Oak Park Primary School

22-33 Willett Avenue, Oak Park, VIC, 3046
Website: www.oakparkps.vic.edu.au
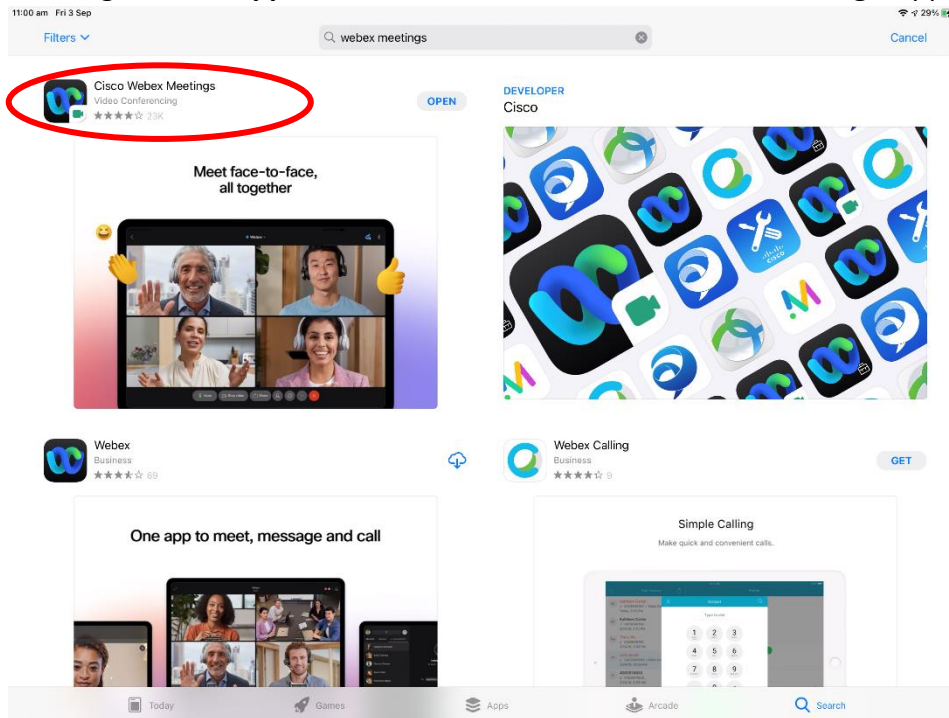Email: oak.park.ps@edumail.vic.gov.au
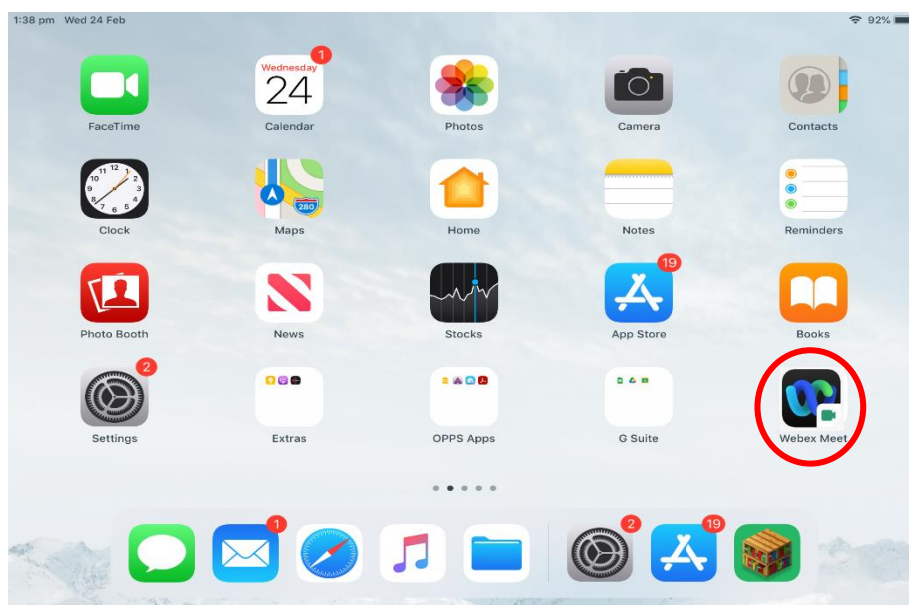Telephone: (03) 9306 9182

