



Webex - How to Join a Meeting

Warringa Park School

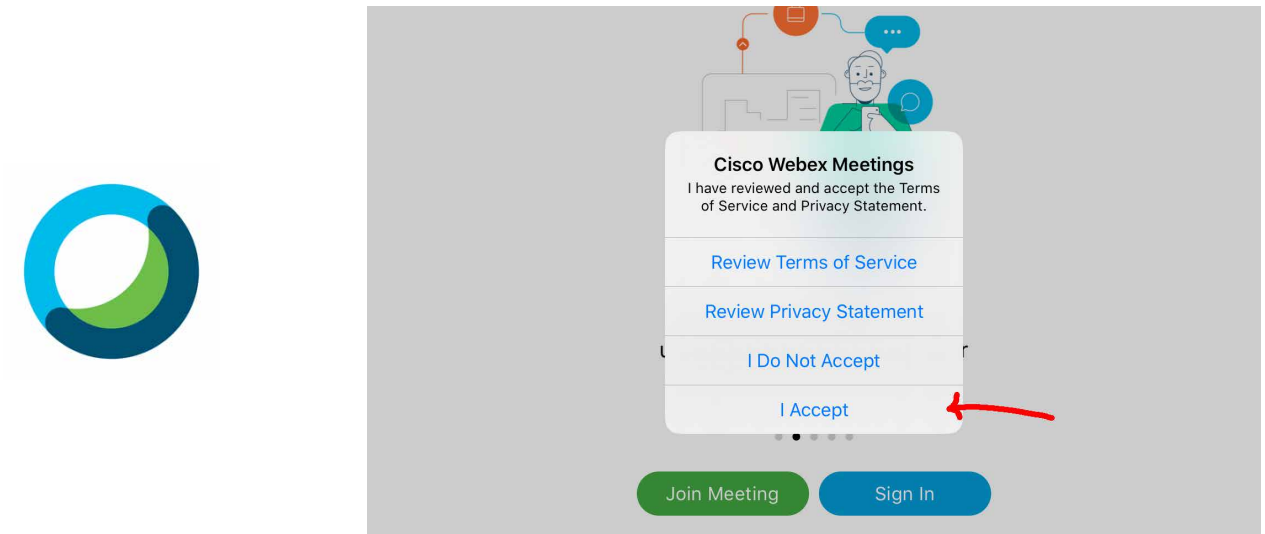
This guide is intended to show families how to connect to a Cisco Webex Meeting from your child's iPad, during the remote learning period.

Teachers will host recurring Webex Meetings as part of remote learning.

You can use these steps to connect to a Webex Meeting.

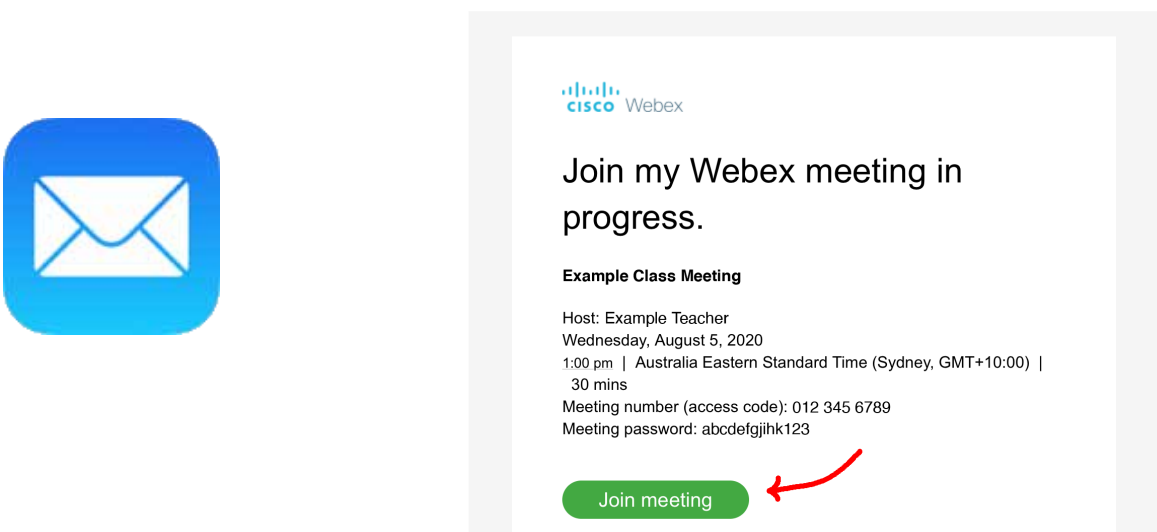
If this is **not** your first time connecting to a Webex Meeting from your child's iPad, you may skip this step.

