

Webex Meetings: A guide for families



The Webex Meetings app is already on school owned devices and does not need to be downloaded.

On home/personal devices:

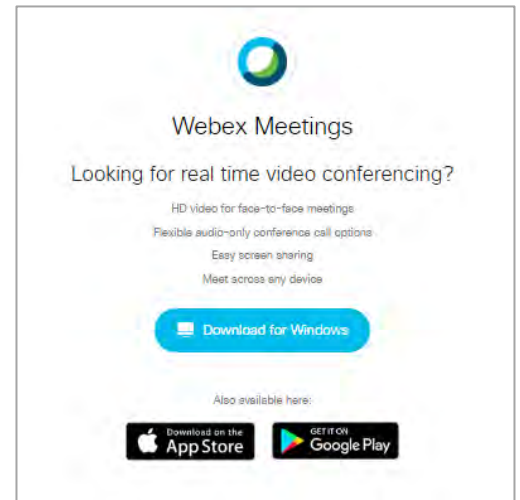
To download the app, go to <https://www.webex.com/downloads.html>

Follow the prompts to download.

If prompted for a name and address, type the child's first name and the following format for email:

e.g. for Ben Smith:

bsmith@danaps.com



If it asks you what site you want to visit, ignore that. You don't need to enter anything else. When the teacher sends an invitation to join a meeting, always join through a browser (internet), not the app. You might be prompted to download again the first time. Do it. If you need any help at all, call the school and we will run a practice meeting.

Joining a meeting

Teachers will send a link to their students on class story. It will read something like this made-up example:

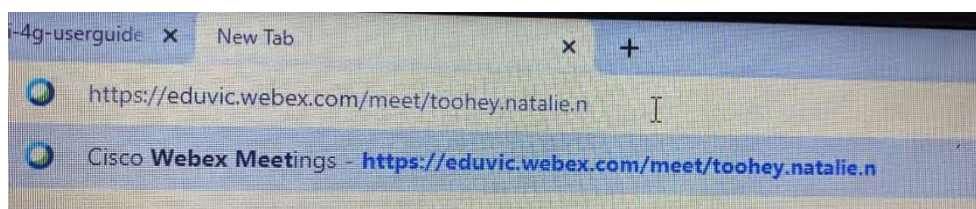
"Hi 3/4T. Our first class meeting is on Thursday this week at 10:50am.

At 10:50am, click on the link below and it will take you to our meeting:

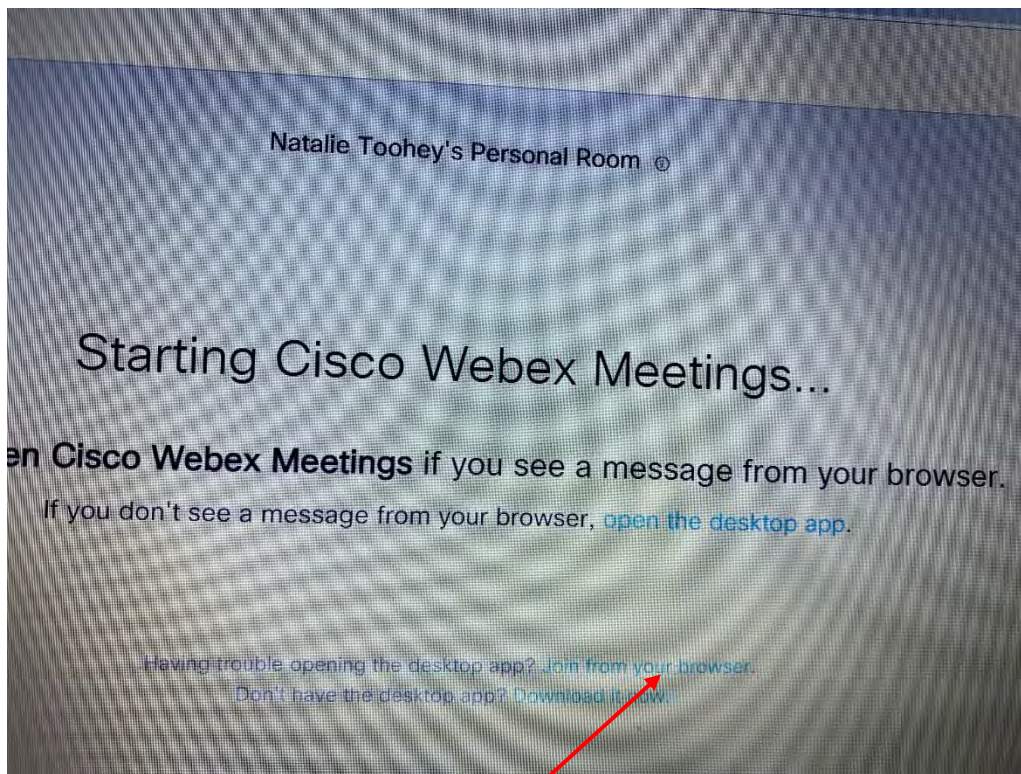
<https://eduvic.webex.com/meet/toohey.natalie.n>

