Wimmera South West Area
Students Logging onto Scheduled Webex Meetings

Why?

Scheduling a time to meet with others on Webex Meetings allows for information about the meeting to be distributed before the meeting begins. Students can take note of the date, time and log in details for the meeting and have any learning materials ready to go.

What?

Students log in using the details provided by the host.

How?

STEP 1

Locate the email sent from the host with the meeting details. Click on the green 'Join meeting' button

Kylie Smith invites you to join this Webex meeting.

Meeting number (access code): 578 871 569
Meeting password: SEwYCANP523

Thursday, 2 April 2020
3:45 pm | (UTC+11:00) Canberra, Melbourne, Sydney | 1 hr

Join meeting

STEP 2

Webex Meetings will automatically download for users the first time it is activated. A prompt may appear to do this. There are no restrictions on school devices regarding the downloading of this desktop app.
Webex Meetings can also be downloaded onto personal devices using this same method.

STEP 3

After the initial download, participants can access meetings by using the 'Join meeting' button. Participants will need to enter the meeting number and meeting password.

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SUPPORT

This Help Sheet has been prepared by Kylie Smith, Acting Education Improvement Leader.

Smith.kylie.m@edumail.vic.gov.au