

Student Overview - How to Access WebEx Session

1. Installing

If you're sent a link to join a session for the first time, you will be prompted to install the program. It's a good idea to install the program before you join that first session. To do this, refer to the Student Guide to Installing the WebEx Training client:

[Add link here to this Student Guide to Installing the WebEx Training client](#)

You will only need to do this once for WebEx Training Centre as updates will happen automatically.

2. Running WebEx

WebEx should launch from the session link in the invitation you're sent using these web browsers:

- Microsoft Internet Explorer 11
- Microsoft Edge You might be prompted to allow WebEx to run.

Other browsers:

Chrome If you're using the Google Chrome web browser, you'll need to add a little helper extension which you can get from the Google Chrome store (it's free):

<https://chrome.google.com/webstore/detail/ciscoverwebextension/jlhmfmgfgeifomenelglieieghnighma>

Mozilla Firefox, you'll need to add a little helper add-on which you can get from the Mozilla addons site (it's free):

<https://addons.mozilla.org/en-US/firefox/addon/cisco-webex-extension>

The Chrome and Firefox helper apps might need you to allow them to run. You should be prompted to do this.

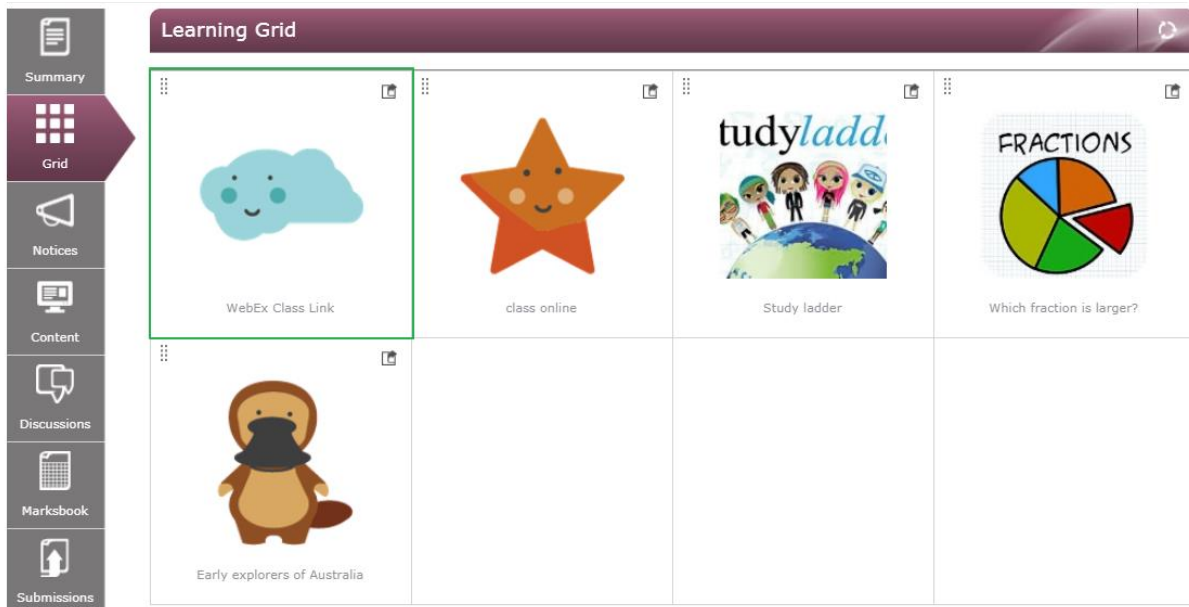
3. Accessing a session.

You may receive an email invitation to join a session or your teacher may provide a link in your Connect Class.

Connect: If your teacher has provided a link in a Connect class go to:

<https://connect.det.wa.edu.au>

Login and click on the class your session is in. This will open your class then click on the grid image that links to your WebEx session.



Invitation: If you receive an invitation, look for the link to the session. This is highlighted below.



messenger@webex.com

to me ▾

Hello Jeni,

Jennifer MCAULIFFE invites you to participate as an attendee in the following online training session:

This is a multiple session course. You must attend all sessions to complete this course.

Topic: Maths

Host: Jennifer MCAULIFFE

Date: Every Tuesday, Wednesday, Thursday, Friday, from Tuesday, August 7, 2018 to Friday, September 7, 2018

Time: 1:00 pm, Australia Western Time (Perth, GMT+08:00)

Session number: 577 602 470

Session password: SOTA18

To join the training session

1. Go to <https://educationwa.webex.com/educationwa/k2/j.php?MTID=tfd9ac2f599690b15210df008e439d572>

2. Enter your name and email address.

3. Enter the session password: SOTA18.

4. Click "Join Now".

5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link

<https://educationwa.webex.com/educationwa/k2/j.php?MTID=t991d090ebc1eee97e2298d482c5bc7e0>

4. Provide your details

To access your WebEx session you will need to provide your name and your Department email address.

Session Information: Testing OneNote in WebEx

Session status: Not Started
Session date: Tuesday, 7 August 2018
Starting time: 1:30 pm, Australia Western Time (Perth, GMT+08:00)
Duration: 30 minutes
Presenters: Corri BARRETT
Description:
Agenda:
Session number: 576 578 723
Password: 4443
Audio conference: Use VoIP only

Host's name: Corri BARRETT
Host's email: corri.barrett@education.wa.edu.au
Course material: (none)

1. Provide your name and Department email address.
2. Click the Join Now button.

English : Perth Time

Join Session Now
To join this training session, provide the following information.

