



ICT DEPARTMENT

Ver1.0A  
2020

# CISCO WEBEX-VIDEO CONFERENCE HOME LEARNING – Quick Guide (STUDENTS/PARENTS)

**CISCO WEBEX – VIDEO CONFERENCE**  
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## Cisco Webex

### What is Webex?

Webex is the program that will be used by teachers to meet 'live' with students.

### Join a meeting

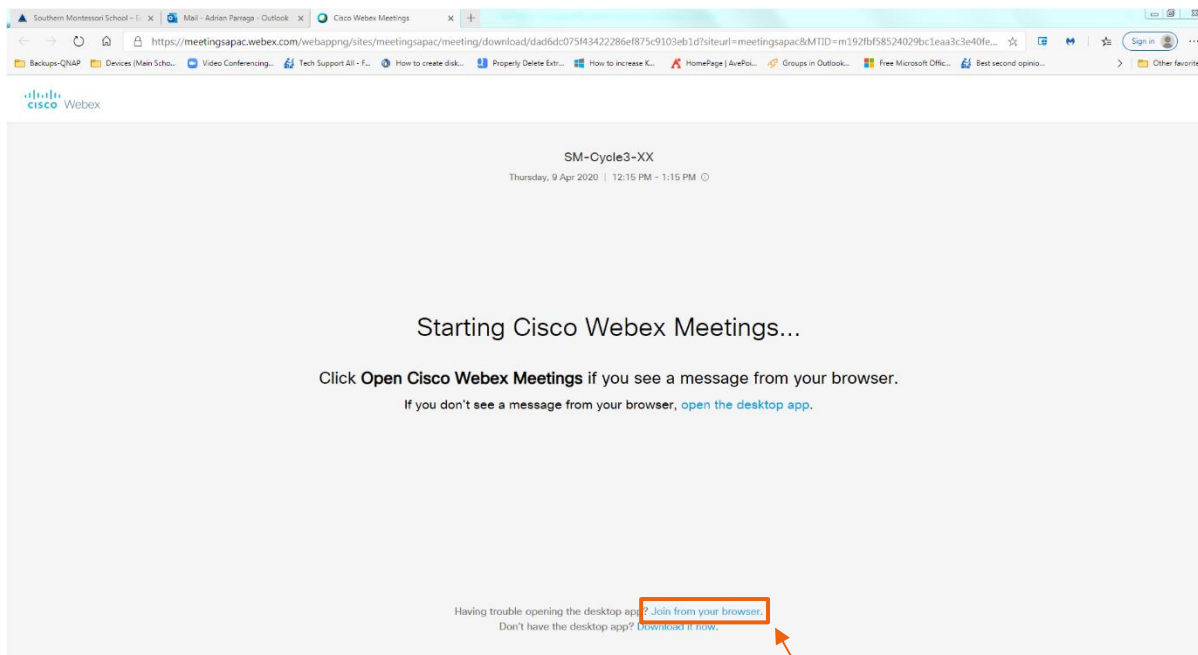
Steps:

1. Make sure you are using **Google Chrome** as the web browser.
2. Click the video conference **link** on the timetable

(If a different web browser than Google Chrome opens, please **copy and paste the full URL on Google Chrome**)

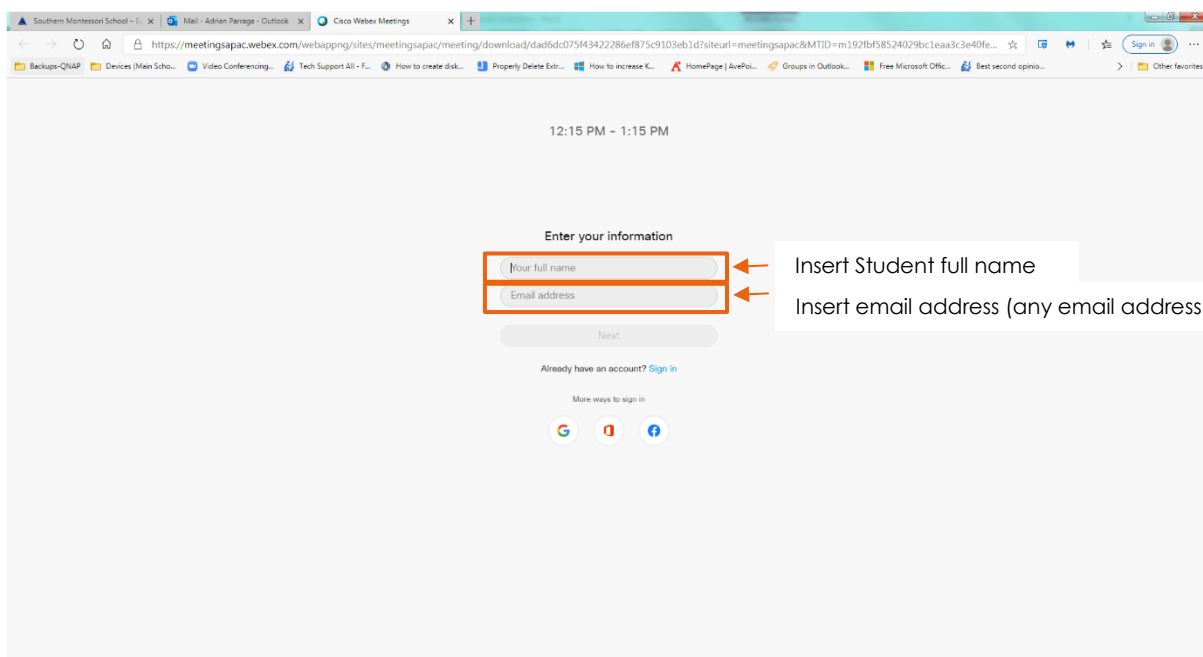
3. You will be directed to the Webex site and your specific meeting (Eg. Michelle's Conference Group 1)
4. Click on "**Join from your web browser**" (You may be prompted to download the app, you do not need to do this).
5. Next you will be asked to enter your information. Students will enter their first name and surname. Any email address can be entered (real or made up).
6. You will then see a preview screen where you can check your audio and camera are connected before joining the meeting.
  - a. If you can see yourself, your camera is working. (You may have to allow the camera and microphone access to the website – pop up message boxes).
  - b. Audio options are accessed through a drop down menu under the camera image. Select 'Using computer for audio'.
7. When you are ready, click 'Start meeting'.

## Join meeting figure 1

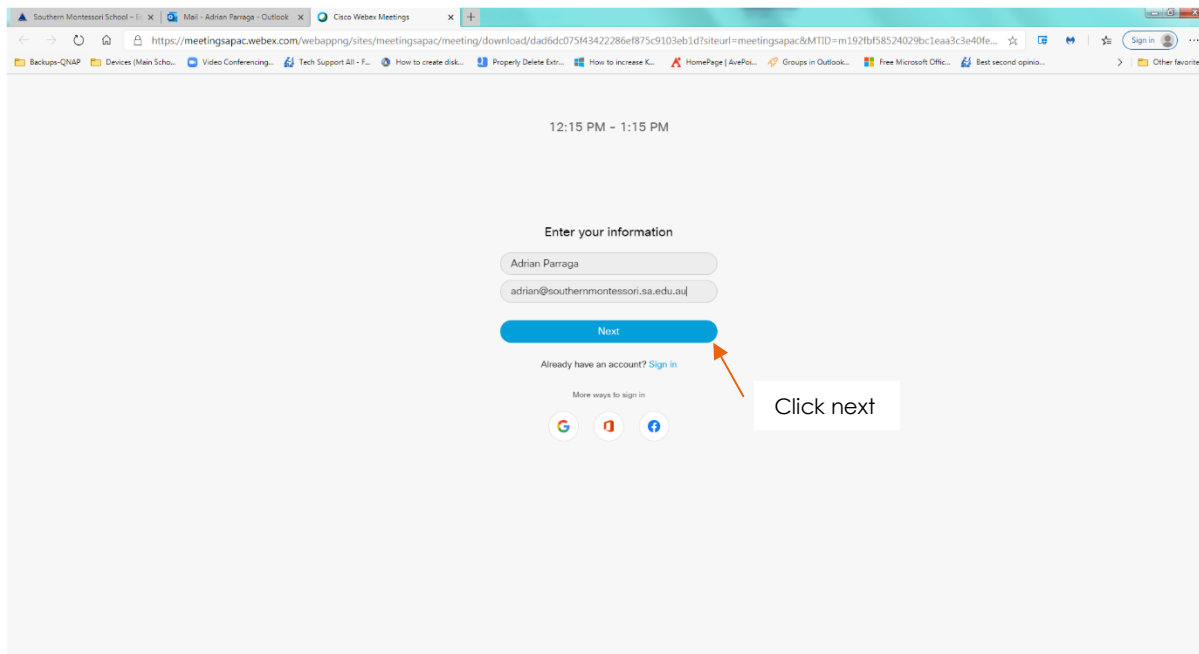


Click on join from your web browser

## Join meeting figure 2 – Name and email

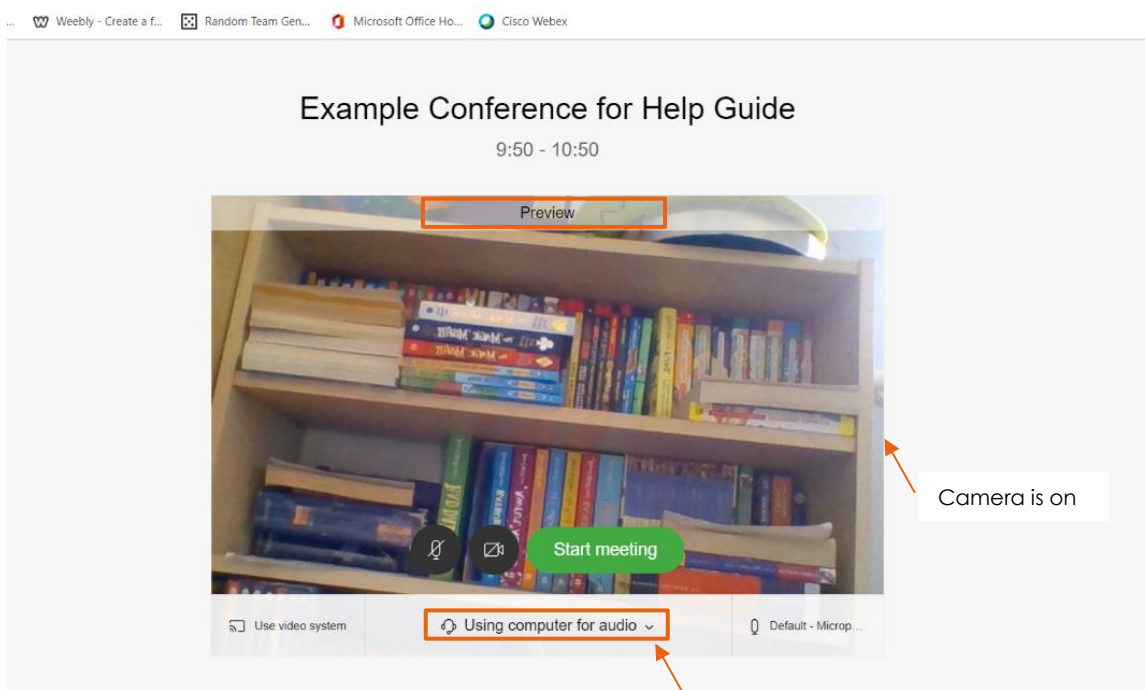


## Join meeting figure 3 – Click next



## Join