

Webex Meetings - Joining a Class via Website

- Open your internet browser (e.g. Google Chrome), go to the OAC website (<u>https://www.openaccess.edu.au/</u>) and use the red menu bar near the top select Students > Student Links > WebEx
 - a. Alternatively, open the Webex website directly at https://schoolssaeduau.webex.com/



2. Enter the **meeting number** and click **Join**, then enter the **meeting password** and click **OK**

Note: The public calendar that previously allowed students to view and join upcoming sessions is no longer available Meeting numbers, passwords and links to all lessons are available in your Google Classroom timetable/overview



3. On the session information screen, take note of the meeting details and click Join Meeting





HELPSHEET

4. 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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Click Open Webex on the prompt.			Install the downloaded Webex app					
If the prompt doesn't appear, click Launch meeting instead.								
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Don't have Webex? <u>Download it now.</u>			By joining this meeti	ng, you acknov	wledge that you have read and agree to the Te	rms of Service and Priv	acy Statem	ient.
Having trouble with the app? Join from your browser,			webex.exe	^			Show all	×

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

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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
		rowan.orin123@schools.sa.edu.au × ☑ Remember me Join as a guest

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

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