Your name:

Email address:

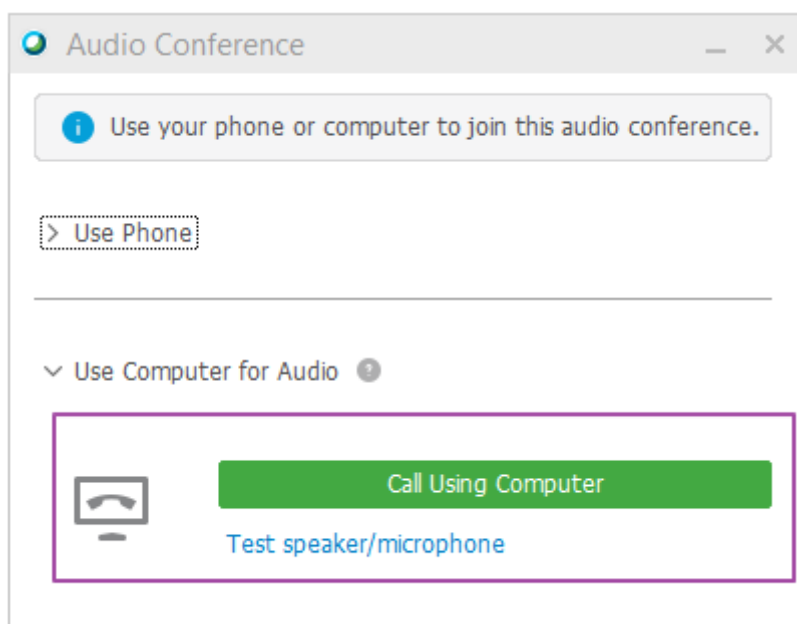
Session password:

If you are the host, [start your session.](#)

5. Connecting Sound (Audio)

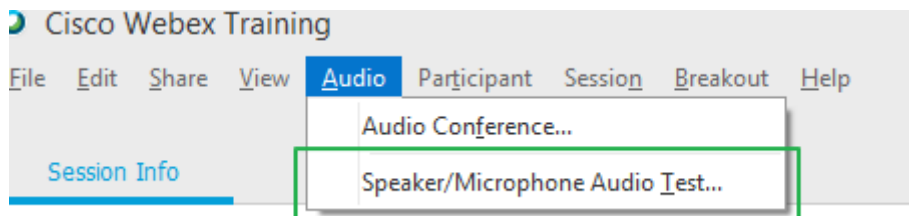
Once in your WebEx session you will need to connect your Audio.

Click the Call Using Computer button

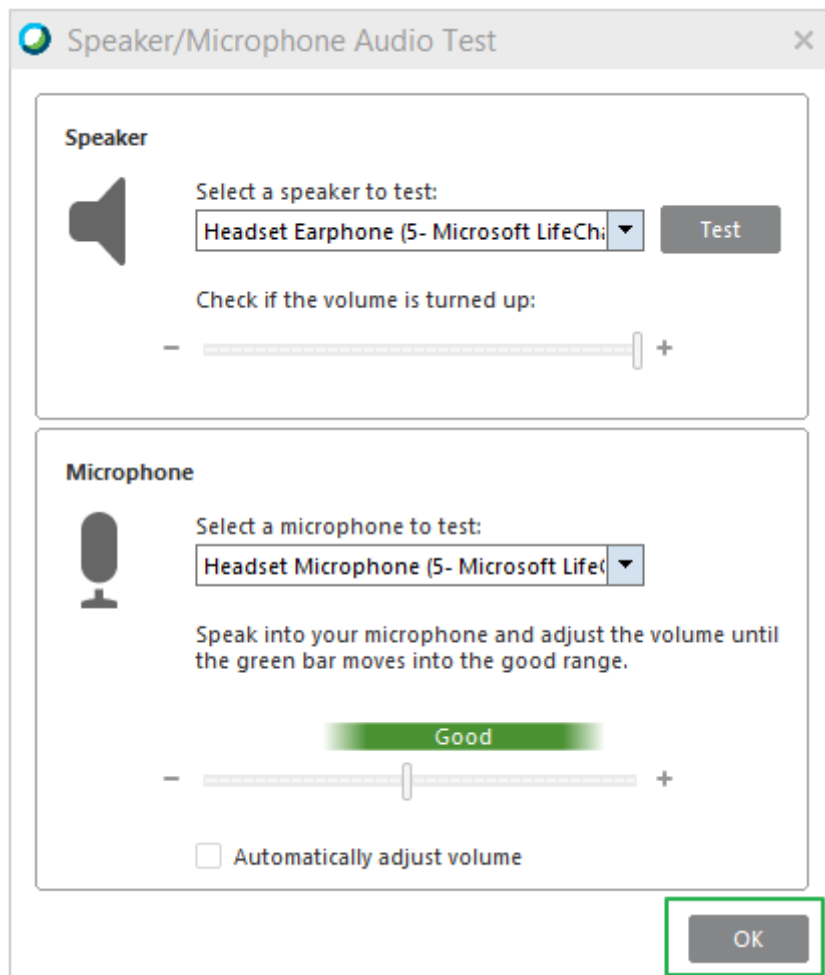


If sound isn't working


In the Audio menu: Choose Speaker Audio Test.



Test your sound: Make sure you've selected the correct devices from the drop-down list (e.g. headset or computer speakers and separate mic). When you're done, click **OK**.



WebEx doesn't need you to 'Click to talk'. Depending on how your teacher has set up the session, your microphone may be on or off when you start the session.

Use the microphone icon on the right of the screen to switch on and off your mic: 

Your mic is off when this icon is red:

