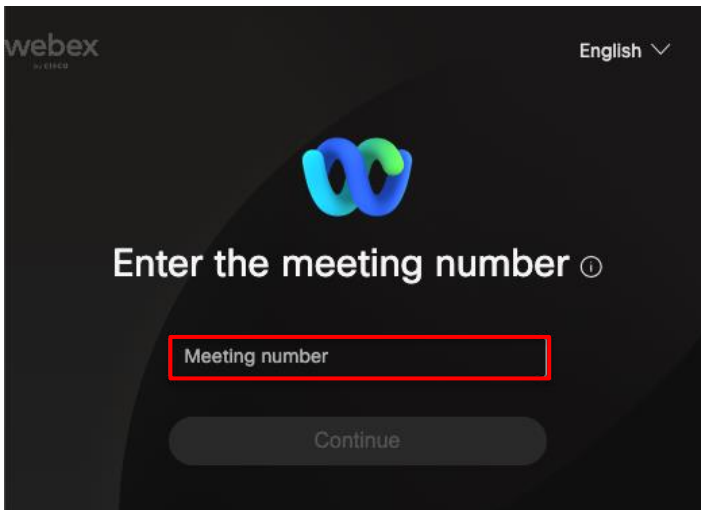
Join a Webex session online (number and join method)

1. Go to the <https://signin.webex.com/join>

NOTE: To proceed with this process, you will need to know your session or meeting number **AND** password. You will need to contact your teacher if you're unsure of either of these details or where to find them.

Join a session

2. In the **Meeting number** box, type in the meeting or session number for your session and then press the Enter key




3. The session information page for the session will appear

In the Join Session Now box, input your name, e-mail address and session password
4. Click on the **Join Now** button

NOTE: In the Department for Education Webex tenancy, you must input an e-mail address.

If this section is greyed out, the teacher hasn't started the session.

Session Information: 

[English](#) · [Adelaide Time](#)

Session status:	Started
Date and time:	Wednesday, 28 September 2022, 1:15 pm
Alternate dates:	Wednesday, 5 October 2022, 1:15 pm (Not Started) Wednesday, 12 October 2022, 1:15 pm (Not Started) Wednesday, 19 October 2022, 1:15 pm (Not Started) Wednesday, 26 October 2022, 1:15 pm (Not Started) Wednesday, 2 November 2022, 1:15 pm (Not Started) see more dates...
Time zone:	Australia Central Standard Time (Adelaide, GMT+09:30)
Duration:	1 hour
Presenters:	
Description:	

Join Session Now

To join this training session, provide the following information.

Your name:

Email address:

Session password:

Remember me on this computer
([Clear my information](#))

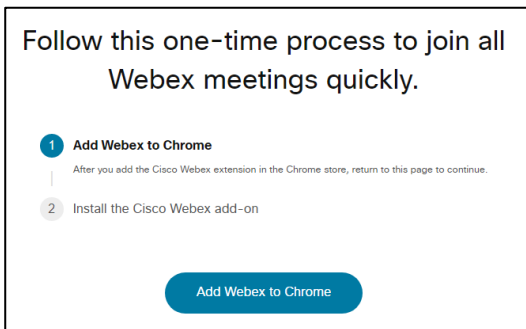
Join Now

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

First-time use

You may be prompted to add a plugin or browser extension

- Click on the **Add Webex** button (depending on your browser)

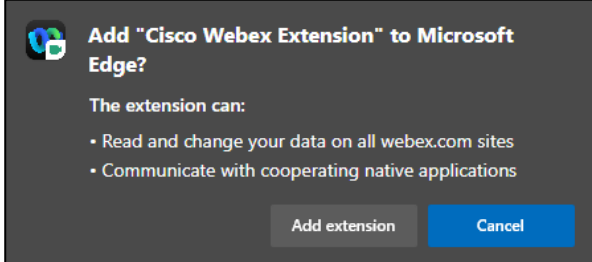


- Follow the in-browser instructions to add the Webex plugin or extension

Google Chrome or Microsoft Edge

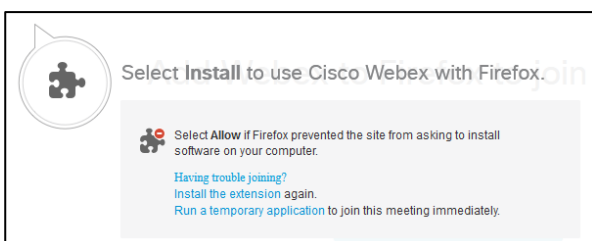
Click on **Add to Chrome** or **Get** button

THEN Add extension



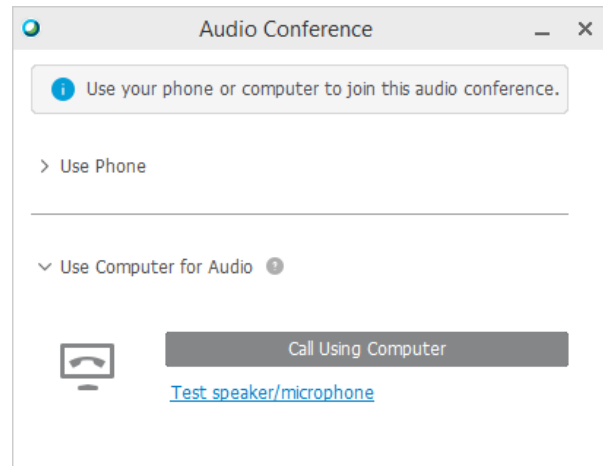
Mozilla Firefox

Click on the **Allow** button



Audio Conference

- In the **Use Computer for Audio** section, click on the **Call Using Computer** button.



NOTE: Some sessions will ask you to join an integrated voice conference instead of this. In these cases, click on **Join**.

- Ensure you have the sound devices you wish to use for Webex are selected, and then click on the **OK** button

