



Home Group Meetings



Using WEBEX videoconferencing

1. The teacher will provide you with a meeting link and a time that your class is meeting. This link will be the same address you use every time you connect with your class.
2. Click on the link 5-10 minutes before your meeting time (if possible) so that if internet is busy you have time to join the group.
3. When you open the link, it will open a new internet browser window and a pop up will prompt you to “Open Cisco Webex Meeting”. This will take you to a new window where you will be invited to “join” your classroom.
4. To join the meeting, when prompted enter your first name and initial of your last name (this is the name that will appear in the participants panel for your meeting). Enter an email address. If you don’t have an email address, you can enter your parent’s email address or a made-up email address. Just make sure that you include an @ symbol. This email address will not be displayed when you join the meeting, and you will not receive emails from Webex at this address.
5. When you get to the meeting space, you can choose how you connect your audio and video.
6. Once you click “join” you will receive a message “You can join the meeting after the host admits you.”
7. When the class is about to start, your teacher will allow access for you to enter into the meeting.
8. If you can’t access the meeting or are having trouble logging in, send your teacher an email. They will either help you at the time, or follow up with you after the meeting. You can then go on with your learning activities for the day as per your teacher’s instructions.

You can also use the icons on the bottom toolbar of the window to do the following:

	Turn your audio on/off
	Turn your video feed on/off
	Share content (Teacher directed only)
	Record (Teacher option only)
	View/hide participants (click on this to see who has joined the meeting).  <i>Next to your name you can click on the hand icon to show your teacher you want to ask a question.</i>
	View/hide chat panel (click on this to open the chat panel). <i>Here you can write or respond to questions to the teacher or to everyone.</i>
	Additional panels (further settings/teacher directed)
	Leave – to leave the meeting

We will learn more about using this program with practice!
If you have any problems or questions, let your teacher know.