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.
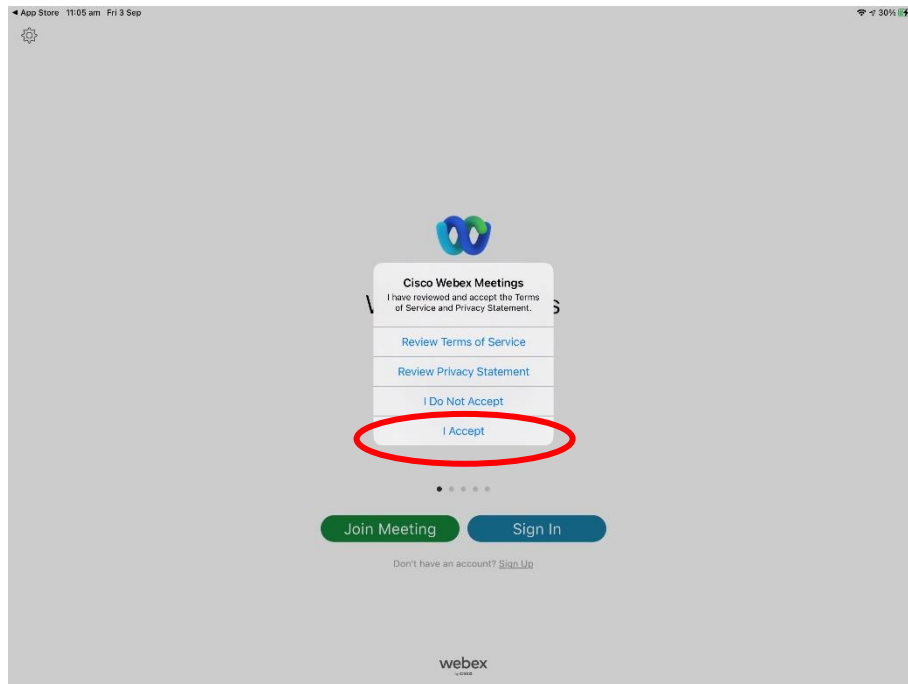
Oak Park Primary School