We have discovered that different computers and ipads behave in various ways. Here are some ideas to follow:

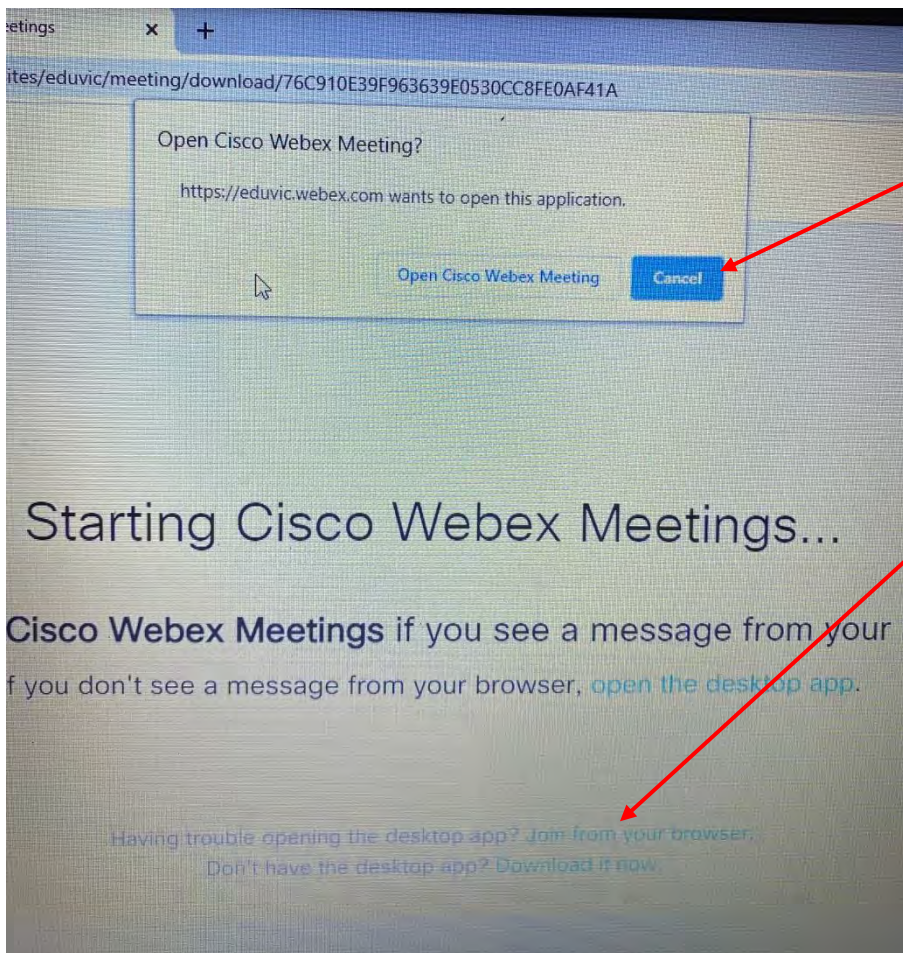
- If clicking on the link above works, great!
- You may be asked for your name and email address. If so, type in as above e.g. Ben bsmith@danaps.com
- If that does not work, copy the link and paste into a browser e.g. google chrome.



Here are some of the messages you might get:

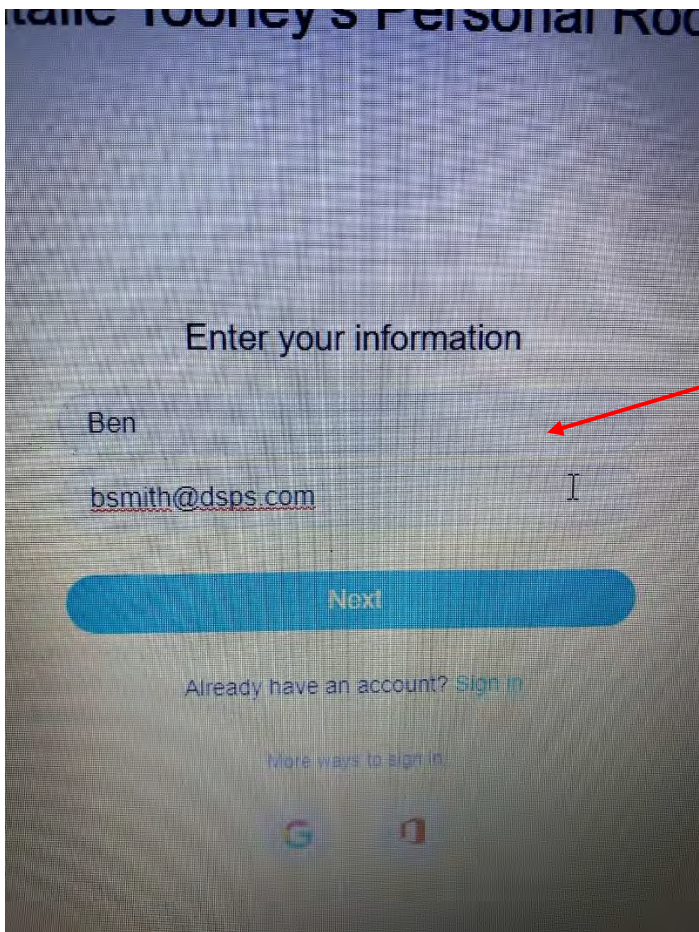


Click on "Join from your browser"



Click 'Cancel'

And click "Join from your browser"

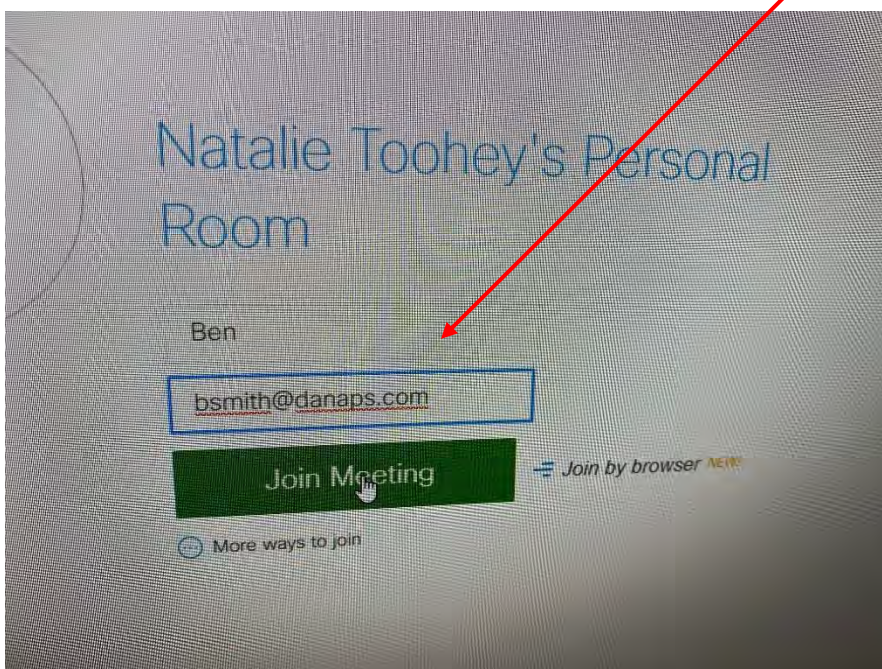
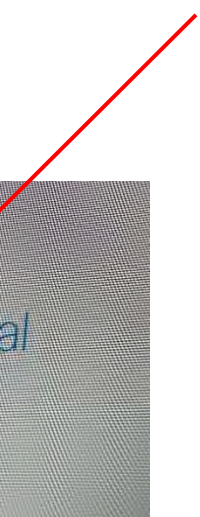


You will be asked to enter your details like this:



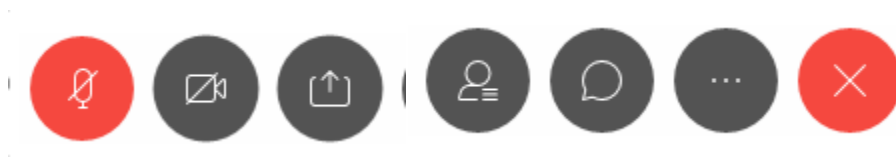
Ben
bsmith@dps.com

Or this:



Webex Buttons (Control Bar)

Move your cursor around the screen and you will see the buttons near the bottom of the screen



1. Microphone: Clicking on the button will mute/unmute your audio during the meeting. It is coloured red when muted (off). It's a good idea to keep your microphone muted while you are listening.
2. Video: Click the camera icon to allow the host and other participants to see you. It is on when it is coloured grey.
3. Share content: Share your desktop, files, when asked by the teacher.
4. Participants: Clicking on the button will open the participants window. You can see who is in the meeting
5. Chat: Clicking on this button will open the chat window. You can then chat with everyone in the meeting if the teacher allows.
6. More Options: Your teacher will tell you about this button if needed.
7. Leave the Meeting: Clicking on this button will allow you to leave the meeting. Be careful not to do this too early!

Views

You can switch between different views by using the buttons on the top right hand side of the screen:

