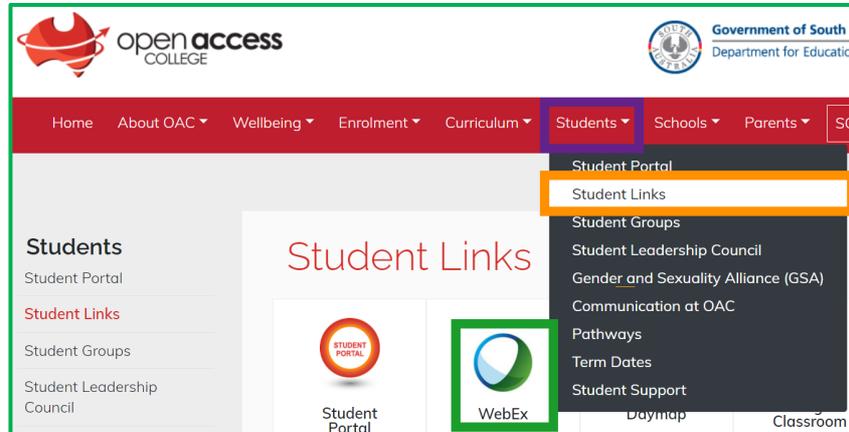


## Webex Meetings - Joining a Class via Website

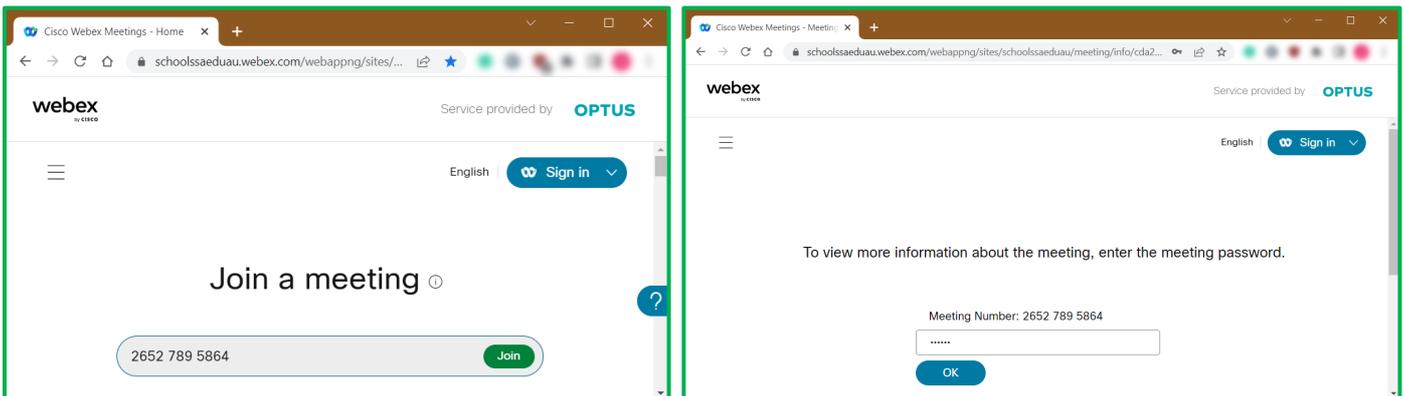
1. Open your **internet browser** (e.g. Google Chrome), go to the **OAC website** (<https://www.openaccess.edu.au/>) and use the **red menu bar** near the top select **Students > Student Links > WebEx**
  - a. Alternatively, open the Webex website directly at <https://schoolssaeduau.webex.com/>



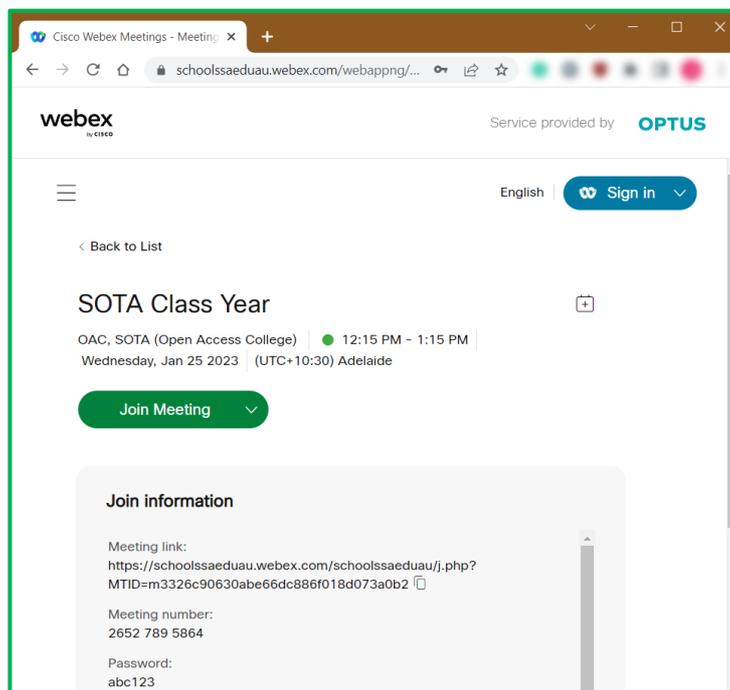
2. Enter the **meeting number** and click **Join**, then enter the **meeting password** and click **OK**