22-33 Willett Avenue, Oak Park, VIC, 3046
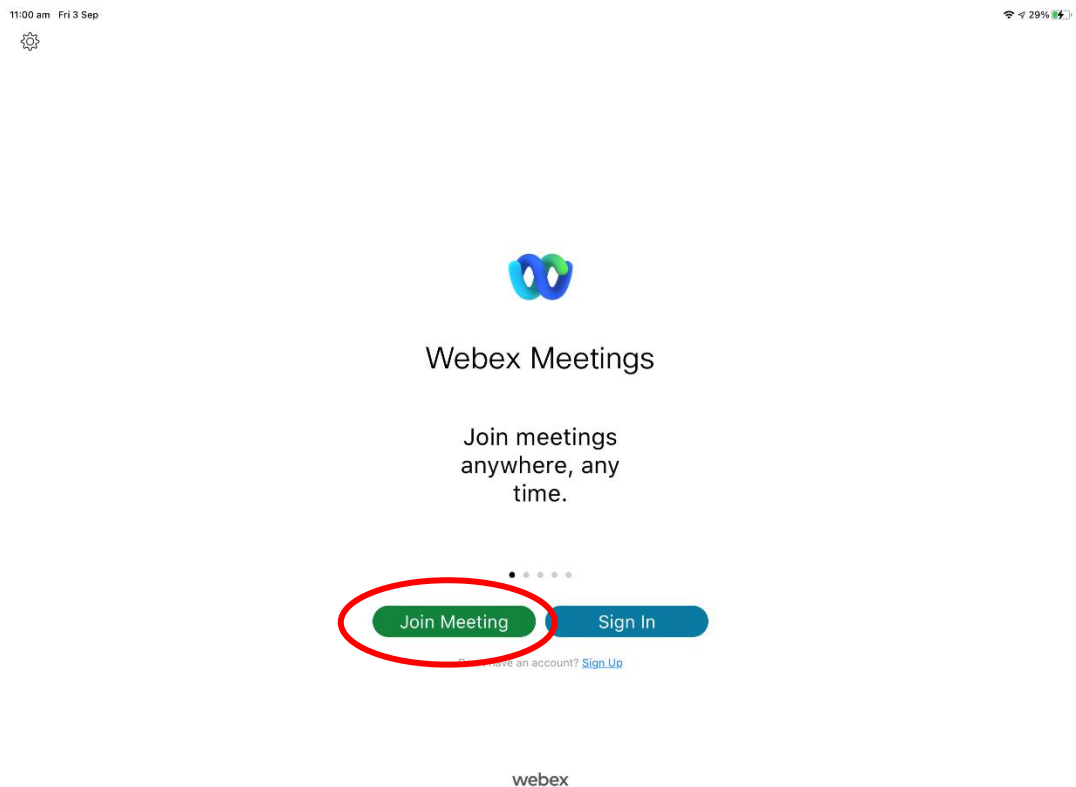Website: www.oakparkps.vic.edu.au
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3. Tap on '**I Accept**'.

4. Tap '**Join Meeting**'.

CREATING THE FUTURE TOGETHER

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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".

