



# Parent Teacher Meetings

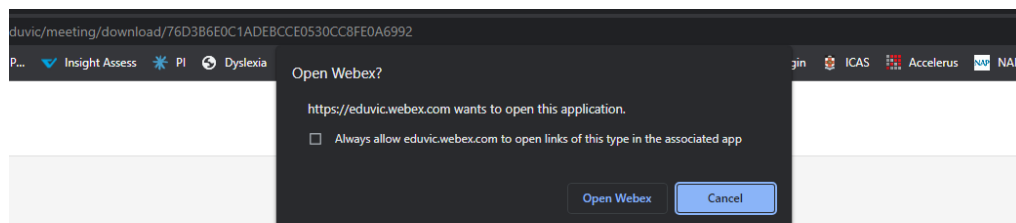


## Using WEBEX videoconferencing

1. The teacher will provide you with a meeting link or use the links below:

Teacher	Homegroup	Location (click on the links below to access your meeting)
Mae RISSON	00A	<a href="https://eduvic.webex.com/meet/risson.mae.e">https://eduvic.webex.com/meet/risson.mae.e</a>
Nicola SCOTT	00B	<a href="https://eduvic.webex.com/meet/nicola.scott">https://eduvic.webex.com/meet/nicola.scott</a>
Taylor REID	12A	<a href="https://eduvic.webex.com/meet/reid.taylor.h">https://eduvic.webex.com/meet/reid.taylor.h</a>
Antony BROCK	12B	<a href="https://eduvic.webex.com/meet/brock.antony.j">https://eduvic.webex.com/meet/brock.antony.j</a>
Shannon RADFORD	12C	<a href="https://eduvic.webex.com/meet/radford.shannon.r">https://eduvic.webex.com/meet/radford.shannon.r</a>
Jennifer CLARK	12D	<a href="https://eduvic.webex.com/meet/Clark.jennifer.a">https://eduvic.webex.com/meet/Clark.jennifer.a</a>
Elizabeth HAIGH	12E	<a href="https://eduvic.webex.com/meet/haigh.elizabeth.j">https://eduvic.webex.com/meet/haigh.elizabeth.j</a>
Georgia MARKS	34A	<a href="https://eduvic.webex.com/meet/georgia.marks">https://eduvic.webex.com/meet/georgia.marks</a>
Christine MIZIS	34B	<a href="https://eduvic.webex.com/meet/mizis.christine.c">https://eduvic.webex.com/meet/mizis.christine.c</a>
Paul LUU	34C	<a href="https://eduvic.webex.com/meet/luu.paul.p">https://eduvic.webex.com/meet/luu.paul.p</a>
Lee PREGNELL	34D	<a href="https://eduvic.webex.com/meet/pregnell.lee.l">https://eduvic.webex.com/meet/pregnell.lee.l</a>
Stephanie THOMPSON	56A	<a href="https://eduvic.webex.com/meet/thompson.stephanie.s">https://eduvic.webex.com/meet/thompson.stephanie.s</a>
Candice RYAN	56B	<a href="https://eduvic.webex.com/meet/ryan.candice.c">https://eduvic.webex.com/meet/ryan.candice.c</a>
Holly COLEMAN	56C	<a href="https://eduvic.webex.com/meet/coleman.holly.m">https://eduvic.webex.com/meet/coleman.holly.m</a>
Ryan LYNCH	56D	<a href="https://eduvic.webex.com/meet/lynch.ryan.a">https://eduvic.webex.com/meet/lynch.ryan.a</a>

2. Click on the link 5-10 minutes before your meeting time (if possible) so that if the internet is busy you have time to join the meeting.
3. When you open the link, it will open a new internet browser window and a pop up will prompt you to “Open Webex”. This will take you to a new window where you will be invited to “join” your teacher’s virtual room.

