Logging onto SIDE Languages lessons

(Big Screen Classroom: SIDE supervisor login)

Step 1

Plug in your microphone & web camera. If not using inbuilt speakers, check that your speakers are on and plugged into your screen or device running Webex.

Step 2

Log onto the computer with your **DoE username** and **password**.

Step 3

Access your **DoE email**. The first time you access a Webex lesson, locate the email invitation and RSVP or accept the invitation. The lesson link will then be added to your **Outlook Calendar**. Email your allocated SIDE teacher if you can't find it.

Step 4

Open the calendar event for the lesson and click on either **Join** or **Join Meeting**.

Step 5

A pop-up prompt will appear asking you to open the lesson in the Webex app. Check **Allow** and click **Open**. Follow the directions on the screen if this does not occur, but DO NOT click Join from your browser.

Step 6

Click the small **sign in** link in the Join Meeting pop-up. Enter your **DoE email** and sign in to DoE when asked.

Step 7

Complete an audio & video test. Click Join Meeting.

Step 8

Wait for further instruction from the teacher and enjoy your lesson!