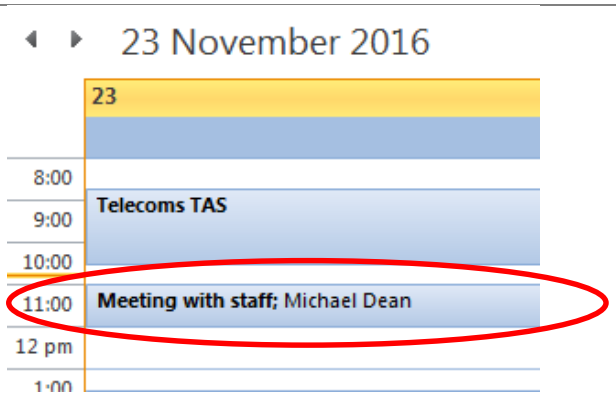
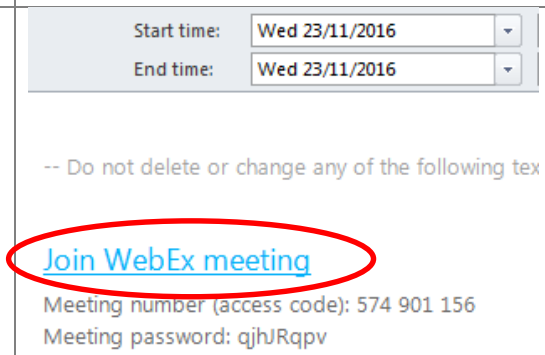
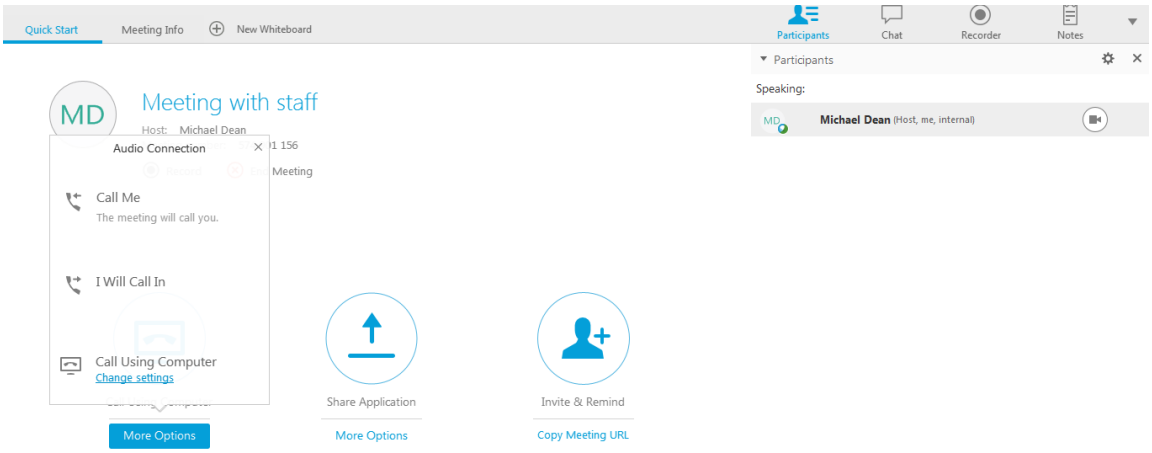
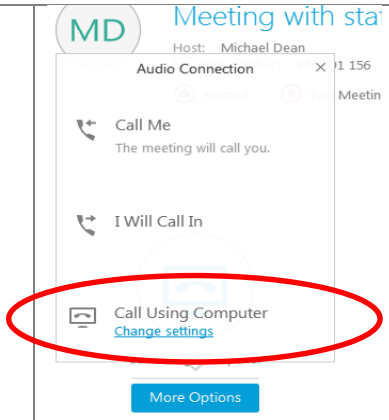
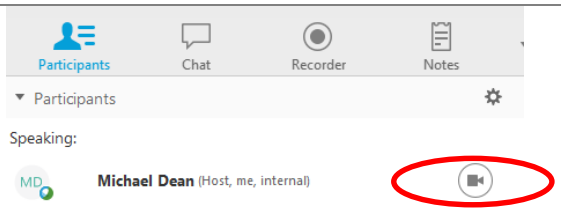
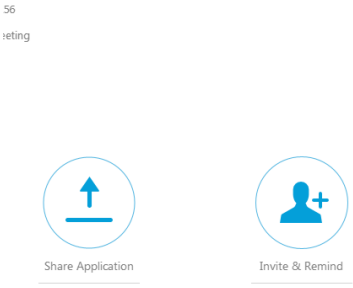
Joining a WebEx Meeting from a PC

An appointment / meeting will appear in your calendar and the calendar of any participants who accept the meeting. All of the details to join the meeting are stored inside the appointment in your calendar. To open these details, **double-click** the appointment **This may also be an email in your inbox which will contain a link**	
To join the WebEx meeting, click the **Join WebEx meeting** link in the appointment You will be taken to your web browser. If you have not ran WebEx before, you will need to **Run** the application *You may also click the "**run temporary application**" link if you are unsure if WebEx is installed*	
WebEx will load and look like this: 	

Author: Michael Dean
Revision Date: 22/03/2020

Webex Training

DigitalInnovation>WebEx>WebExStudents

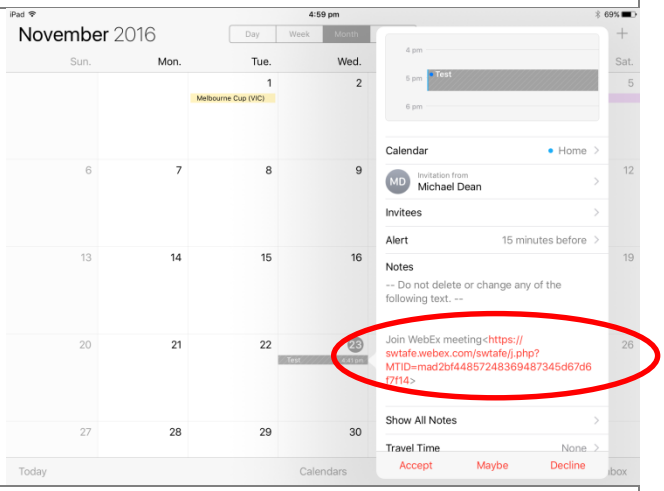
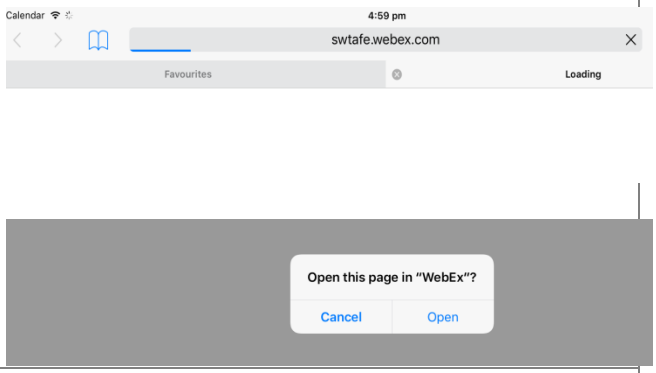
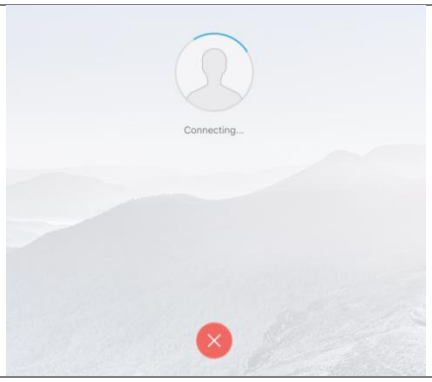
When you start WebEx your audio and video settings need to be set. You must do this every time you start a WebEx When prompted, click **Call Using Computer** in your audio settings. This uses your inbuilt microphone and speakers.	
To start your video, click on the video camera icon on the right hand side Click **Start my video**	
	

Author: Michael Dean
Revision Date: 22/03/2020

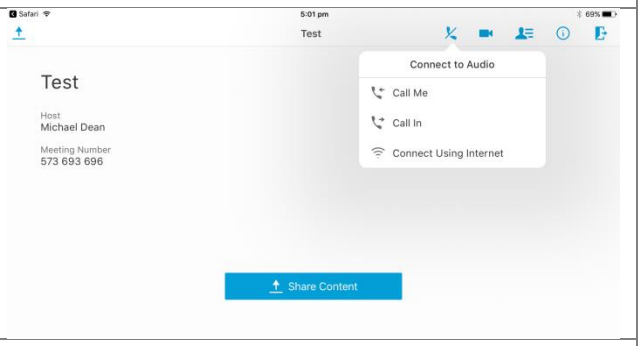
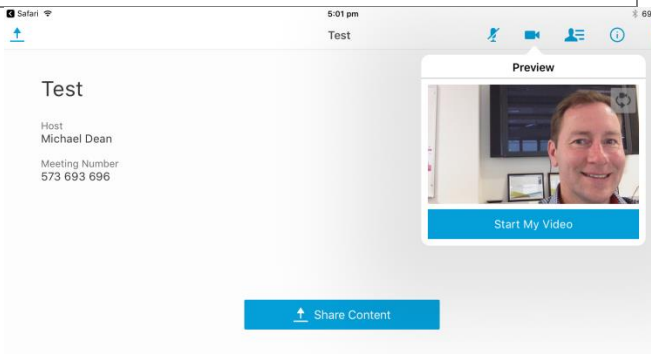
Webex Training

DigitalInnovation>WebEx>WebExStudents

Joining a WebEx Meeting from an iPad

Ensure that you have downloaded the WebEx app from the App Store. The icon looks like the one on the right.	
Open the **calendar** of your device Locate the **meeting** in your calendar and tap on it. It will open as shown Tap the **WebEx link** to join the meeting *To view other details details to participate in the meeting (e.g. telephone), tap **Show All Notes***	
Your web browser will pop up to launch the WebEx A prompt will be displayed asking if you would like to open the page in WebEx. Click **Open**	
The WebEx app will load and connect	

Author: Michael Dean
Revision Date: 22/03/2020

The application will launch To connect your audio, tap **Connect using internet**	
To send your video tap the **Camera icon** to start the camera preview Click **Start My Video** to send your video The mic is muted by default. Tap the mic icon to unmute the mic when you wish to speak To share any content from your device, tap **Share Content** on the screen	

Author: Michael Dean
Revision Date: 22/03/2020