



Oak Park Primary School

22-33 Willett Avenue, Oak Park, VIC, 3046

Website: www.oakparkps.vic.edu.au

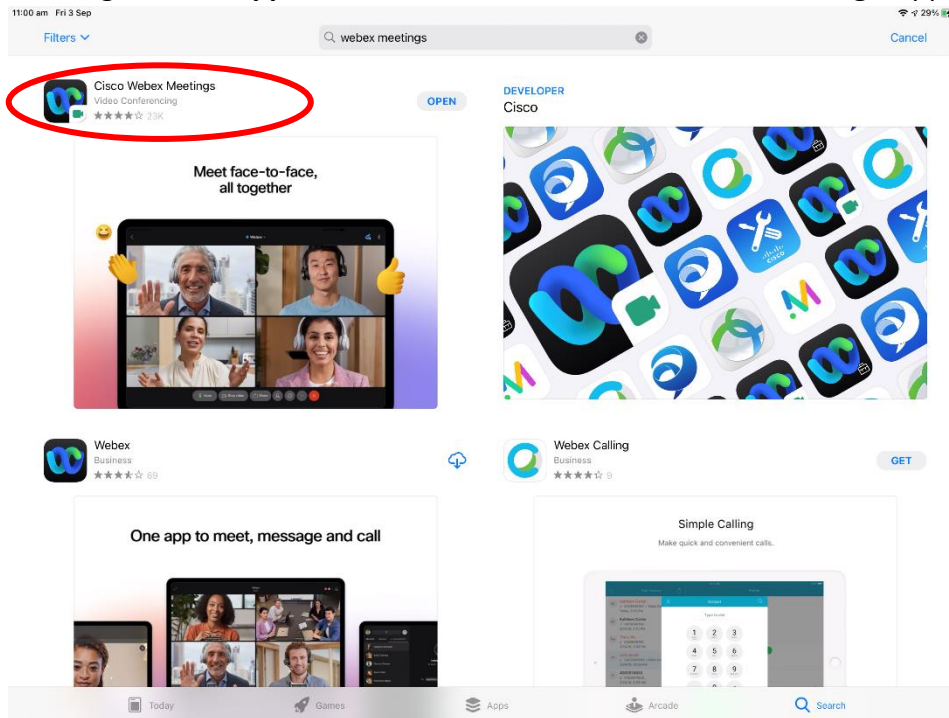
Email: oak.park.ps@edumail.vic.gov.au

Telephone: (03) 9306 9182

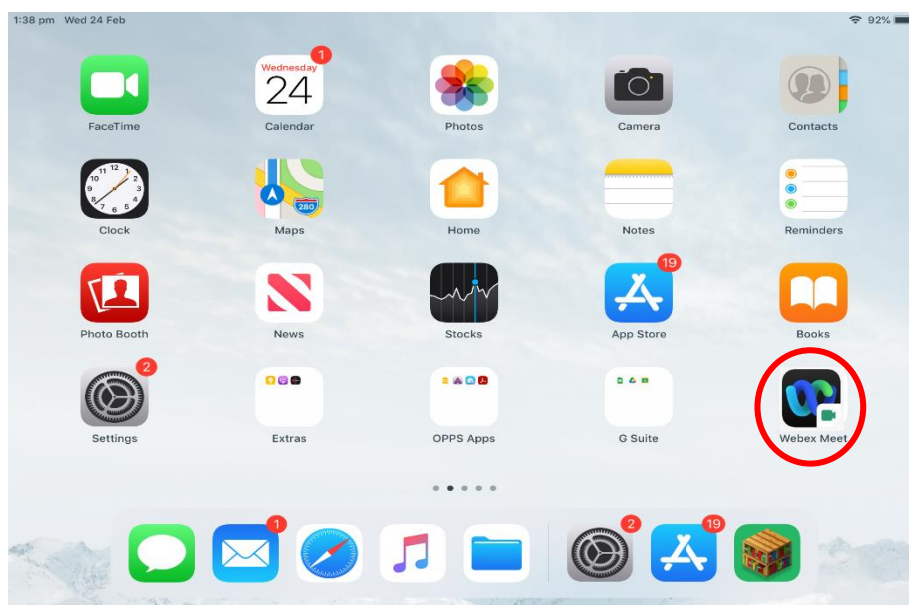
How to join Webex Meetings call

This is a step-by-step guide on how to join Webex Meetings call for Students.