- 1 Open the **Webex Meet** app on your child's iPad and accept the terms and conditions.



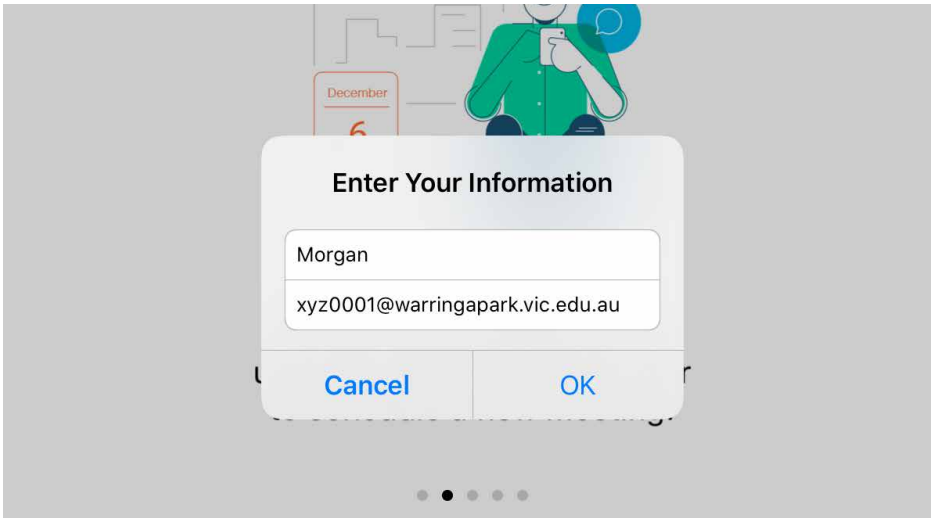
- 2 Open the **Mail** App. Here you can look through your child's school email. When there is a meeting you can join, they should receive an email that looks like this.

Join Webex meeting in progress: Example Class Meeting

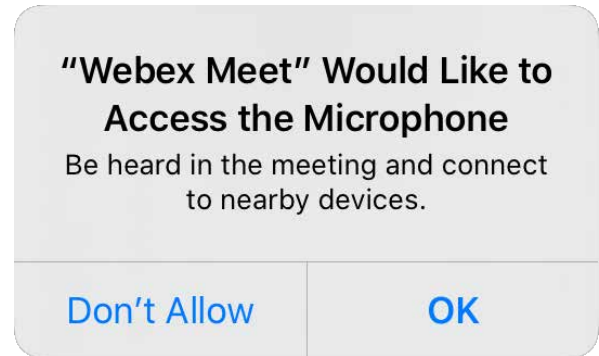
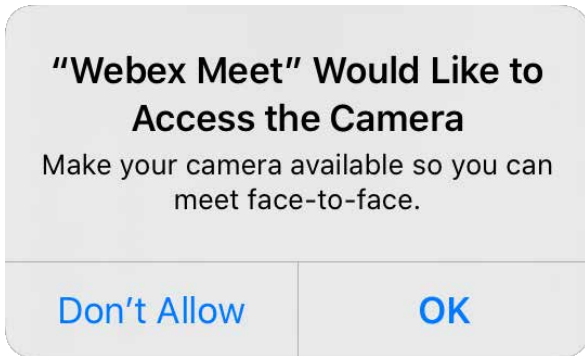


From here you can tap the green **Join meeting** button. This will take you to the Webex Meet app.

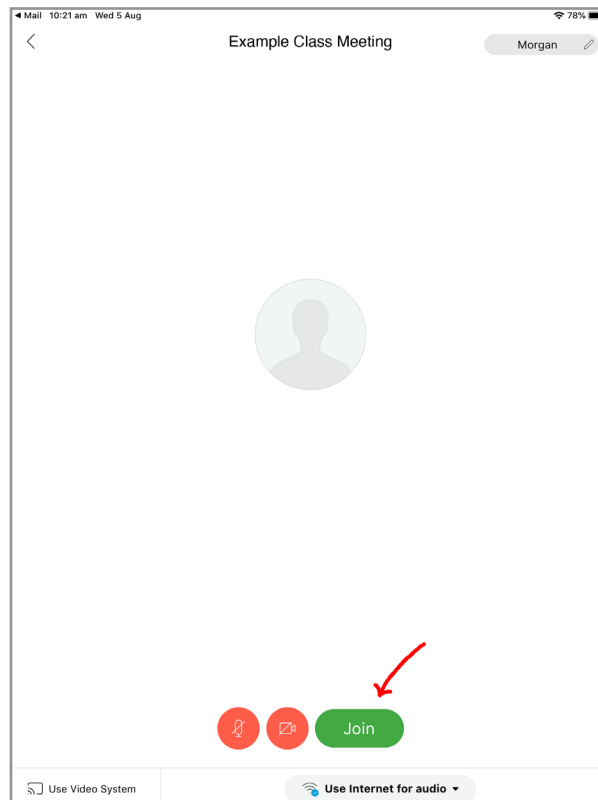
3 From here you can enter your child's name and school email address, then tap Ok.