meeting figure 4 – Preview Screen

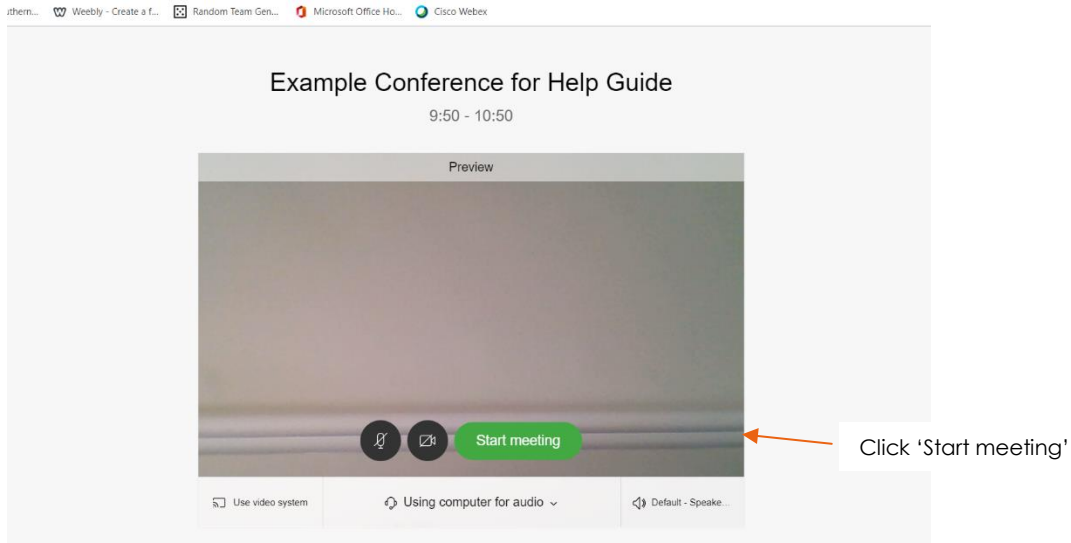
Check camera and audio settings before joining meeting



Audio options

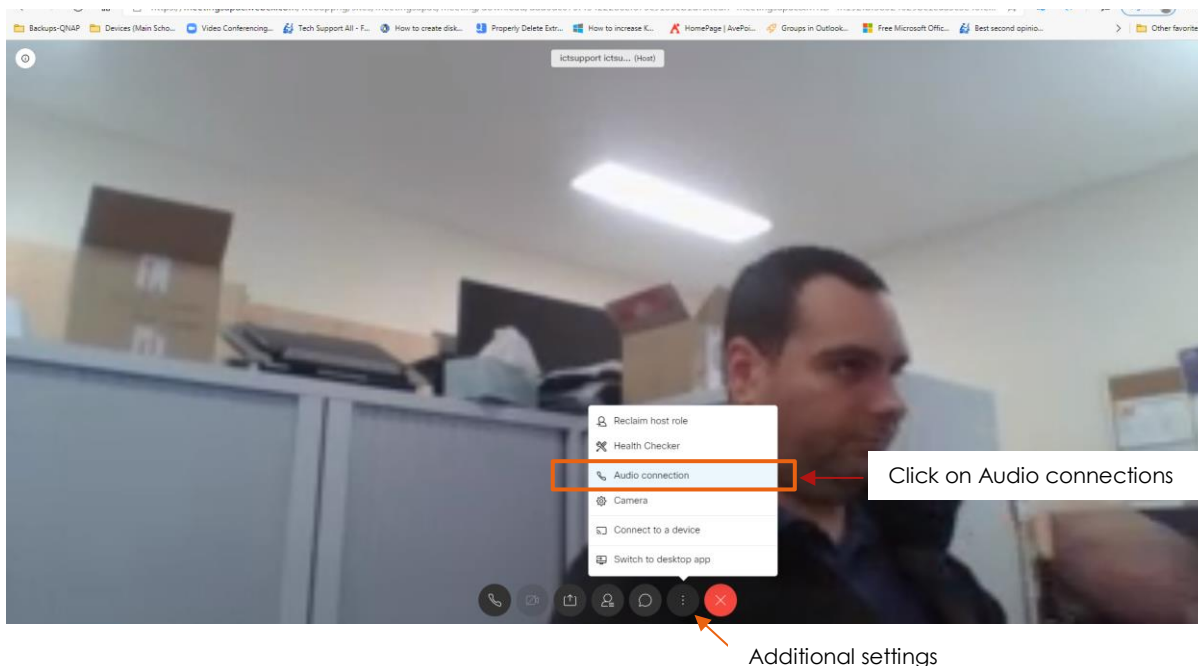
Ensure you have selected 'Using computer for audio'

