

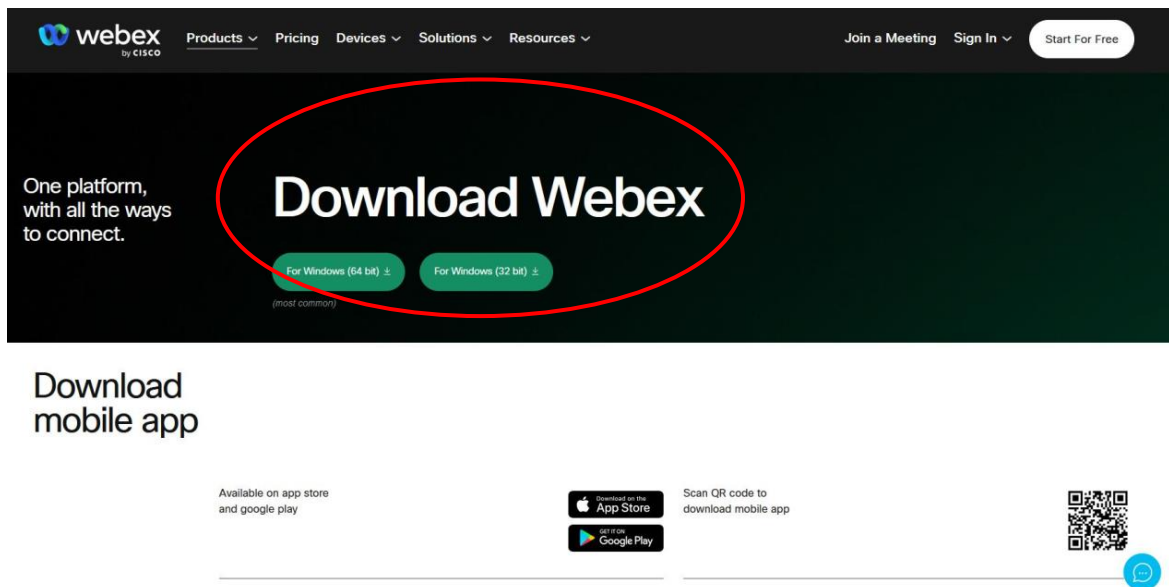
網絡課程應用 - Webex Setup Manual

Step 1 – Download Webex

1.1 Click on the download button below to download Webex.



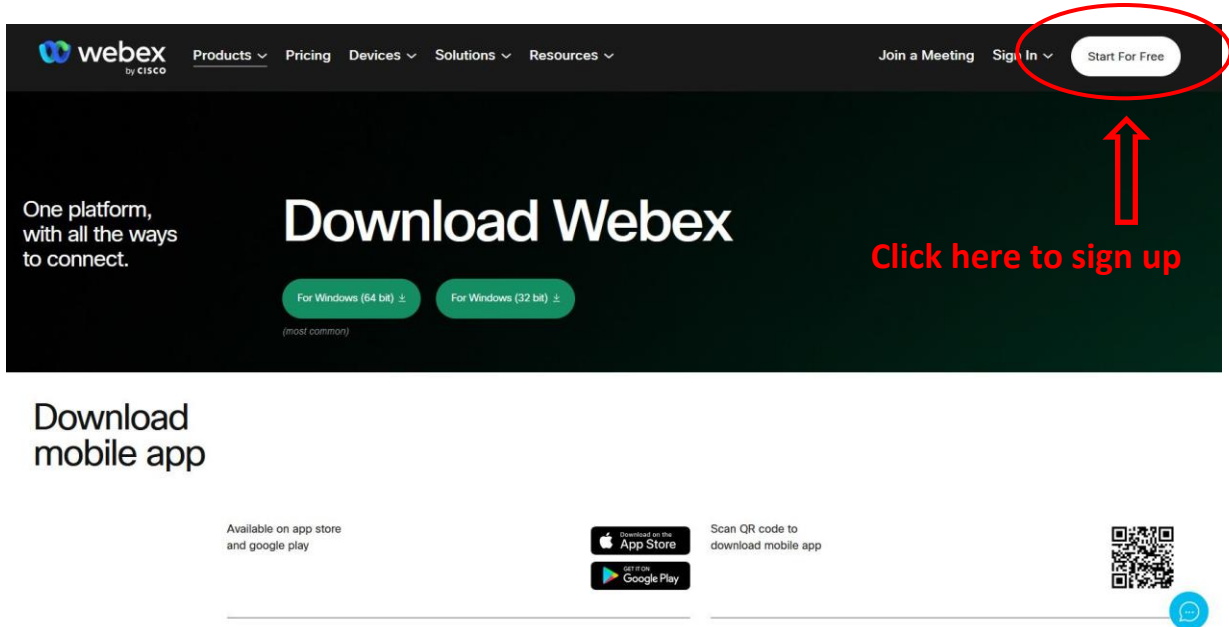
1.2 Download Webex and follow the prompts.



