

User Guide: Accessing a Webex Meeting Invitation

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 prepared. Meeting information can be accessed from various communication platforms.

What?

Students access the log in details for the Webex Meeting from the communication platform where they have been provided by the host.

How?

STEP 1

Log onto the communication platform (Google classroom, email, Compass, etc) to access the Webex Meeting information.

STEP 2

If the Webex Meeting information was sent as a weblink, click on the link and Webex Meetings will automatically open (or download if it is the first time on the device) to the meeting.

Example:

<https://eduvic.webex.com/eduvic/j.php?MTID=m450fdb4a41d0248985f64185447d9e45>

OR



Kylie Smith

09:44

Our next Webex Meeting class time is on Tuesday April 14th at 9.00 am.

The link below will give you access to the session. See you then.

<https://eduvic.webex.com/eduvic/j.php?MTID=m20415b211de1967c251de664c819fedc>

STEP 3

If the Webex Meeting information was sent as a calendar invite to your email address, click on the green Join meeting button. You may need to enter the meeting number or password.

Kylie Smith invites you to join this Webex meeting.

Meeting number (access code): 877 776 511

Meeting password: Test

Thursday, 16 April 2020

11:15 am | (UTC+10:00) Canberra, Melbourne, Sydney | 1 hr

Join meeting

STEP 4

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 5

Students click on the link to access the meeting at the given time.

Hint

Once you have downloaded the Webex Meetings Desktop app, you can enter the meeting number to access the session or click on the green join button when it appears in the list of scheduled meetings.

Upcoming Meetings

Thursday, 2 April 2020

8:55 AM	Webex meeting scheduled: Yr 1...	Start
9:55 AM	Cisco Webex	
10:00 AM	Morning Briefing	
10:30 AM	Arnott, Chelsea C	

If the green button of join or start appears, the meeting is ready to begin or join.

If the arrowed circle appears, it is a recurring meeting.

If the 'swirly' button appears, the meeting is scheduled to begin later and not ready to join.

You can also enter a meeting by adding in the link or nine digit number to the meeting information space. This is located above the listed upcoming meetings when the Webex Meetings Desktop app is open.

Join a Meeting

Enter meeting information

SUPPORT

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

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