## Join meeting figure 5 – Click 'Start Meeting'

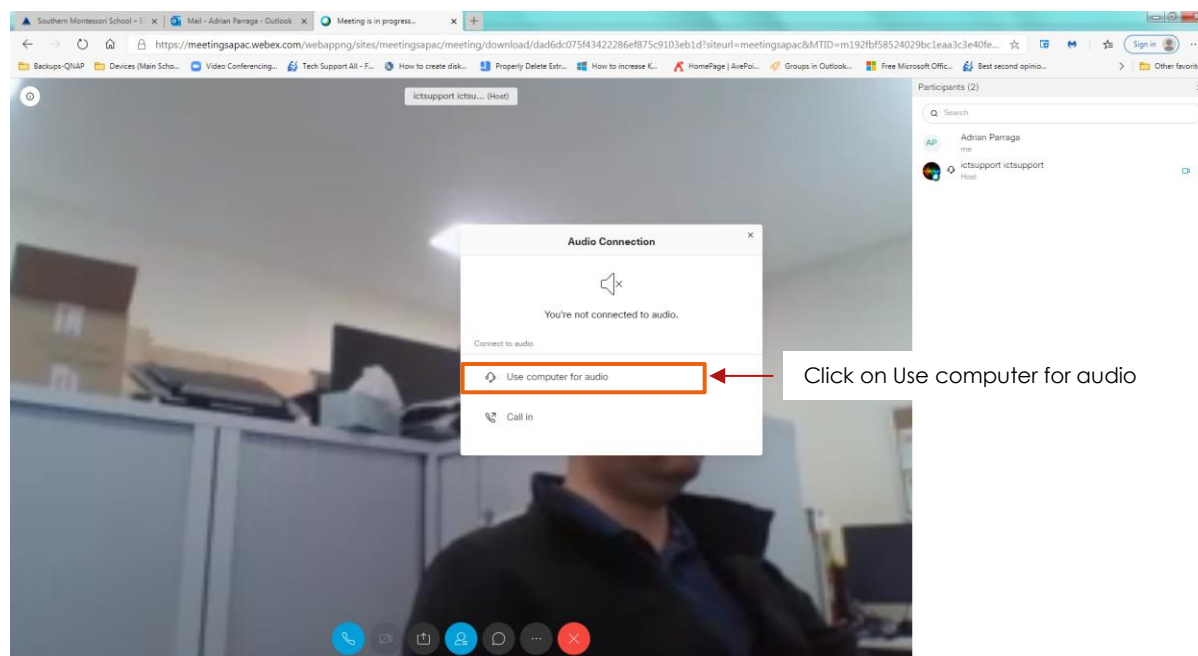


## Join meeting figure 6 – Audio troubleshooting

If you are experiencing audio problems. Go to **additional settings**, and click on **audio connections**. Select **use computer for audio**.



## Join meeting figure 7 – Audio troubleshooting



## Join meeting figure 7 – Audio troubleshooting – Final step