Computer / Laptop is preferred as settings & interface for Webex on iPads/Tablets and phones are a little different.

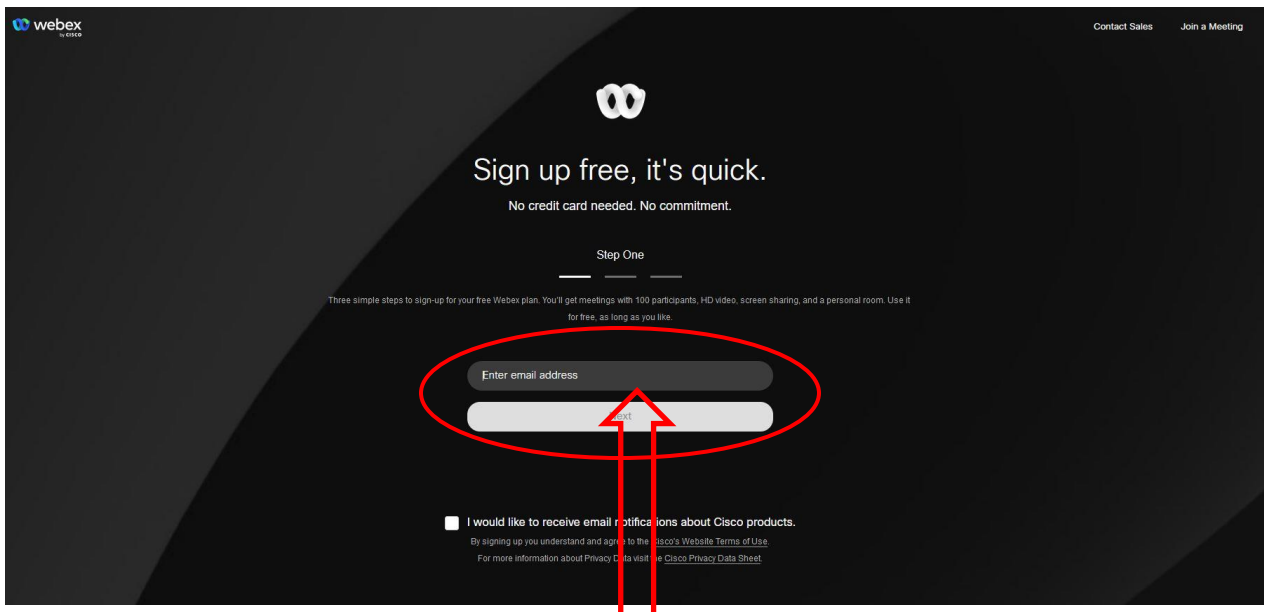
Step 2 – Signing Up (free)

2.1 Sign up an account with Webex.



2.2 Follow the prompts;

Enter email, verify with activation code, set up your Webex Account



Please use the email you registered with us in order to receive our class invites

2.3 When creating an account, please use your **child's First and Last name.**

Let's set up your Webex account.

Lastly, we'll need a few details to finish set up.

Step Three

Last step before you're up and running!

Country/Region [Why is this important?](#)

Australia (English) ▾

First name

Last name

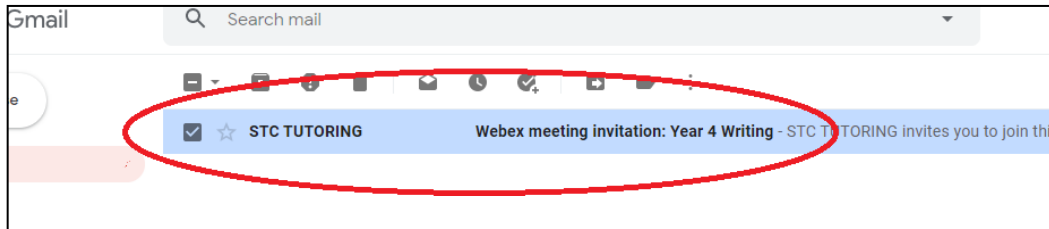
Create password

Continue

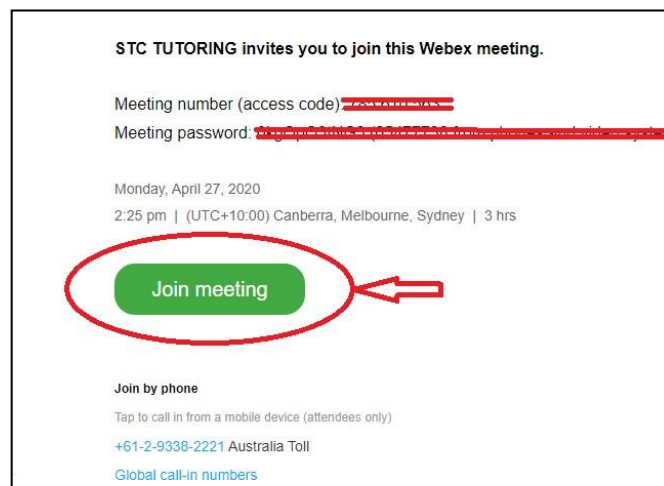
Student's Name

Step 3 – Logging in and joining a meeting

3.1 Open up your email that you have registered with us and look for our Webex invitation link.




3.2 Open the email and there will be information to join the meeting. Click 'Join Meeting'.




3.3 You can then join from your browser or with your Webex account.

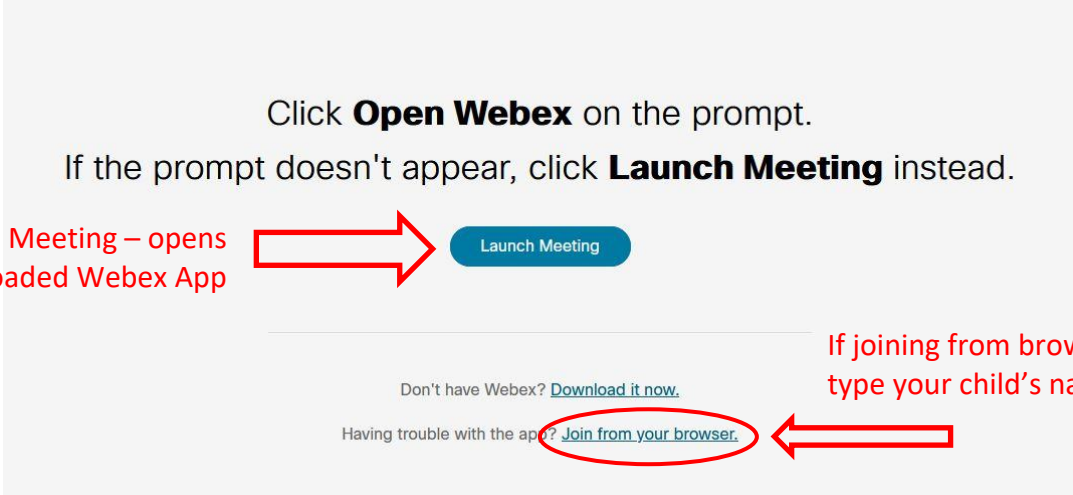
Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

Launch Meeting – opens your downloaded Webex App 


Don't have Webex? [Download it now.](#)

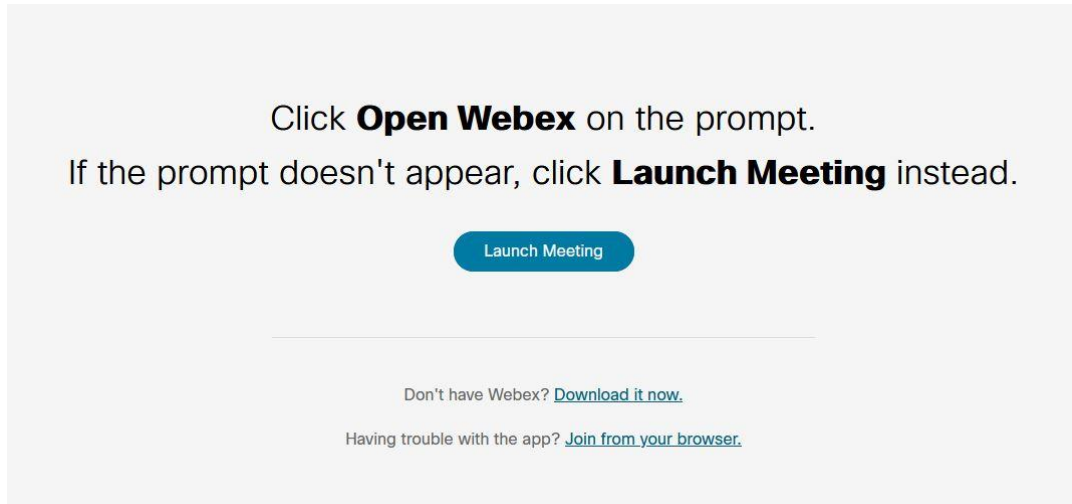
Having trouble with the app? [Join from your browser.](#) 

If joining from browser, please type your child's name

A screenshot of the Webex prompt interface. It features a blue 'Launch Meeting' button and a link to 'Join from your browser'. Red annotations include an arrow pointing to the 'Launch Meeting' button and another arrow pointing to the 'Join from your browser' link. Text instructions explain the purpose of each option and provide additional guidance for browser-based joining.

