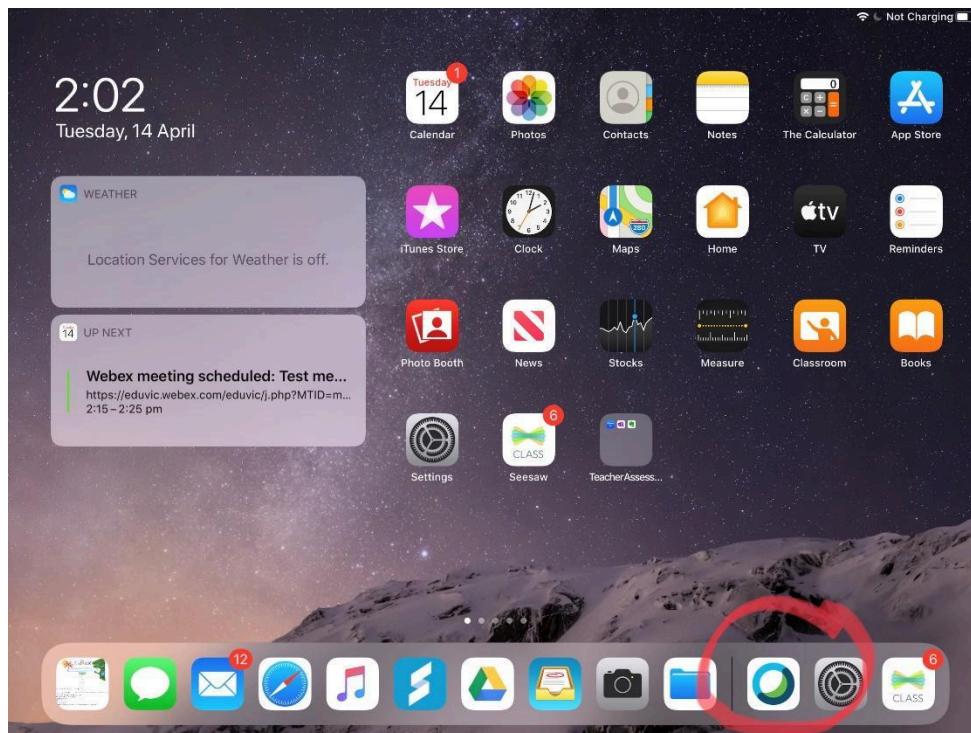




How to access Webex meetings for students using iPads

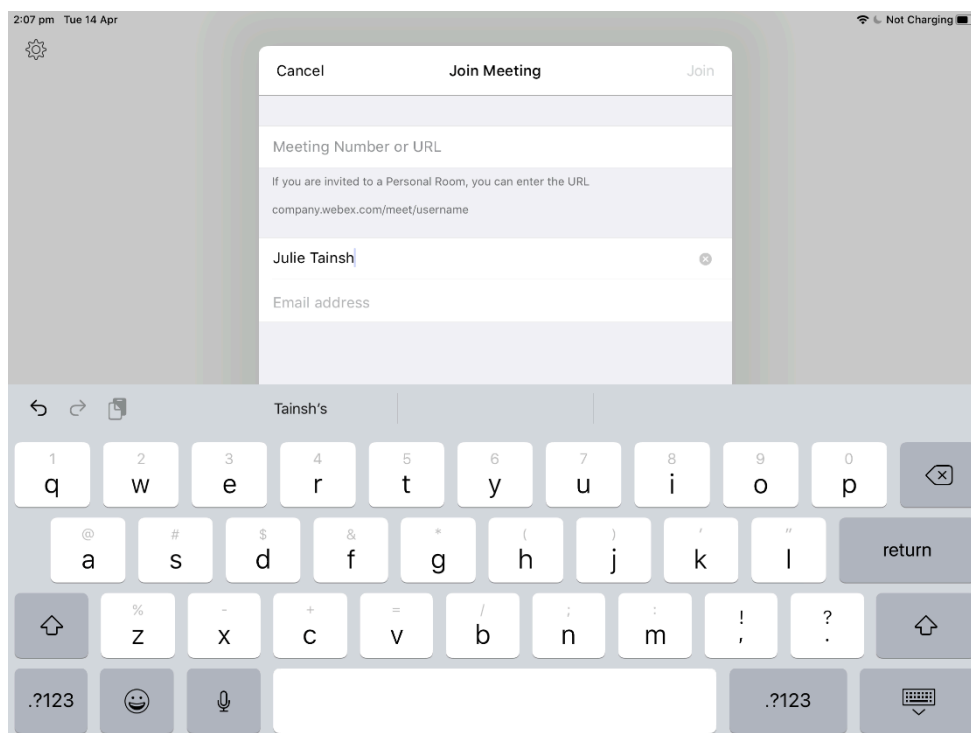
First open your Webex App – the App is circled in the picture below



The first screen will look like this.

Enter the Meeting Number, your first and last name and then your email address eg.

TTAIE@schools.vic.edu.au





Boroondara Park Primary School

School No. 5288
ABN 55 983 557 174

Ph 03 9857 5157
Fax 03 9857 6794
Almond Street
North Balwyn Victoria 3104
boroondara.park.ps@edumail.vic.gov.au

The next screen will be the one below and enter the meeting password. The meeting password is case sensitive.

The final screen is the one below. Press 'Join' to join the meeting.



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Ph 03 9857 5157
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Almond Street
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boroondara.park.ps@edumail.vic.gov.au

1:30 pm Tue 14 Apr

62%



1.30pm test



Join

Use Video System

Use Internet for audio




Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:



Mute—turns red  when you mute your audio. Click again to unmute.



Video—indicates your video is on. Video is on by default unless you have chosen to turn it off when joining the meeting. You will see  when your video is off.



Share screen—share everything on your screen.



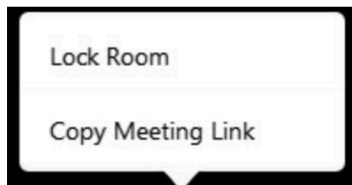
Start recording—record the meeting. Only the you can record the meeting. At the end of the meeting the you will receive an email with the recording link that can be shared with others.



Participant list—see who is in the meeting. The button is blue when the participant list is open.



Options—the options may vary depending on meeting settings.



- **Lock Room**—restricted access to the meeting.
- **Copy Meeting Link**—copy the meeting link if you need to send it to others in a message.



End Meeting—to exit the meeting for everyone. If you want to exit the meeting without ending it for everyone, assign a new host.