Logging on to Webex 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 in and selected as your output on the device running Webex.

Step 2

Log on to 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 (accept) the invitation. The lesson link will then be added to your **Outlook Calendar** (where you will find the link after RSVP). Email your allocated SIDE teacher if you can't find it.

Step 4

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

Step 5

If you are using Webex for the first time, download the Webex app and activate it by clicking on the .exe file in your downloads.

If the lesson does not load, click the small link **Join from the App**.* A pop-up should appear with the lesson details & a Join button. If not, look for the Webex logo in your taskbar.

DO NOT click Join from your browser.

Step 5

If the Webex **Sign in and Join*** screen loads, enter your **DoE email address.** Click **Next**. Enter the lesson password if asked and check your audio and video settings.

*You may bypass the sign in page with the audio and video test page appearing directly.

Step 7

Complete an audio & video test. Click **Join Meeting**.

Step 8

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