

Your Teacher's Virtual Classroom / Meeting Information

Your teacher will send you their Virtual Classroom / Meeting information to your student email address along with any additional instructions.

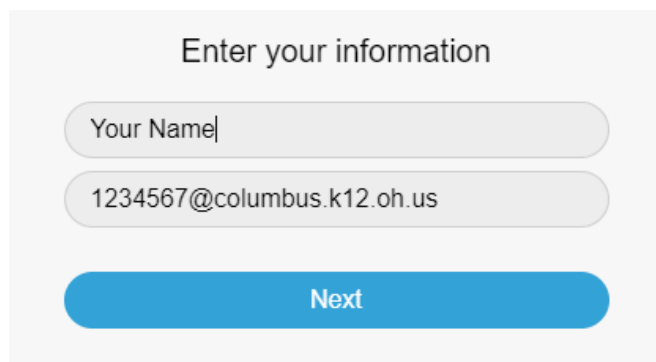
Join a Virtual Classroom / Meeting from PC or Chromebook

Login to your student email 5-10 minutes before the Virtual Classroom / Meeting is scheduled to begin to make sure you are on time.

Open the email from your teacher and click the link to join. The link will look like the following. While it will vary between teachers, the information in red will always be the same.

<https://columbuscityschools.webex.com/meet/variesperteacher>

After you click the link, a new browser window will open. Enter your name and student email address and then click **'Next'**. It is important that this is accurate so teachers can take attendance.




Enter your information


Your Name|

1234567@columbus.k12.oh.us

Next

After you click **'Next'**, a pop-up message may appear asking to use your microphone and camera, click **'Allow'**.

 Use your microphone

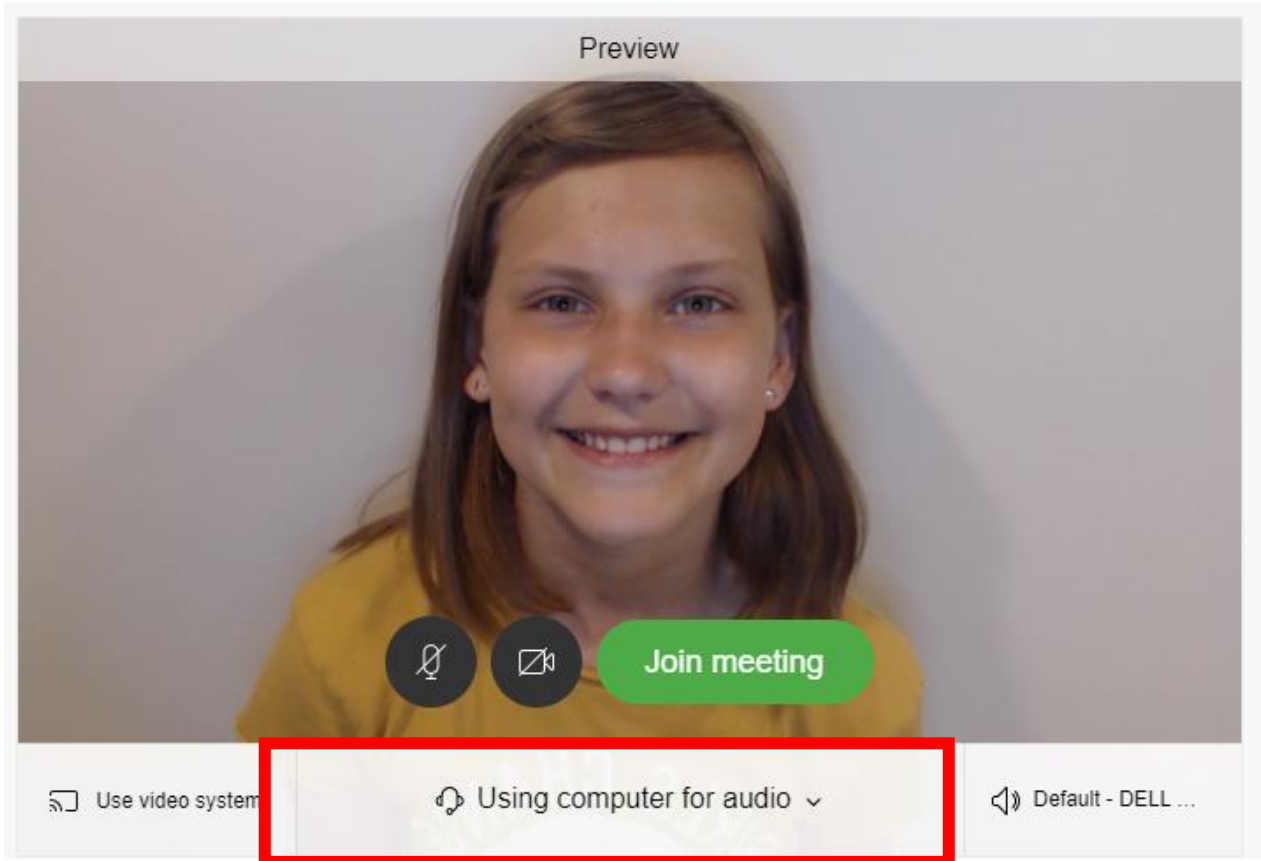
 Use your camera

Allow

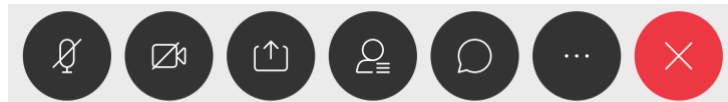
Block

Select **'Using computer for audio'** (as seen in the image below), then click, **'Join meeting'**.








MAKE SURE USE COMPTUER FOR AUDIO IS SELECTED



You will be placed in your teacher's lobby until they admit you to join. After your teacher admits you, you will be joined to the Virtual Classroom / Meeting. When you move your mouse, the following controls will appear.



Below is an overview of each button.

	Mute or unmute your microphone.
	Start or stop your camera.
	Share content in the meeting. Do not use this button unless instructed by your teacher.
	Open or close the Participants panel. You can view all the participants currently in the meeting.
	Open or close the Chat panel. You can chat with all participants or individual participants.
	More meetings options
	Leave the meeting.

Join a Virtual Classroom / Meeting from a Mobile Device

If you only have access to an Android or Apple iOS mobile device, you can still join a Virtual Classroom / Meeting. Download '**Cisco Webex Meetings**' from Google Play Store or Apple App Store.

Login to your student email from your mobile device and tap the link provided by your teacher.

The Cisco Webex Meetings app will open and automatically join the meeting. You will be placed in your teacher's lobby until they admit you to join.