

WEBEX

A STEP-BY-STEP GUIDE FOR STUDENTS

Preparing For Your Morrisby “Unpacking” Interview

Before You Start

If you can no longer attend the interview at your scheduled time, you must contact your nominated school contact person to let them know as soon as possible.

- Are you sitting in a quiet and fairly private space?
- Are you sitting in front of a blank wall/is the background that will be seen behind you appropriate?
- Do you have a desk/table for your device and a chair to sit on during the interview?
- Does your device have a full battery or is it connected to the charger?
- Is your device connected to a stable internet connection?
- If you have headphones please use them, as this will make it easier for you and the Careers Consultant to hear one other.

If you ticked all the boxes, you're ready to login for your interview. Please follow the steps below.

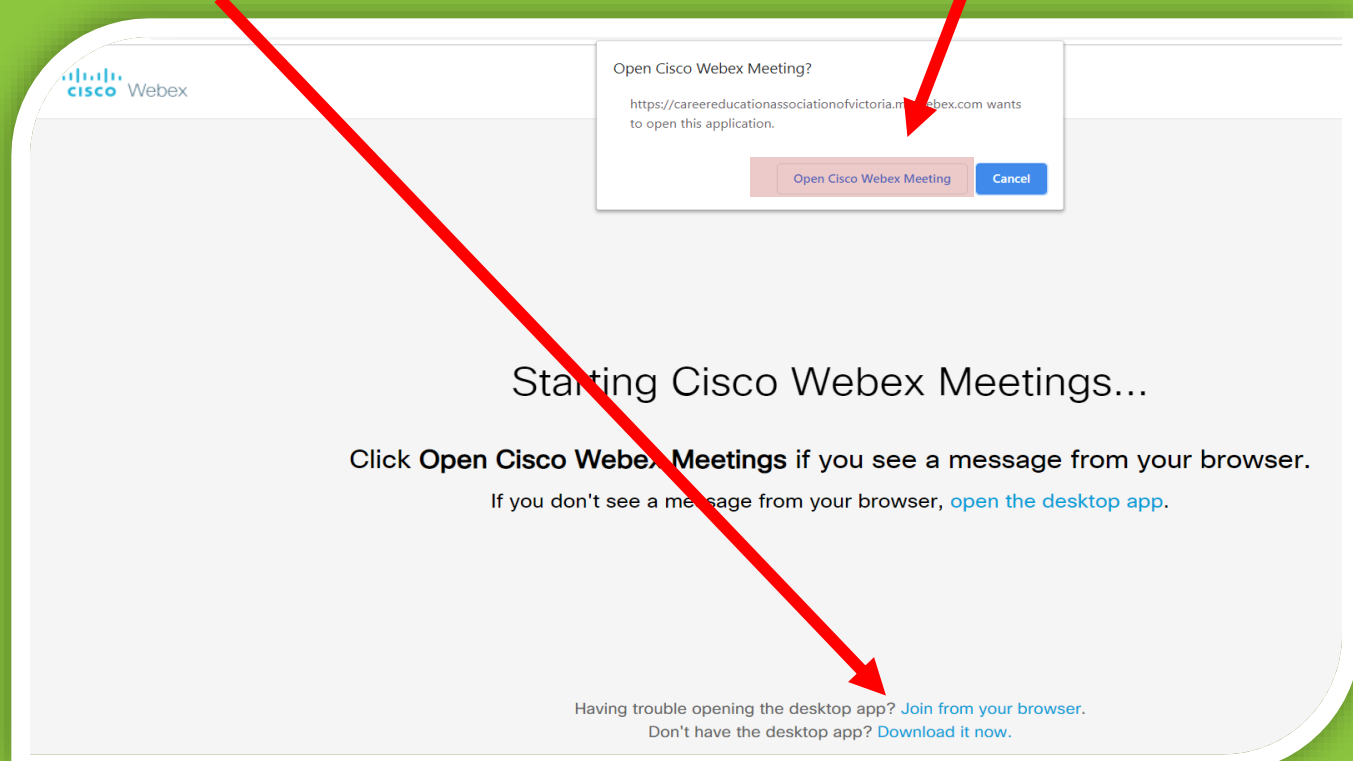
1

10 minutes before your scheduled interview time, click on the Webex link that was emailed to you by your school.

ON PC / MAC:

2

If you have Webex Meetings installed click on “Open Cisco Webex Meeting” otherwise click the “Join from your browser” link. Refresh page if you cannot see link until it appears.