How to change your login name

After you have clicked the  icon from the meeting invitation, you will be brought to this page.

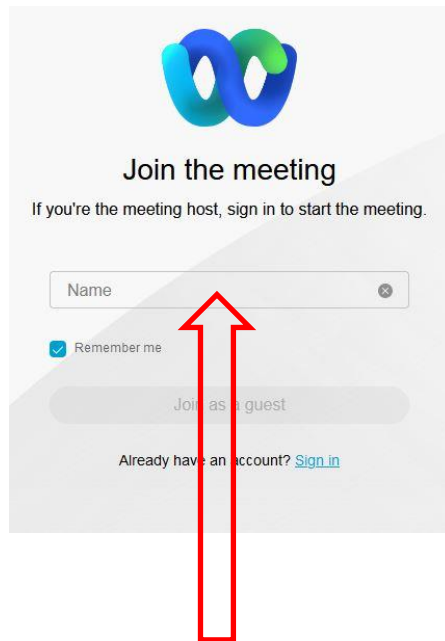


Based on how you have joined on the first time, changing your login name will be different processes:

*If you have been joining via the browser (**without an account**):*



1. Then you will be brought to this screen

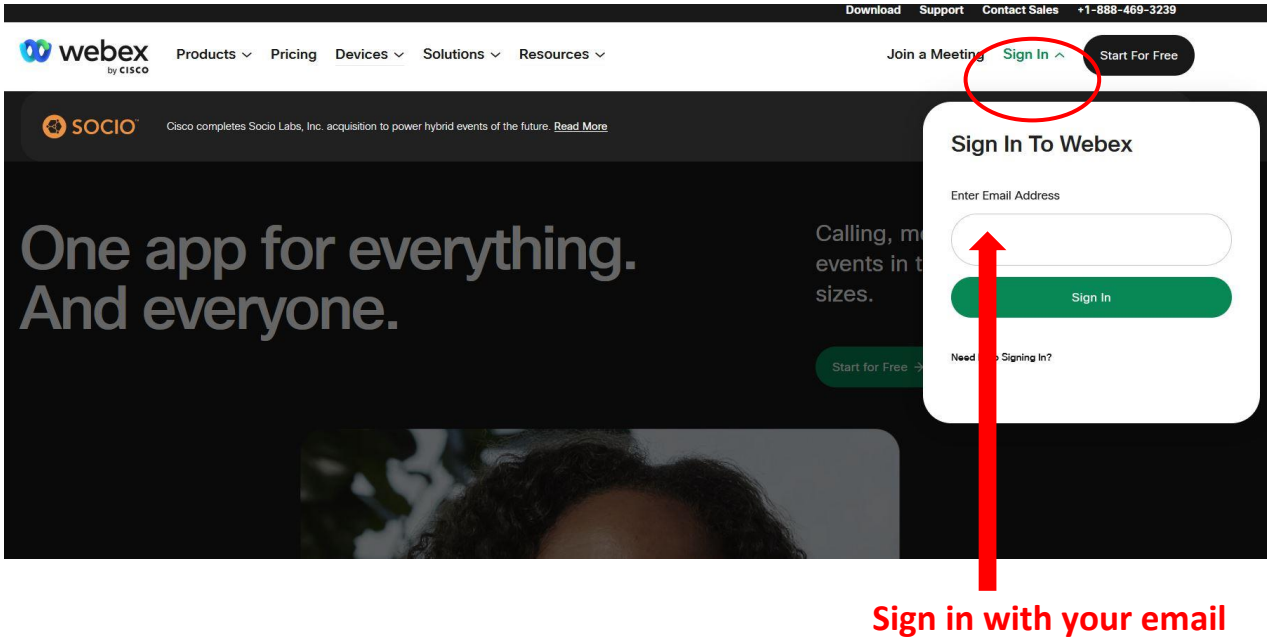


Student's Name

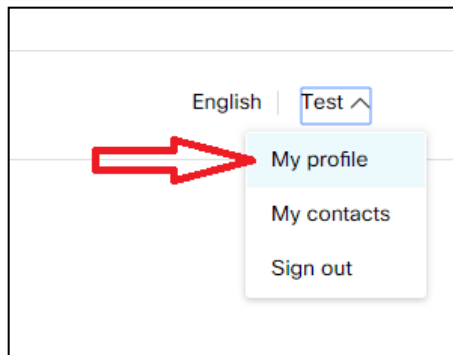
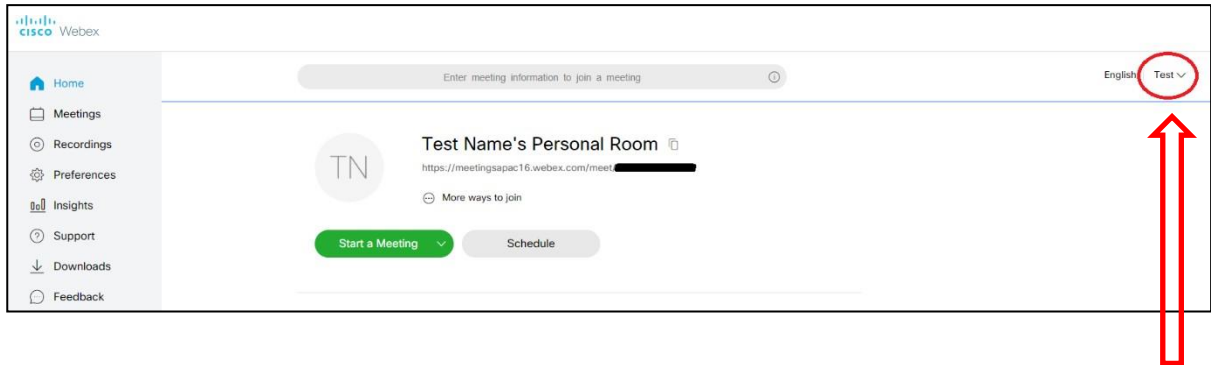
2. At this point then you simply use **your child's name** and you will be in class with your child's name.

*If you have been joining via website/client (**with an account**):*

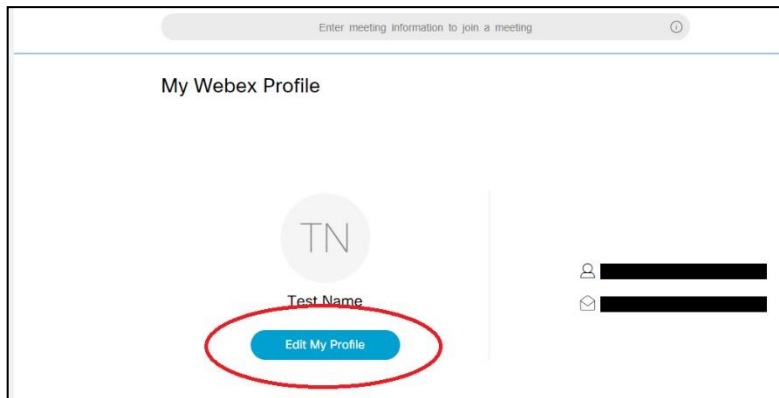
1. Go to www.webex.com and sign into your account.



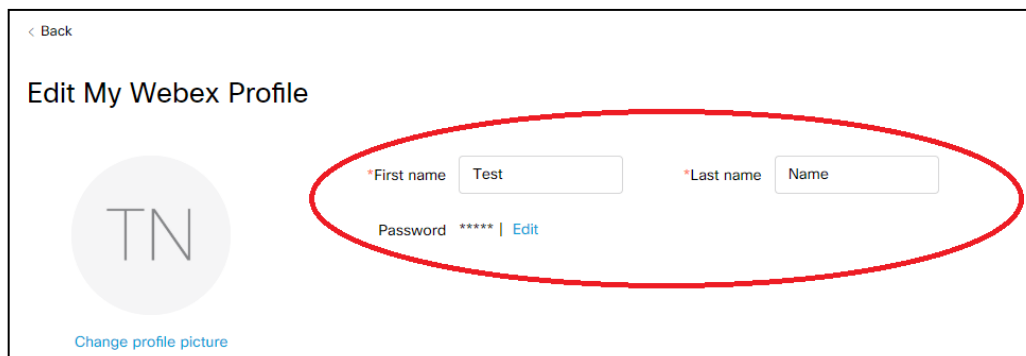
2. Click on your name with the down arrow on top right, then click on **MyProfile**.



3. Click on **Edit My Profile**.



4. Change the names to your **child's first name** and **last name**.



5. Make sure to click **Save** at the bottom of the page to ensure changes are registered.