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

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

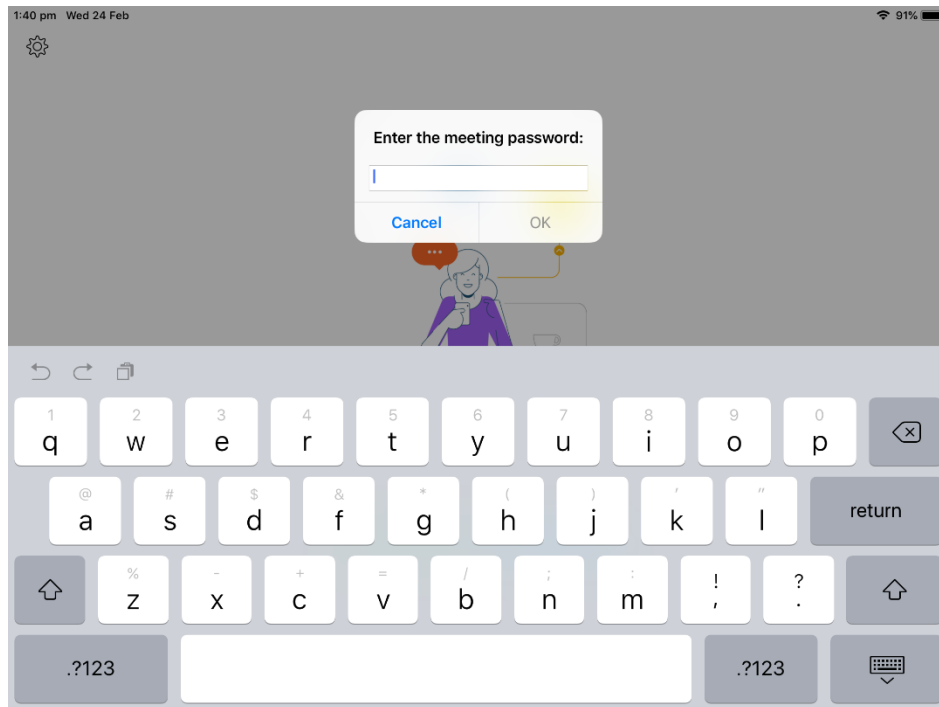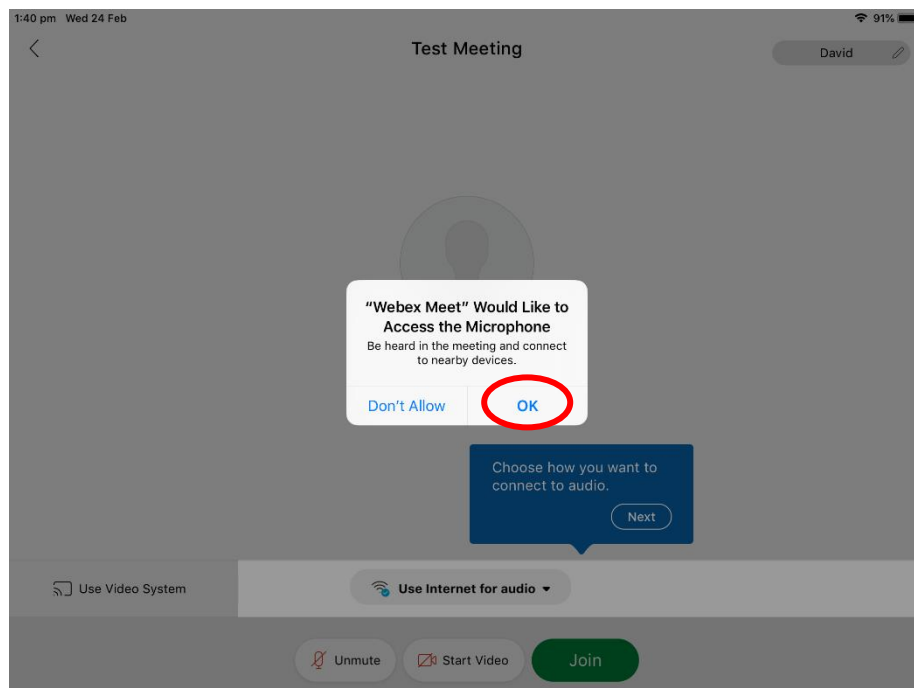8. Tap '**Ok'** to allow the app to access the microphone.
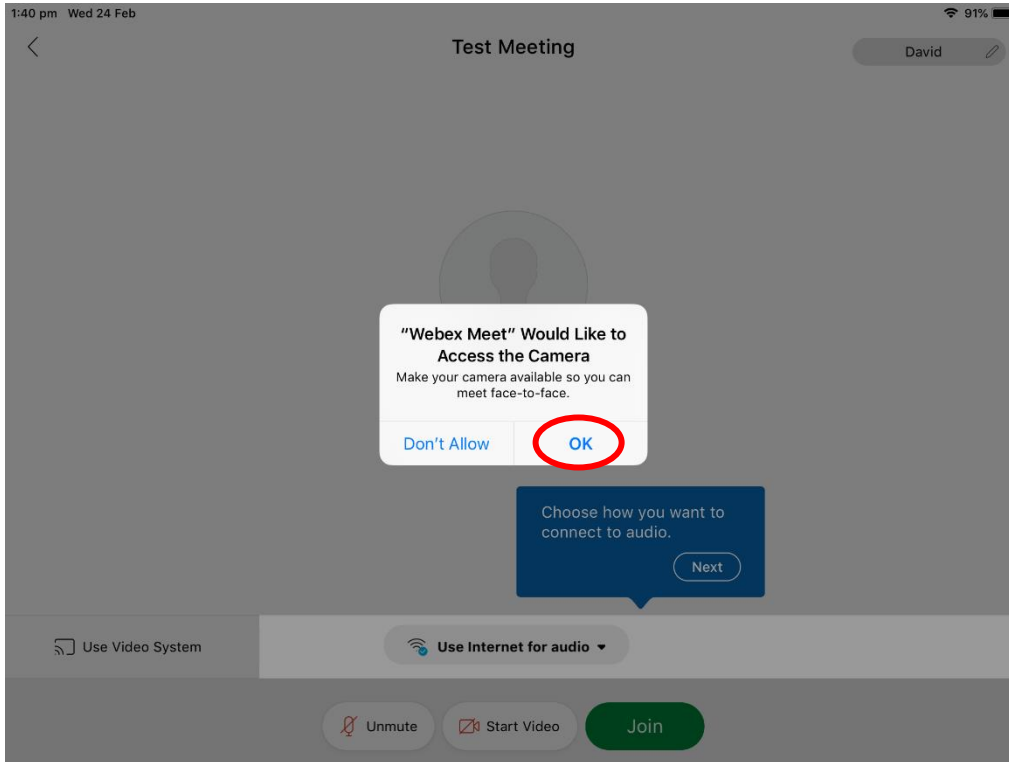
