Dear Parents and Carers,

In term 3, the staff at Craigieburn Primary will be using Webex for video conferencing during remote learning. Webex can be accessed using a computer or a tablet (e.g. iPad). Please read the instructions below for further information about assisting your child in connecting to Webex.

Where you will find meeting links
Classroom teachers will post meeting links into the daily schedule, which they will post on Compass. Specialist teachers will post links via the Compass news feed. Support staff will email parents meeting information.

How to join a Webex Meeting
1. Using Compass, teachers will provide you with a link to regular Webex meetings. In case you are unable to access the link, you will be provided with a meeting number (access code) and a meeting password. The meeting number will be 9 or 10 digits long (e.g. 123 456 789), and the meeting password will be a combination of letters and numbers.
2. Open your internet browser and go to **https://eduvic.webex.com/.**
3. Enter the meeting number in the '**meeting information**' field and press '**Enter**'.
4. Enter the password provided by your teacher, and press '**Enter**'.
5. Select the '**Join**' or '**Join Meeting**' button. If you see a pull-down arrow on the button, click the pull-down and ensure '**Use web app**' is selected.
6. When prompted, enter the name of your child. Enter your email address or use a made-up email address, e.g. _studentname_**@cps.com**. _Your email address will not be displayed when you join the meeting, and you will not receive emails from Webex at this address._
7. Click '**Join Meeting**'.
8. The session will start. You might be asked to allow your microphone and camera to be used in the session. Click '**Allow**' then press '**Skip**' to continue.
9. Start learning with your peers and teachers, just like at school!
* Webex meetings can also be accessed via a desktop application. The instructions above are for browser access. You can download the desktop application from **https://eduvic.webex.com/** or when prompted when joining a meeting from the link you have been sent.

Please email the school at craigieburn.ps@education.vic.gov.au if you have any questions, you need to update your email address, or you require access to Compass.