Student Access of District issued WebEx Account
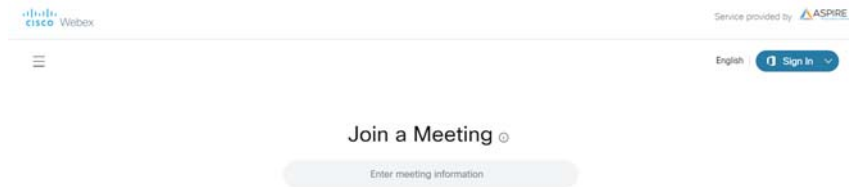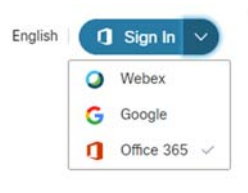
- To access your district WebEx account navigate your web browser to
  https://sayrevillek12.webex.com or click the link provided for a specific WebEx Meeting.
  - A link to WebEx is also provided on both Clever and in the Office 365 Portal
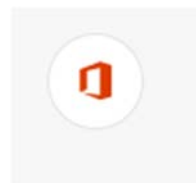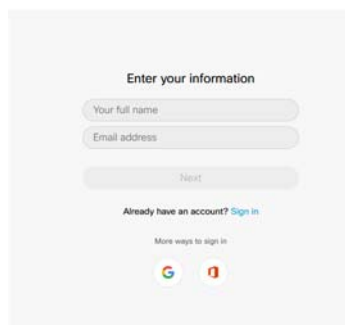

OR

- From the sign in button in the upper right corner of the page click the down arrow and select the option for Office 365
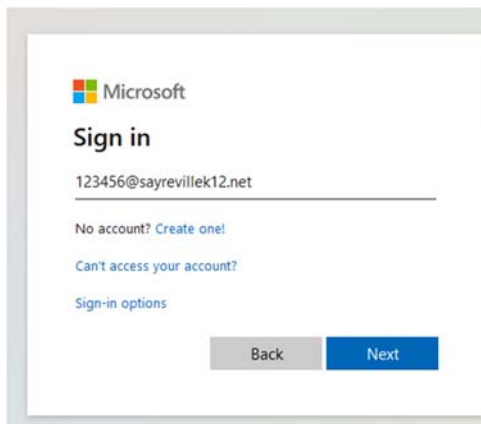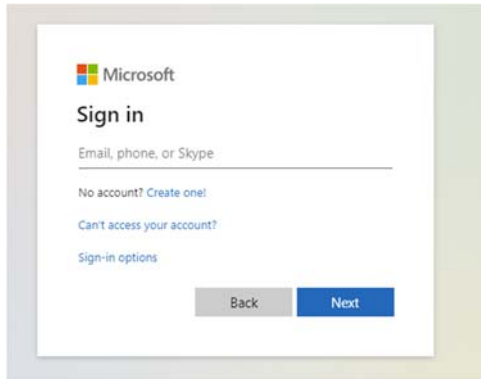

OR

- From the meeting sign in page click the Office 365 icon

- Login using your school email address and password, this is the same email and password you would use to log in to your Google account (Gmail/Google Classroom/OnCourse Classroom)

- If you are prompted to choose a Work/School account or Personal account please select the option for Work/school account.
- If you are prompted to connect your account to a WebEx site click continue (first time use only)

- Enter your school issued email address

- Once Logged in you can join an existing scheduled WebEx by typing the meeting number in "join a meeting" bar at the top of the page.

Q Join a meeting or search for a meeting, recording, or transcript   ⓘ

OR

- If you were provided with a link for the meeting that was clicked in a prior step you will automatically be brought to the meeting password page

Enter the meeting password

Meeting password

Next

- Enter the meeting password provided for the meeting and click Next.
- When prompted click Join Meeting. Depending on your device type and installed applications you may have the option to select the desktop or web application version by clicking the arrow to the right of join meeting. The district recommends using the desktop application unless you are experiencing problems using that application. Both the desktop and web application will provide access to the meeting

Join Meeting ∨

Use desktop app ✓

Use web app
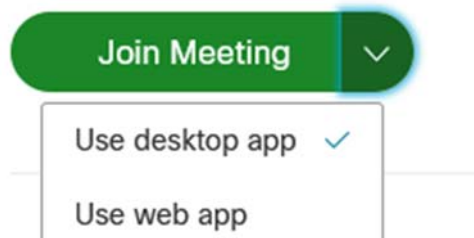
- Depending on prior use of WebEx and on the configurations of your devices you may be prompted to allow/Don't allow the camera and microphone. Users should always select allow, you will have the option to turn the microphone and camera on or off from within the application. If a user selects to not allow the camera or microphone he/she may not be able to receive audio/video connections from the meeting. If you have previously selected to not allow a camera or microphone you will need to consult support documentation for your browser/device on how to alter this setting.
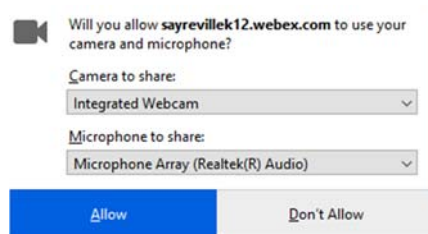
- Before joining the meeting you will have the option to select your audio source, mute your system, and turn cameras on or office. The district recommends that users enter all meetings muted. When the desired settings have been selected click Join meeting
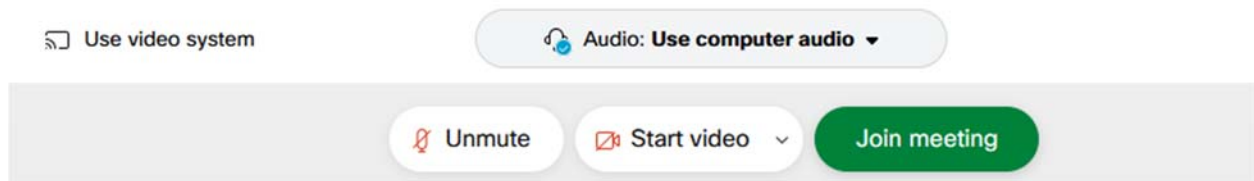

- If you are prompted to allow camera or microphone again by your device/browser please select allow. The settings you selected to control your microphone and video within WebEx will be maintained. Selecting Don't Allow may prohibit your device from working correctly with the application.
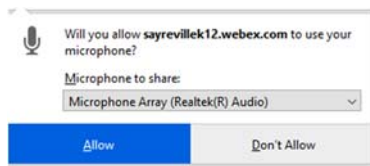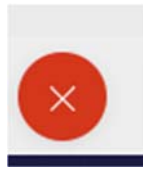

- Students are unable to create a hosting account with their @sayrevillek12.net address, however they are able to join a meeting created by a staff member with their @sayrevillek12.net address. All students and staff should be joining meetings using their @sayrevillek12.net address/account.
- Please note there are mobile apps for WebEx available at the Apple App store and the Google Play store. Any user with an @sayrevillek12.net account will be able to login in to the WebEx app using the same credentials detailed above.
- WebEx is supported in many popular desktop web browsers

- WebEx has an installable application for both Windows and Mac computers
- During a WebEx meeting if you are experiencing connection problems you may have the option to run the "Health Checker" depending on your device type. You can share these results with a teacher or with district technology staff to help diagnose any connection problems.
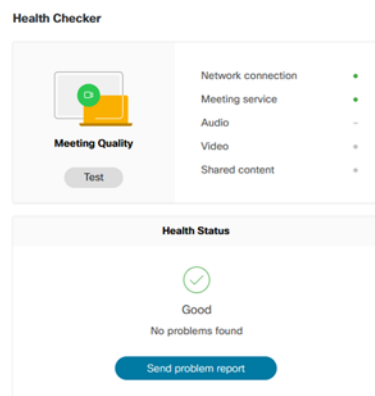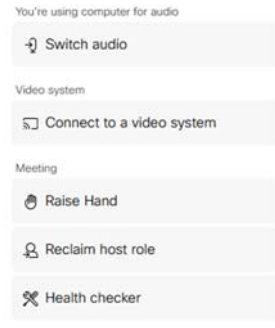
- To Exit a meeting click the red X followed by the Leave meeting option