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Website: www.oakparkps.vic.edu.au
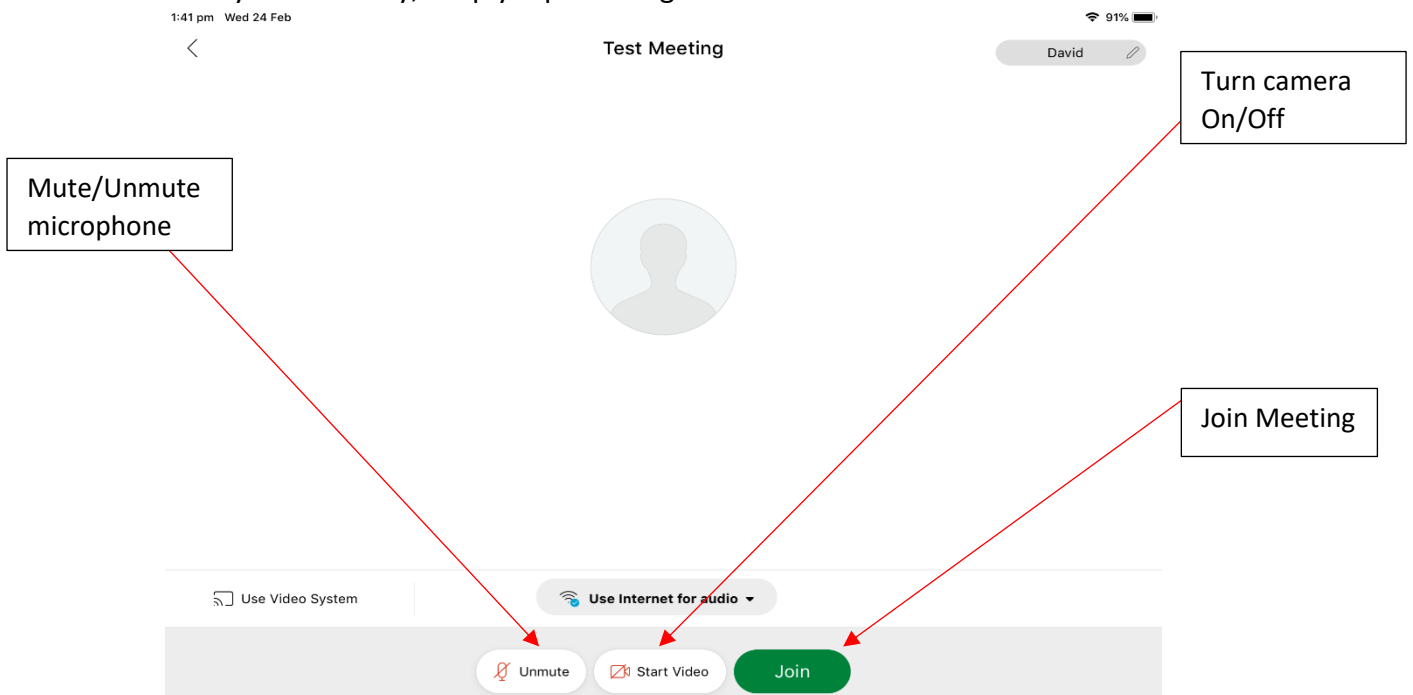Email: oak.park.ps@edumail.vic.gov.au
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9. Tap '**Ok'** to allow the app to access the camera.

