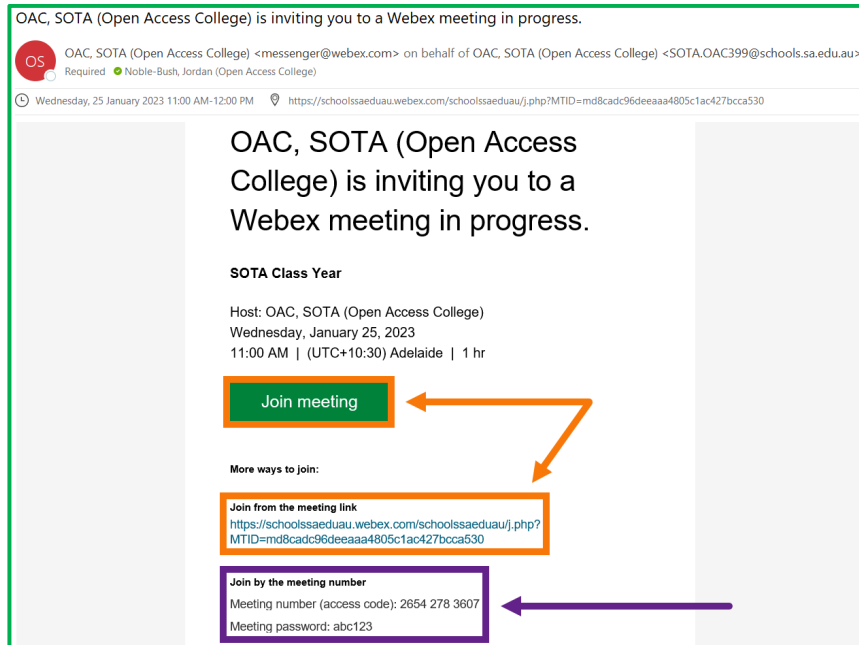
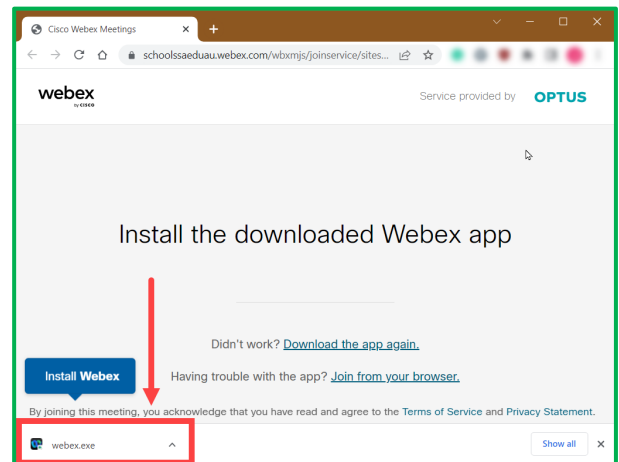
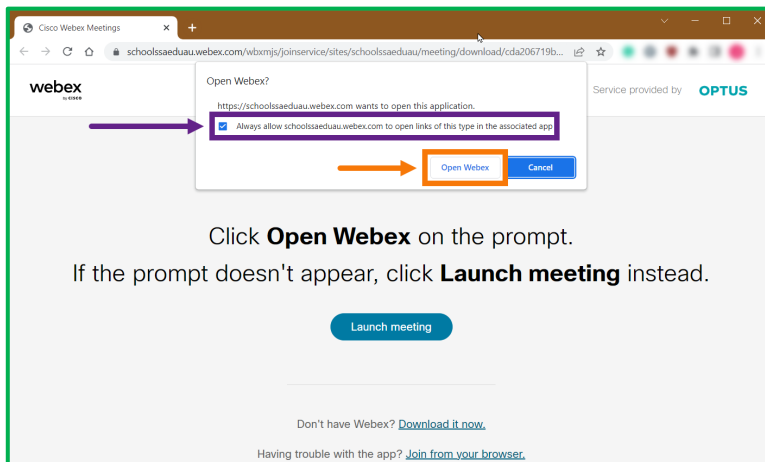


Webex Meetings - Joining a Class via Email

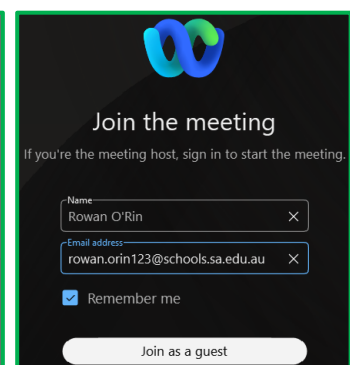
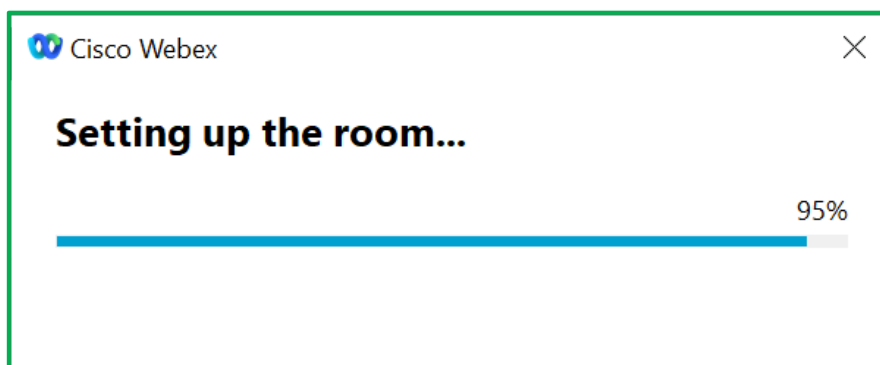
1. You will receive an invite email from Webex containing your class details whenever your teacher creates a session
You may also receive a reminder about 15 minutes before a session is due to start or if your teacher sends one to you
Note: *If you do not receive an email, please refer to the **Webex 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



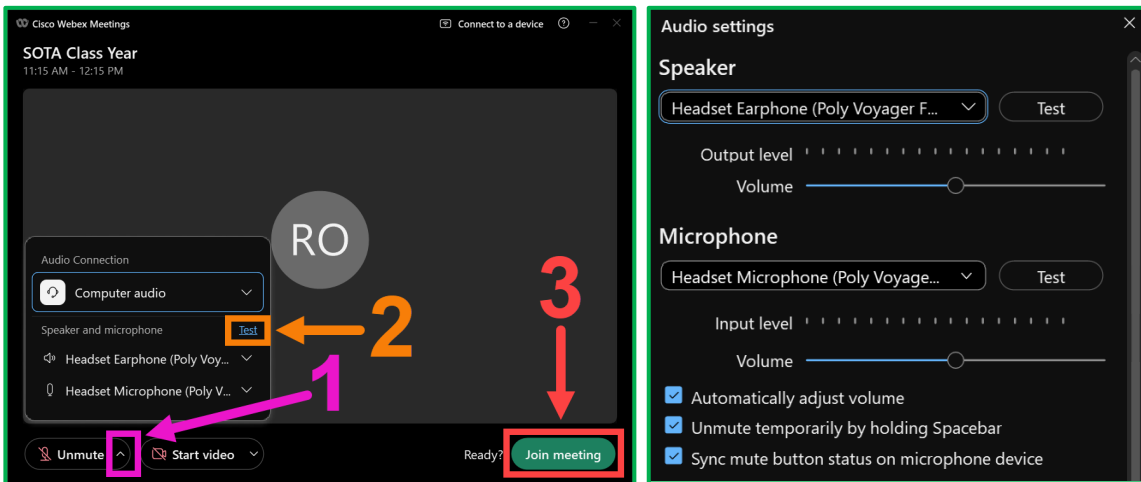
3. Your internet browser will open the page below; in the popup, tick the **Always allow...** checkbox and click **Open Webex**
 - a. If this is your first time using Webex, left-click the **webex.exe** file in the bottom left to install and open Webex
- Note:** *If your Webex lesson doesn't start, click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



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



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



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