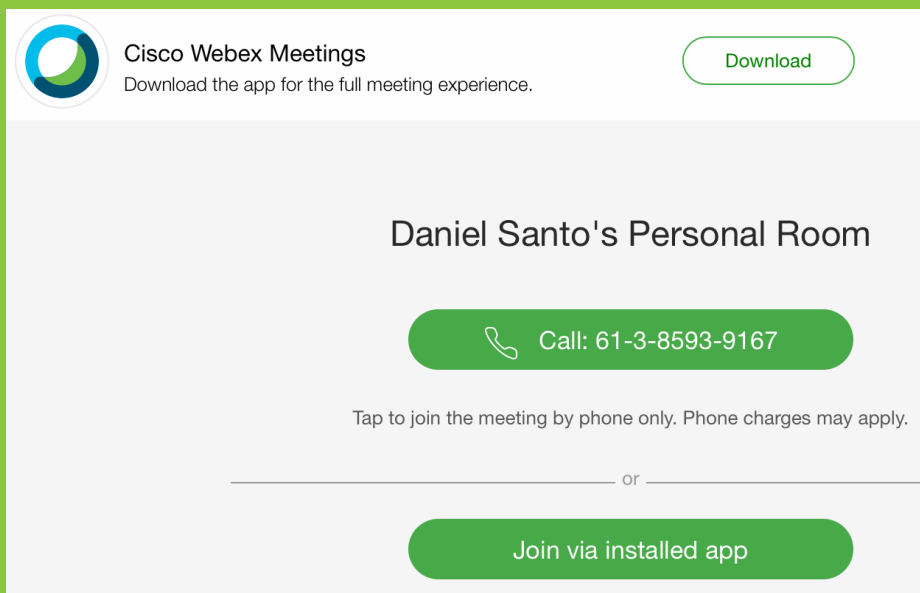


Steps for tablets on next page

2

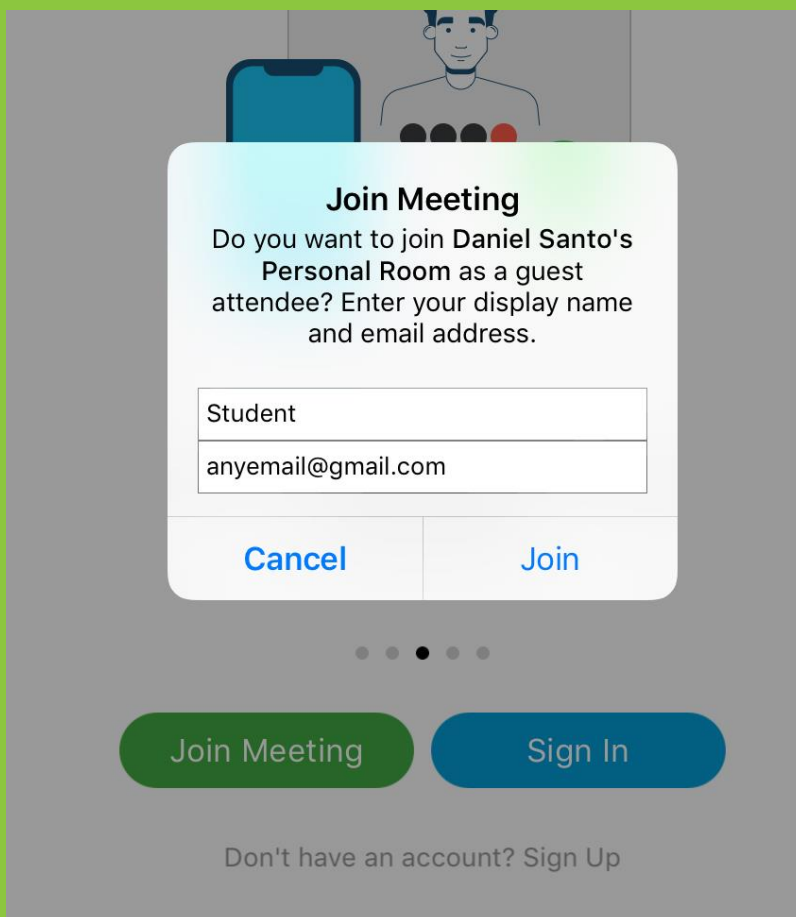
ON TABLETS:

Cisco If you have Cisco Webex Meetings installed click on “Join via installed app” otherwise click the “Download” button to download Cisco Webex Meetings.



3

Follow the prompts on your device to install Cisco Webex Meetings. You will then be prompted to 'Join Meeting' Enter your full name and your email address. If you do not have an email address or cannot remember it please enter anyemail@gmail.com



4

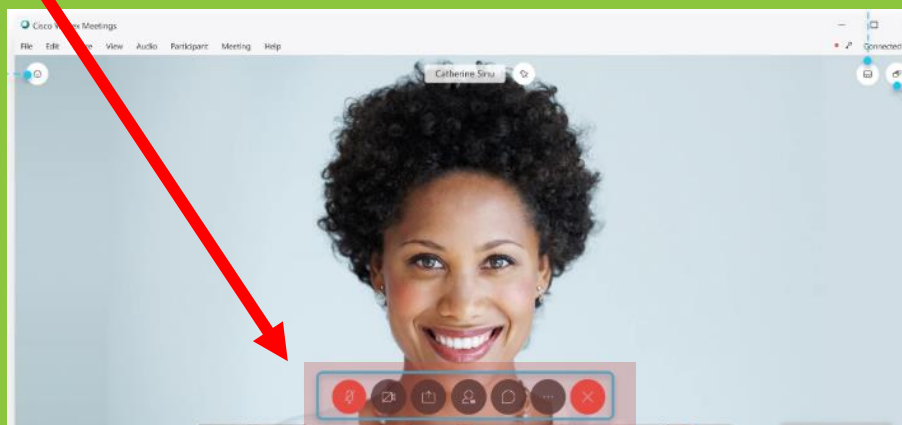
If asked to give permission to enable Microphone and Camera please do so. You can still turn off your camera later in the meeting if required.

Once connected, you will be placed in a waiting room. Please wait there until your Careers Consultant admits you into the meeting.

5

THE MEETING CONTROL PANEL

Meeting control buttons hide when you're not using them, and reappear when you move your cursor.



Ø

MICROPHONE

- Make sure your microphone is on by clicking the microphone icon.
- The microphone icon must be BLACK not RED.

📹

CAMERA

- Your camera can be switched on or off by clicking the camera icon.
- When BLACK, it is on.
- When RED, it is off.

💬

CHAT

- If your microphone isn't working, use the chat box to communicate with the Careers Consultant.

✖

LEAVE

- Clicking this icon will remove you from the meeting room.

You're ready to go!

If you have any issues accessing your Webex interview, please get in touch with your nominated school contact person.