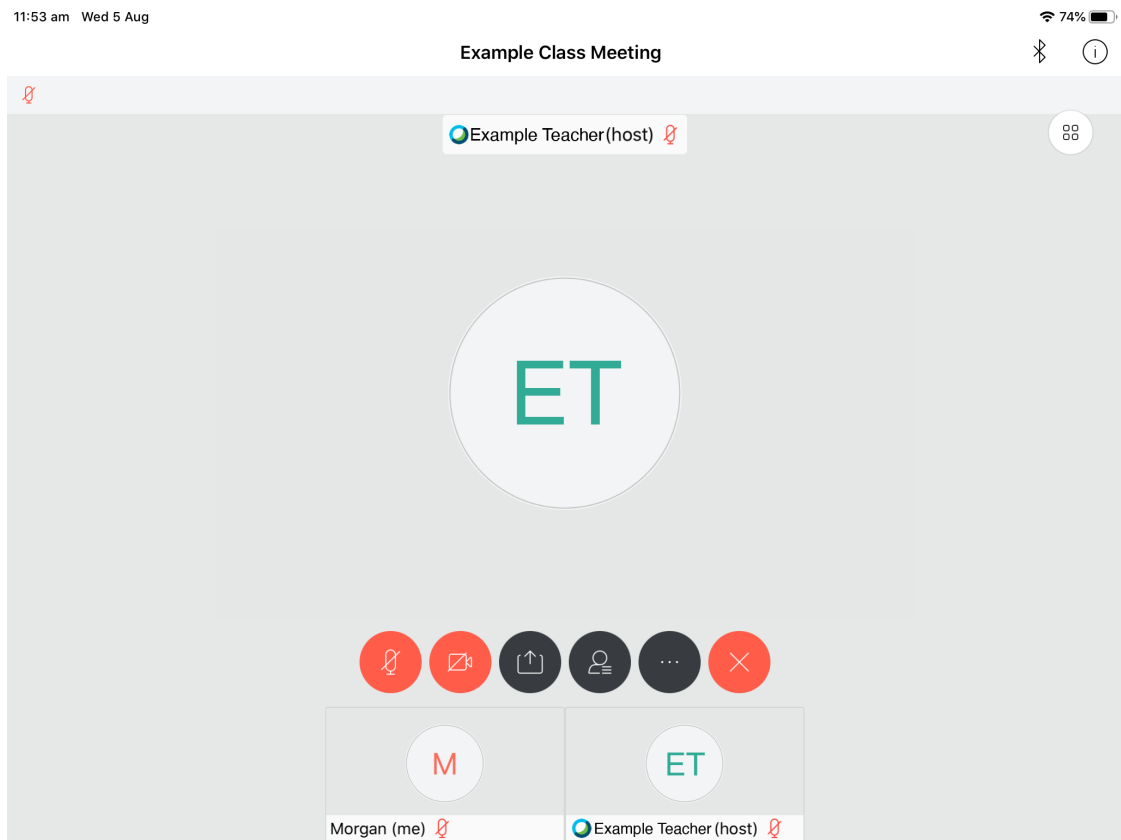
4 From here you may be prompted to allow camera and microphone access. Additionally Webex may show you some tips about audio and video sharing, which you can safely skip through.



5 At this point you'll be connected to the Meeting Lobby. Tap the green **Join** button to go live.



Congratulations! You are now connected and live within the Webex Meeting.



Controls and Buttons



Camera and microphone toggle buttons. Use these to turn your camera and microphone on or off.



Share Button. Used to share your screen, photos or other files in the meeting.



Participants. Use this to view a list of meeting participants, send chat messages and raise your hand.



Close Button. Use this to exit the meeting.