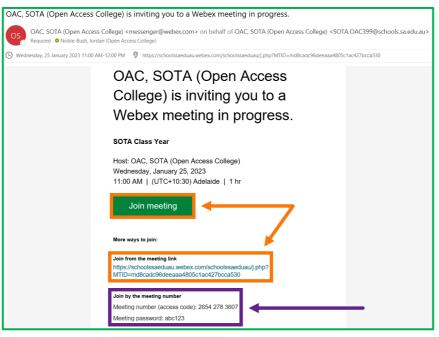




Webex Meetings - Joining a Class via Email

- You will receive an invite email from Webex containing your class details whenever your teacher creates a session You may also receive a reminder about 15 minutes before a session is due to start or if your teacher sends one to you Note: If you do not receive an email, please refer to the Webex Meetings – Joining a Class via Website helpsheet
- 2. Open the Webex invite email, note the meeting details and click the Join meeting button or link when you are ready



- 3. Your internet browser will open the page below; in the popup, tick the Always allow... checkbox and click Open Webex
 - a. If this is your first time using Webex, left-click the **webex.exe** file in the bottom left to install and open Webex
 - Note: If your Webex lesson doesn't start, click the Download it now link to download and install Webex

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webex	Open Webex? https://schoolssaeduau.webex.com wants to open this application.	Service provided by OPTUS	webex			Service provided by	OPT	US
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Click Open Webex on the prompt.			Install the downloaded Webex app					
If the prompt doesn't appear, click Launch meeting instead.				1				
	Launch meeting		Install Webe	-+-	Didn't work? <u>Download the app again</u>	browser.		
Don't have Webex? <u>Download it now.</u>			By joining this me	eting, you ackno	wledge that you have read and agree to the Te	rms of Service and Pr	ivacy State	ement.
Having trouble with the app? Join from your browser,			💽 webex.exe	^			Show	all X

4. Allow Webex to finish seting up, enter your Name and Email address when prompted and click Join as a guest

😳 Cisco Webex	00		
Setting up the room	Join the meeting If you're the meeting host, sign in to start the meeting.		
	95%	Name Rowan O'Rin X femal address rowan.orin123@schools.sa.edu.au X ✓ Remember me	
		Join as a guest	



HELPSHEET

5. Click the Unmute button arrow and click Test to check your audio devices, then click Join Meeting when ready

Cisco Webex Meetings	$f D$ Connect to a device $\ f O$ $\ \ imes$	Audio settings ×
SOTA Class Year 11:15 AM - 12:15 PM		Speaker
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0 Headset Microphone (Poly V V	+	Automatically adjust volume
		Unmute temporarily by holding Spacebar
🙎 Unmute 🔿 🔯 Start video 🗸	Ready? Join meeting	Sync mute button status on microphone device

6. After joining the meeting, click the Participants and Chat buttons in the bottom right to open the corresponding panels