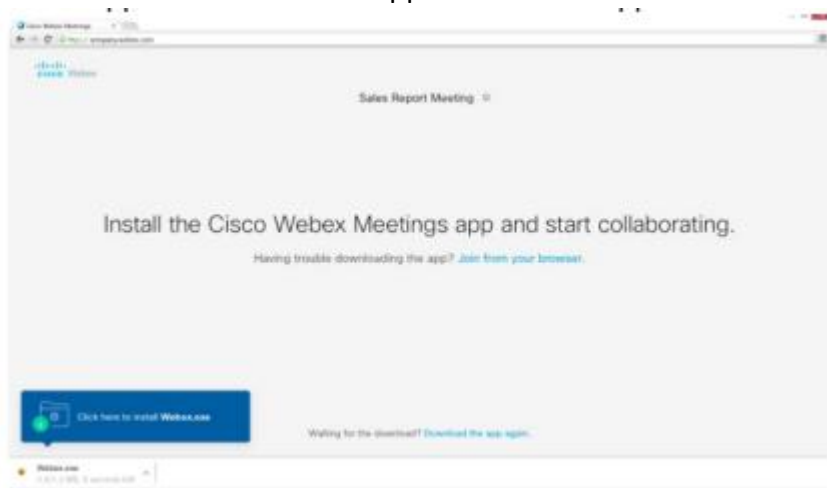


Click **Open Webex** on the prompt.

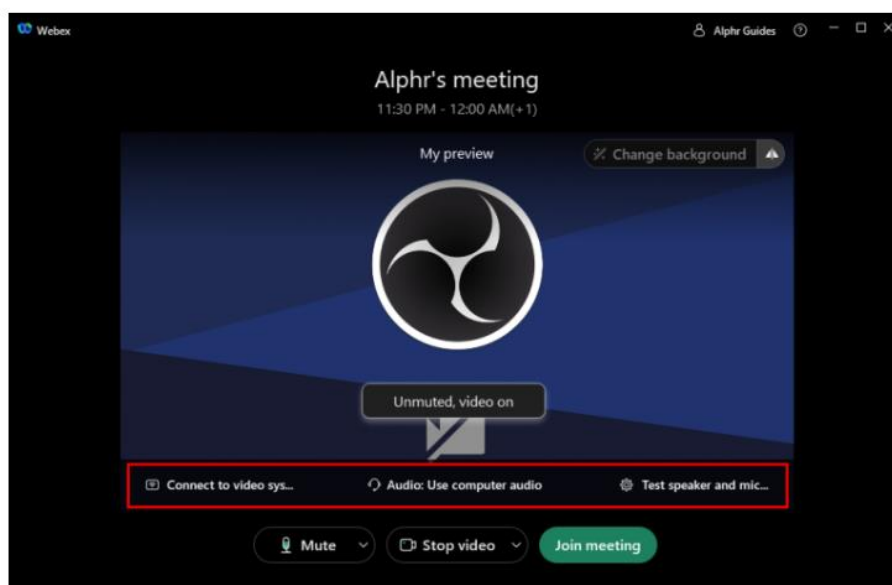
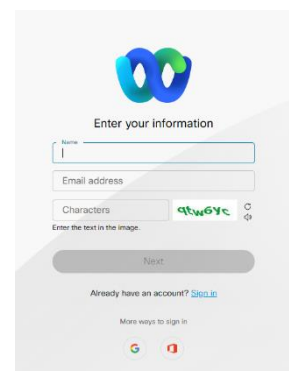
If the prompt doesn't appear, click **Launch Meeting** instead.

Launch Meeting

4. If this is the first time you have joined a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.



5. To join the meeting, when prompted enter your name (this is the name that will appear in the participants panel for your meeting). Enter an email address. This email address will not be displayed when you join the meeting, and you will not receive emails from Webex at this address.
6. When you get to the meeting space, you can choose how you connect your audio and video. Follow the prompts to test your speaker and your microphone to make sure your computer is set up correctly. Ensure your video and microphone are turned on. When you are happy with your settings, click on “join meeting”.



7. Once you click “join” you will receive a message “You can join the meeting after the host admits you.”
8. When your meeting is about to start, your teacher will allow access for you to enter into the meeting.
9. If you can't access the meeting or are having trouble logging in, send your teacher an email via Compass. They will either help you at the time or follow up with you later to reschedule your meeting time.

Further information is available on our school website on our [Remote and Flexible Learning](#) resource page or at <http://www.mpp.vic.edu.au/wp-content/uploads/2020/08/How-to-access-learning-from-home-Students-Parents.pdf> and [Webex guide for families](#).