**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



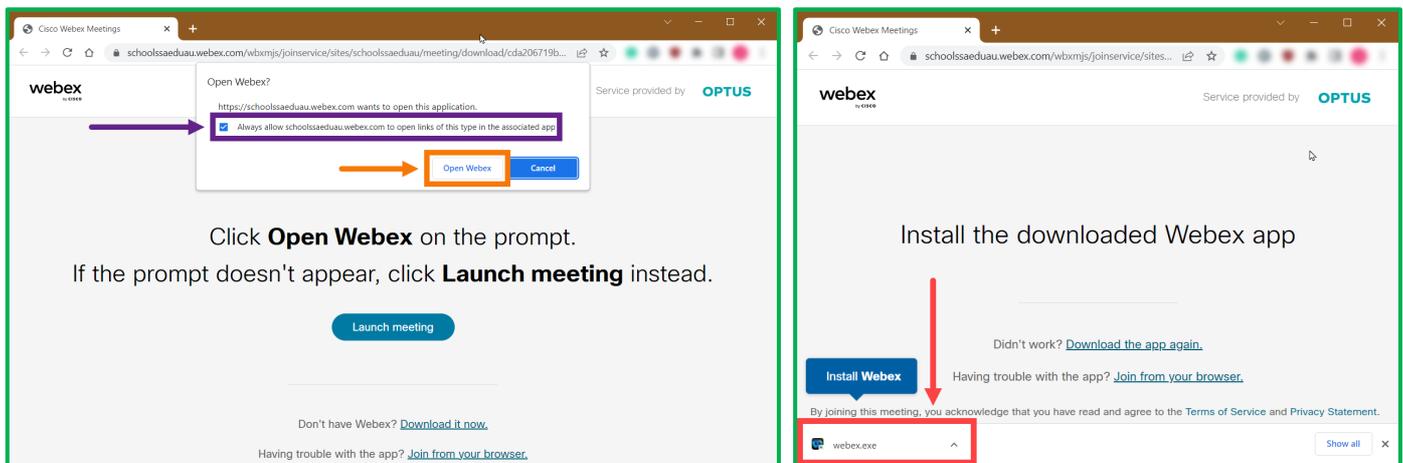
3. On the session information screen, take note of the meeting details and click **Join Meeting**



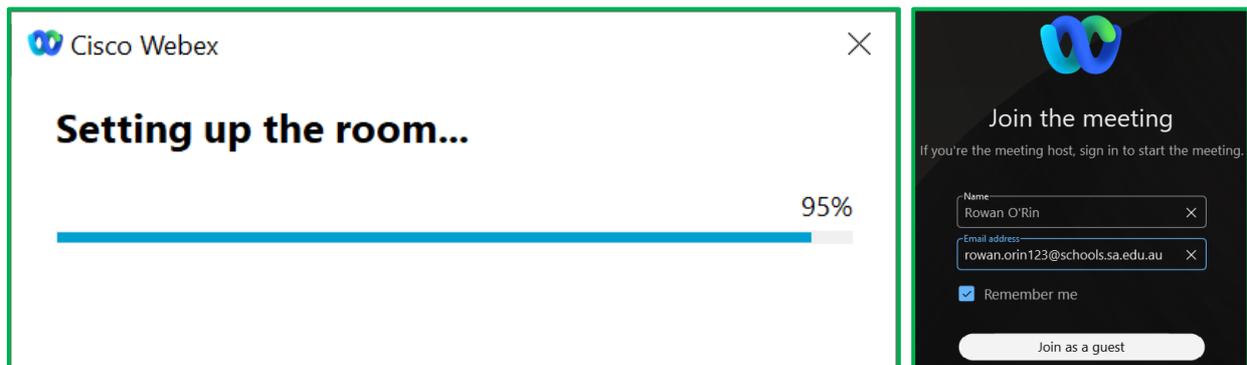
4. Your internet browser will open the page below; in the popup, tick the **Always allow...** checkbox and click **Open Webex**

a. If this is your first time using Webex, left-click the **webex.exe** file in the bottom left to install and open Webex

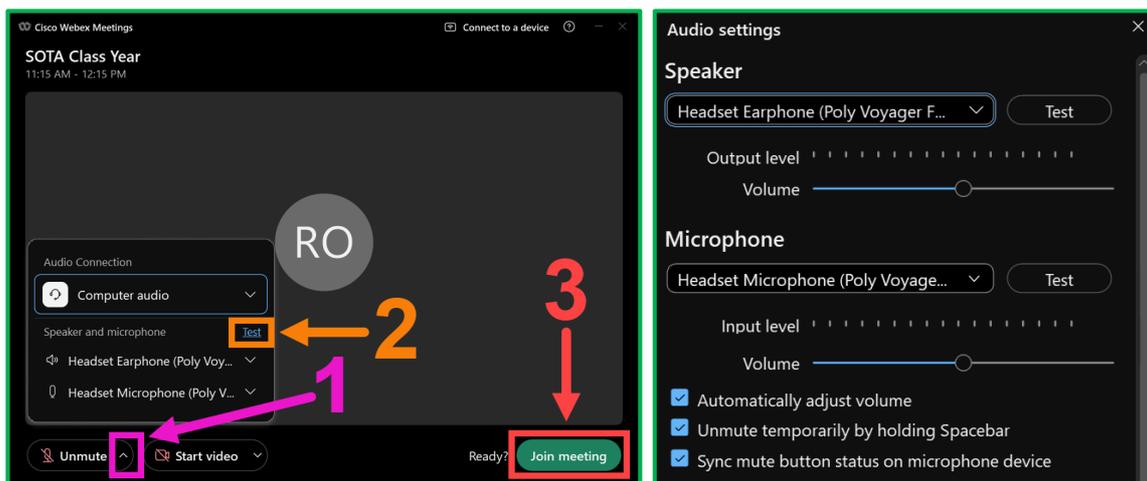
**Note:** If your Webex lesson doesn't start, click the **Download it now** link to download and install Webex



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



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



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

