Webex Meetings - Joining a Class via Email

1. You will receive an invite email from Webex containing your class details whenever your teacher creates a session

   You may also receive a reminder about 15 minutes before a session is due to start or if your teacher sends one to you

   ▶ If you do not receive an email, please refer to the helpsheet

2. Open the Webex invite email, note the meeting details and click the Join meeting button or link when you are ready

3. Your internet browser will open the page below; in the popup, tick the Always allow… checkbox and click Open Webex

   a. If this is your first time using Webex, left-click the webex.exe file in the bottom left to install and open Webex

   ▶ : If your Webex lesson

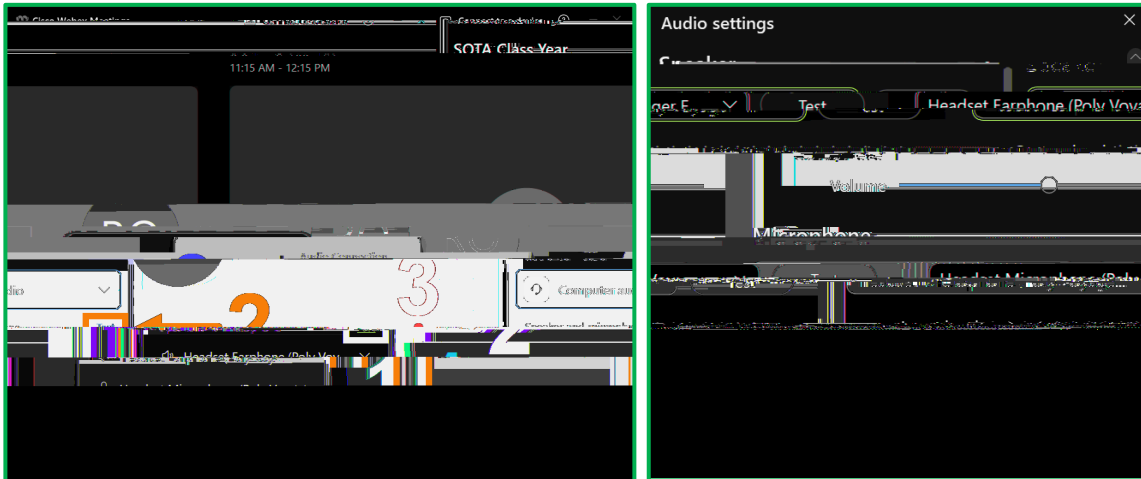5. Click the Unmute button arrow and click Test to check your audio devices, then click Join Meeting when ready

6. After joining the meeting, click the Participants and Chat buttons in the bottom right to open the corresponding panels