1. Please go to the 'App Store' and download 'Cisco Webex Meetings' app.



2. Once you have download 'Webex Meetings' app on your child's iPad, please open the app.





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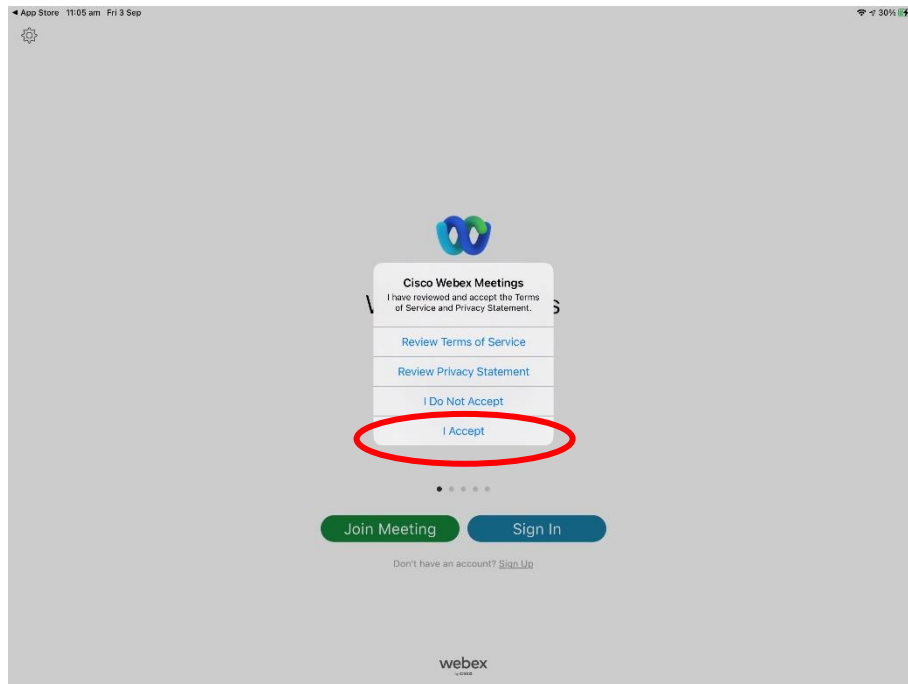
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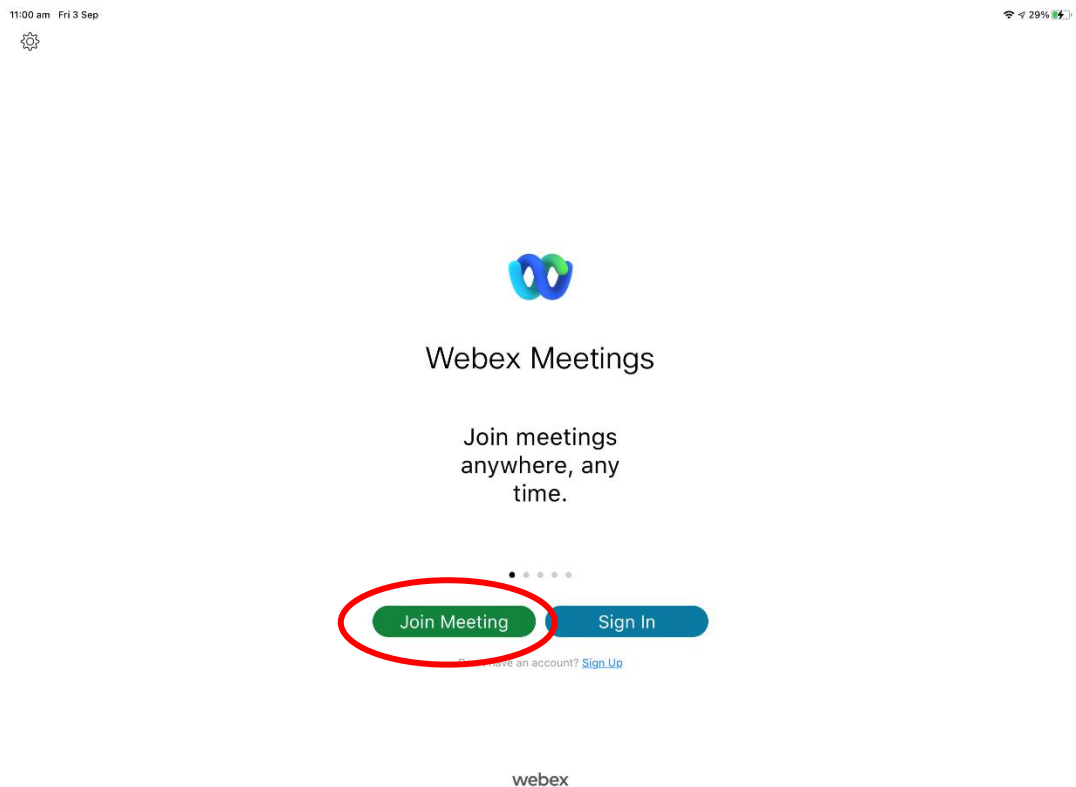
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3. Tap on 'I Accept'.



4. Tap 'Join Meeting'.





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5. Enter the '**Meeting Number**' that your child's teacher has provided you. Enter your child's '**Name**' and enter an '**Email Address**'.

Note: This email address can be made up. In this guide I have used "abc@abc.com".

The screenshot shows a mobile interface for joining a Webex meeting. The screen has a title bar with 'Cancel', 'Join Meeting', and 'Join' buttons. Below the title bar, there are three input fields: the first contains '165 286 7768', the second contains 'David', and the third contains 'abc@abc.com'. Red arrows point from labels on the right to these fields: 'Meeting Number' to the first, 'Name' to the second, and 'Email Address' to the third. The bottom of the screen shows the Cisco Webex logo.

6. Once you have entered the information above click '**Join**' on the top right.

This screenshot is identical to the previous one, showing the 'Join Meeting' screen with the same input fields. However, the 'Join' button in the top right corner is circled in red, indicating the next step in the process.



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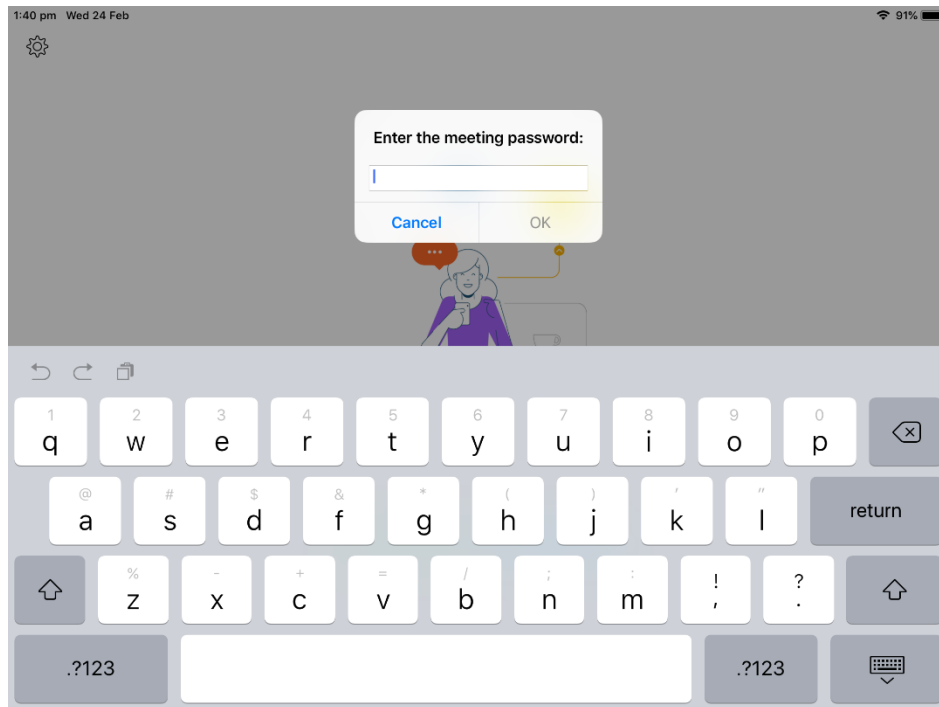
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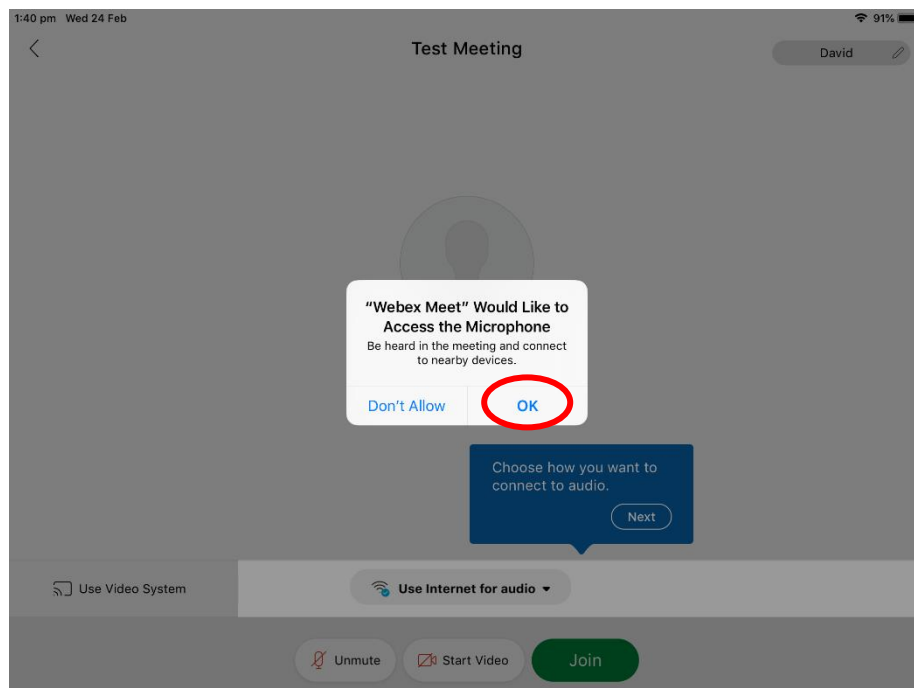
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7. Enter the '**Meeting Password**' that your child's teacher has proved you and tap '**OK**'.



8. Tap '**OK**' to allow the app to access the microphone.





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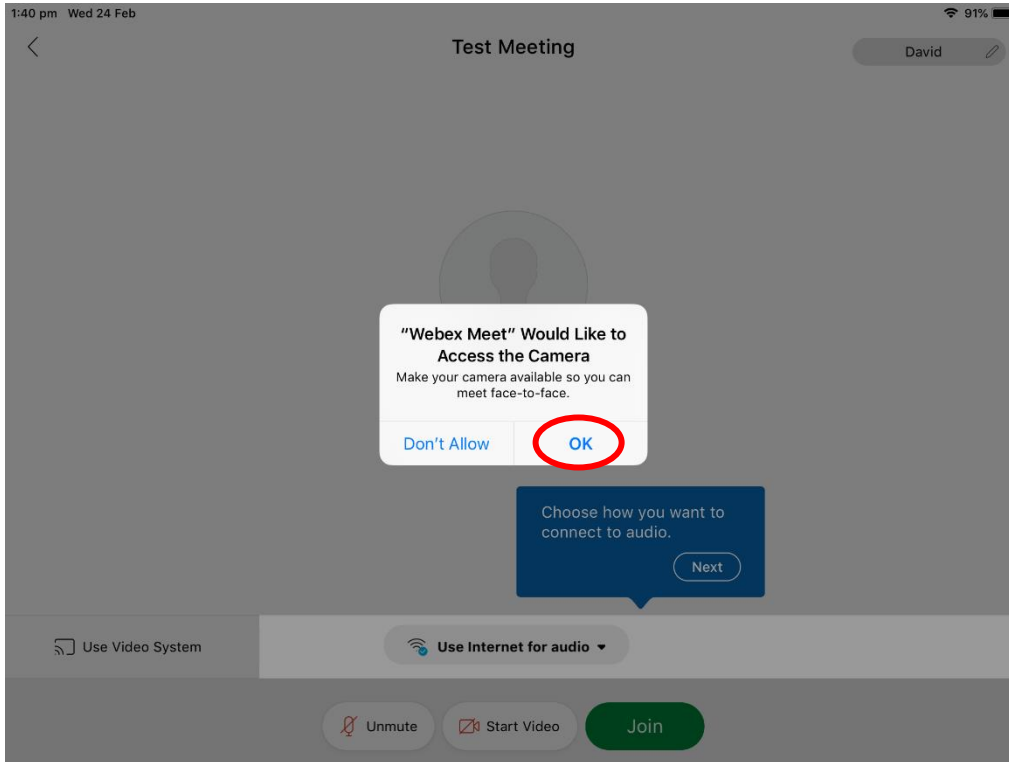