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.

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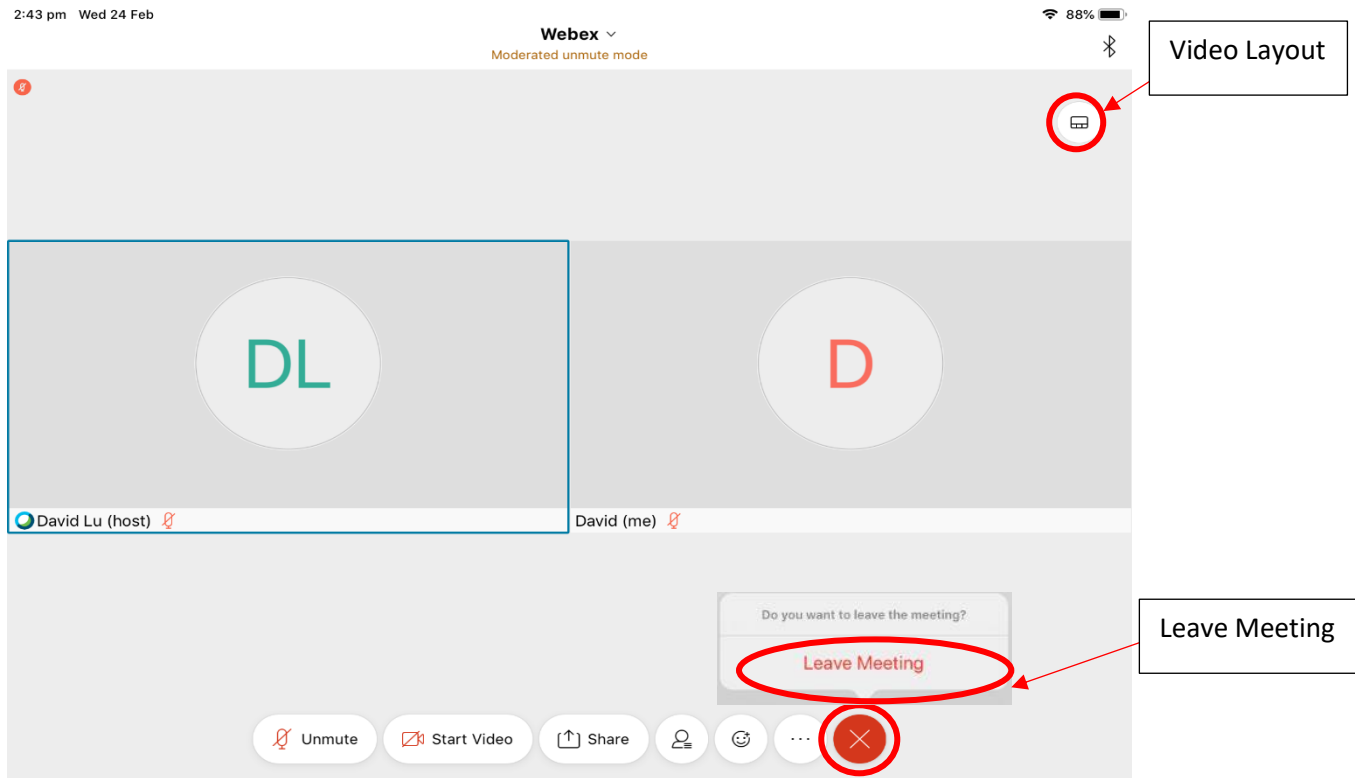
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11. Once your child is in the meeting they will see their teacher and fellow classmates once they have joined too. You can change the video layout by toggling the icon on the top right.

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

Note: If your child accidently 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