Webex user guide for online Learning when using a Mobile Phone or Tablet

Webex Meetings Guide

Introduction

During your time studying with the Adult Skills and Community Learning Service you will be expected to attend online sessions with your tutor, these sessions will take place on a system called Webex meetings. In this document you will find helpful information on how to access your online sessions on a mobile phone or tablet. The guide covers what you need to do before the meeting begins, during the meeting, how to share any content needed and advice and support.

Please be aware that in order to access your online sessions you need to have access to an email address. Information on how to set up an email address will have been provided when you made an e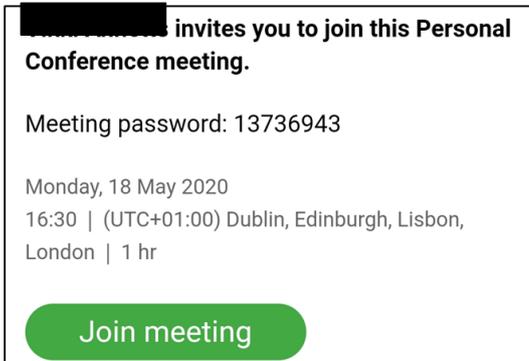nquiry. A link to this is also available on our website https://www.barnsley.gov.uk/services/adult-skills-and-community-learning/

If you are still having difficulty accessing Webex meetings, you can contact Ben Powell on,

Benpowell2@barnsley.gov.uk

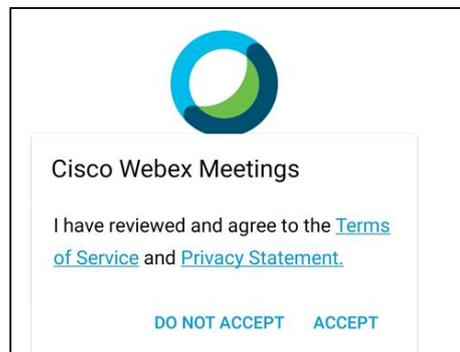# Webex Meetings User Guide for Learners – Mobile Phone/ Tablet

1. **You will receive an invite to a meeting from your tutor which looks like the one below.**

   This will appear in your emails. Click on the green button – join a meeting.

   invites you to join this Personal Conference meeting.

   Meeting password: 13736943

   Monday, 18 May 2020
   16:30 | (UTC+01:00) Dublin, Edinburgh, Lisbon, London | 1 hr

   Join meeting

2. **First time using Webex on your mobile**

   If this is the first time you have joined a session on your mobile phone, you will be asked to download the app 'Cisco Webex Meetings'. Click download. click install, then open. You will need to read and agree to the terms of service and privacy statement. Once you are happy with this, click accept (you will now have the app on your phone for future meetings and classes. In future you will click on join via installed app).

   Cisco Webex Meetings
   Download the app for the full meeting experience.

   Download

   Guide

   Join via installed app

   Cisco Webex Meetings

   I have reviewed and agree to the Terms of Service and Privacy Statement.

   DO NOT ACCEPT   ACCEPT

3. **Now you will need to input your name and email address.**

   You will be asked some general questions such as allow video. You select your preferred answer
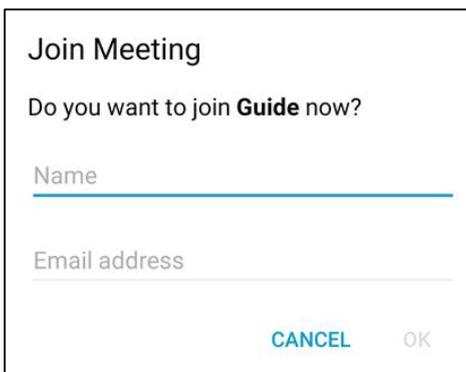
   Join Meeting
   Do you want to join **Guide** now?
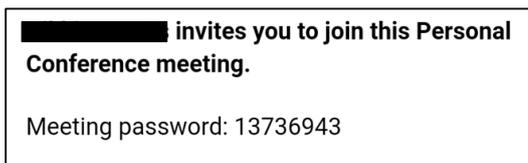
   Name

   Email address

   CANCEL   OK

4. **Now you are ready to join.**

Click the green join button. The red buttons are your audio – so that you can speak during the session and video – so that you can be seen during the session. You can turn these on and off at any time before or during the session.
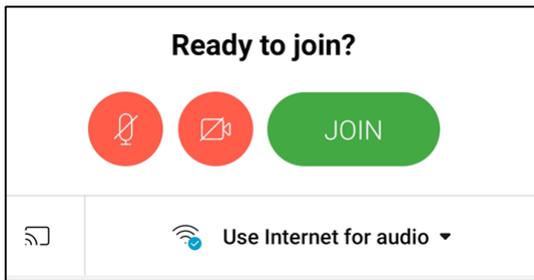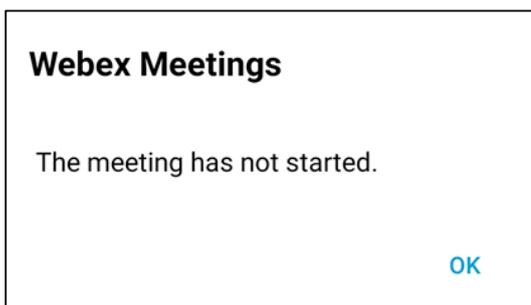

5. You are asked to enter a password

This will be in the email that your tutor sent to you

6. You may see the message – the meeting has not yet started.

If you get this message, wait a minute or so and then try again. This is because your tutor has not yet opened up the session.

Advice and Support

If you require any further advice or support with using Webex, please contact Ben on:

Benpowell2@barnsley.gov.uk

Ben will endeavour to resolve your query as quickly as possible.