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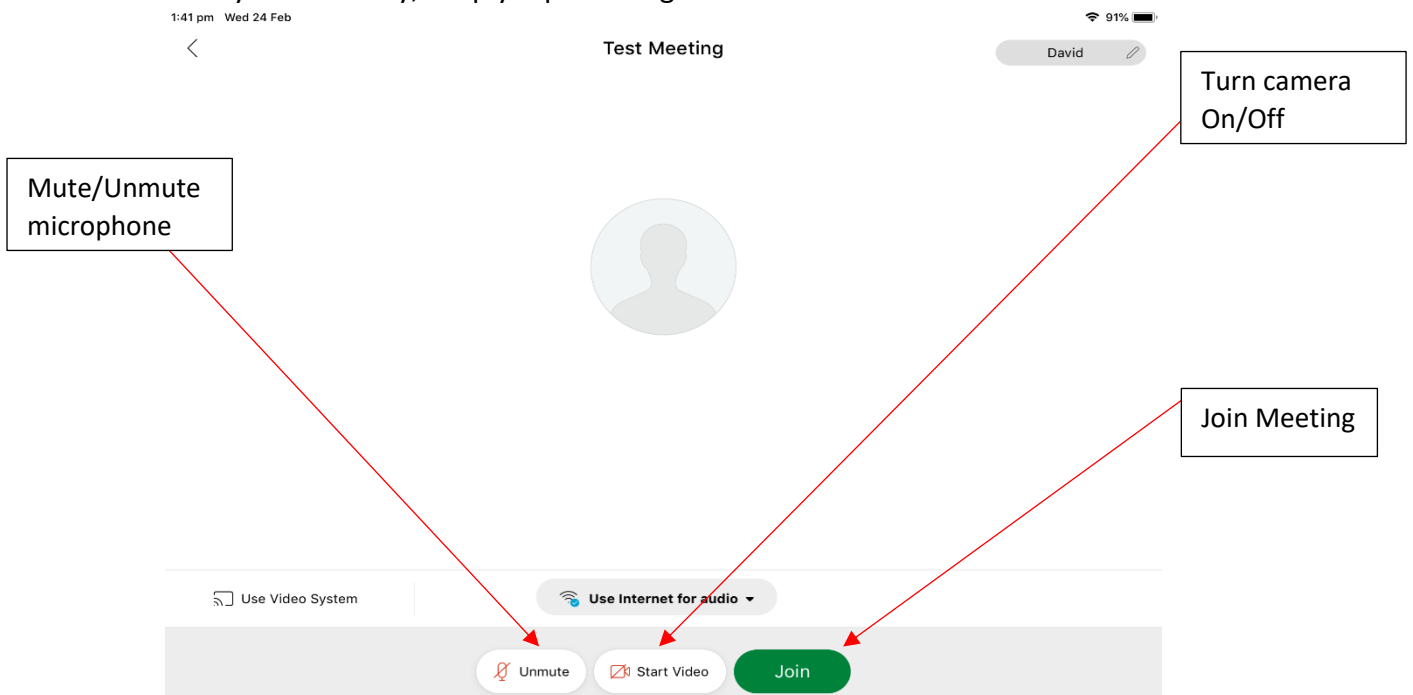
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9. Tap '**OK**' to allow the app to access the camera.



10. Before joining the call, you can show/hide your video by toggling on the '**Start Video**' icon or mute/unmute your voice by toggling the '**Unmuted**' icon.

Once you are ready, simply tap on the green '**Join**' button.





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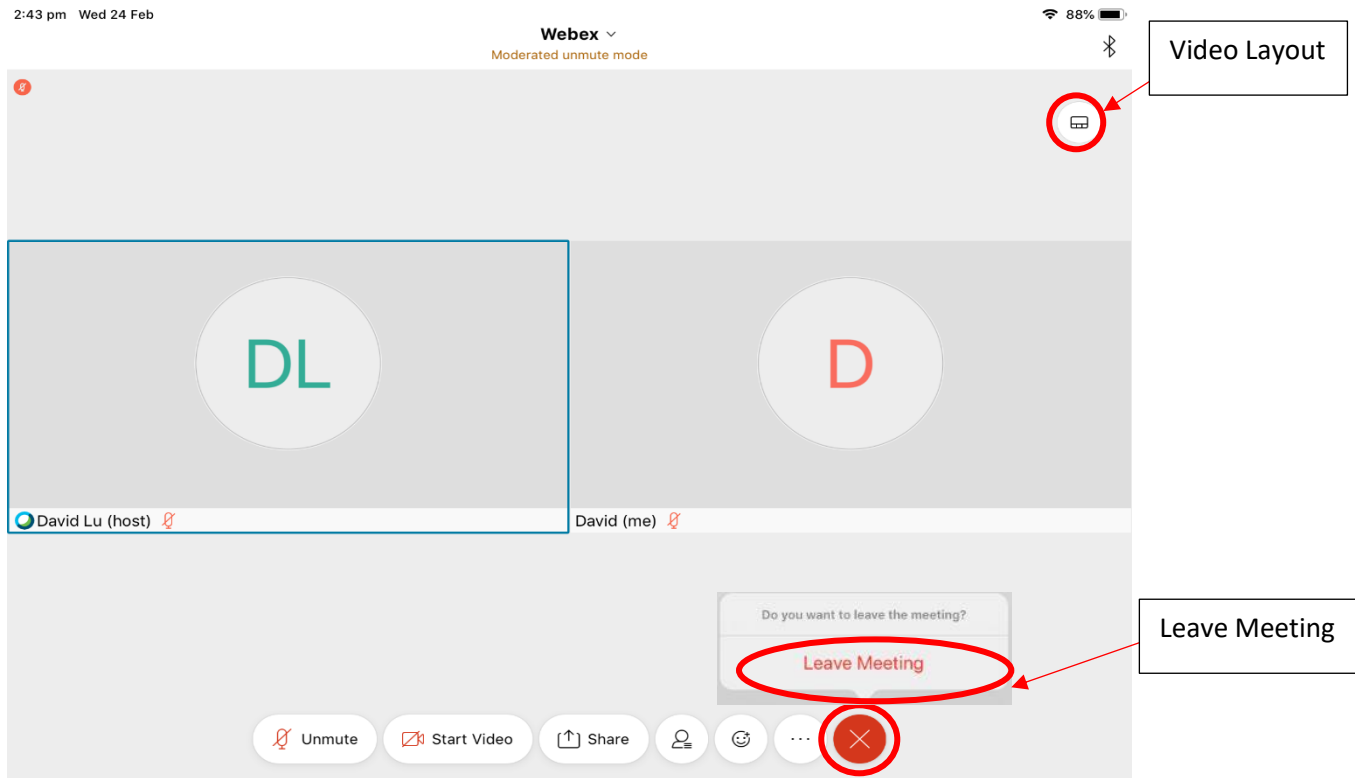
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11. Once your child is in the meeting they will see their teacher and fellow classmates once they have joined too. You can change the video layout by toggling the icon on the top right.

To end the call simply tap on the 'Red Cross' button on the bottom and tap 'Leave Meeting'.



Note: If your child accidentally ended the call or the app has crashed. Simply repeat steps 4-10 to re-join the call.

Thank you for your cooperation in this matter.

Regards,

David Lu – School Local Technician