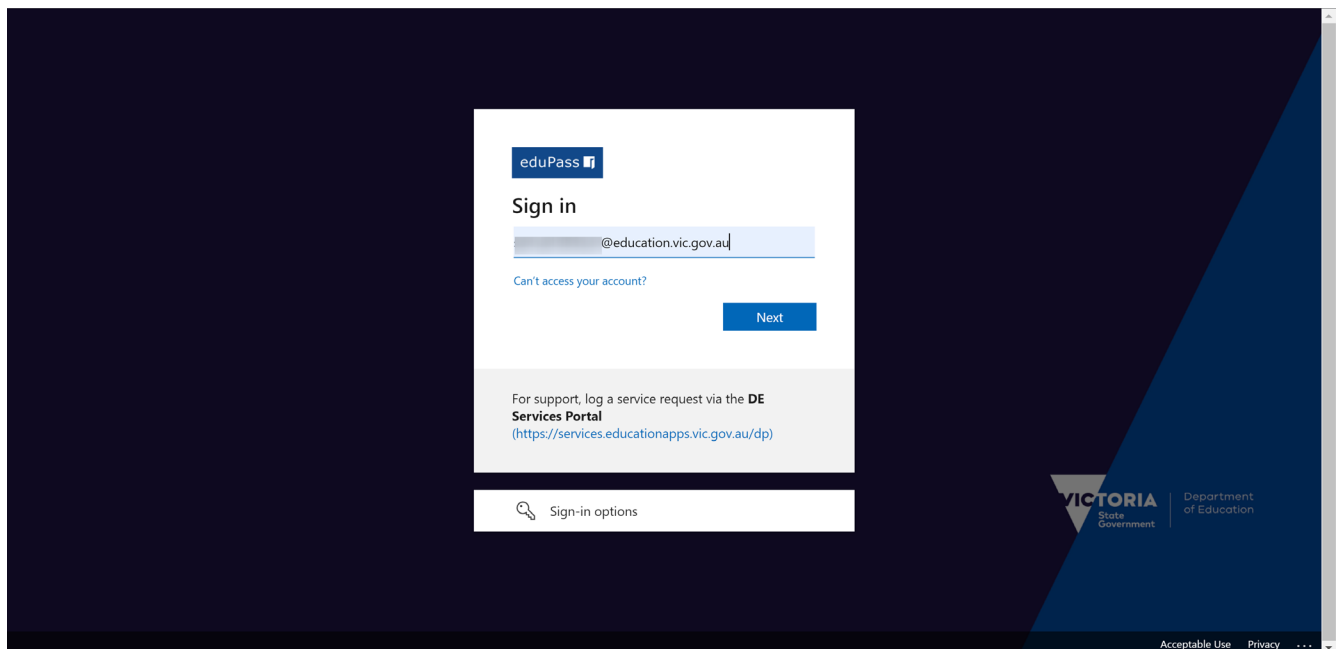
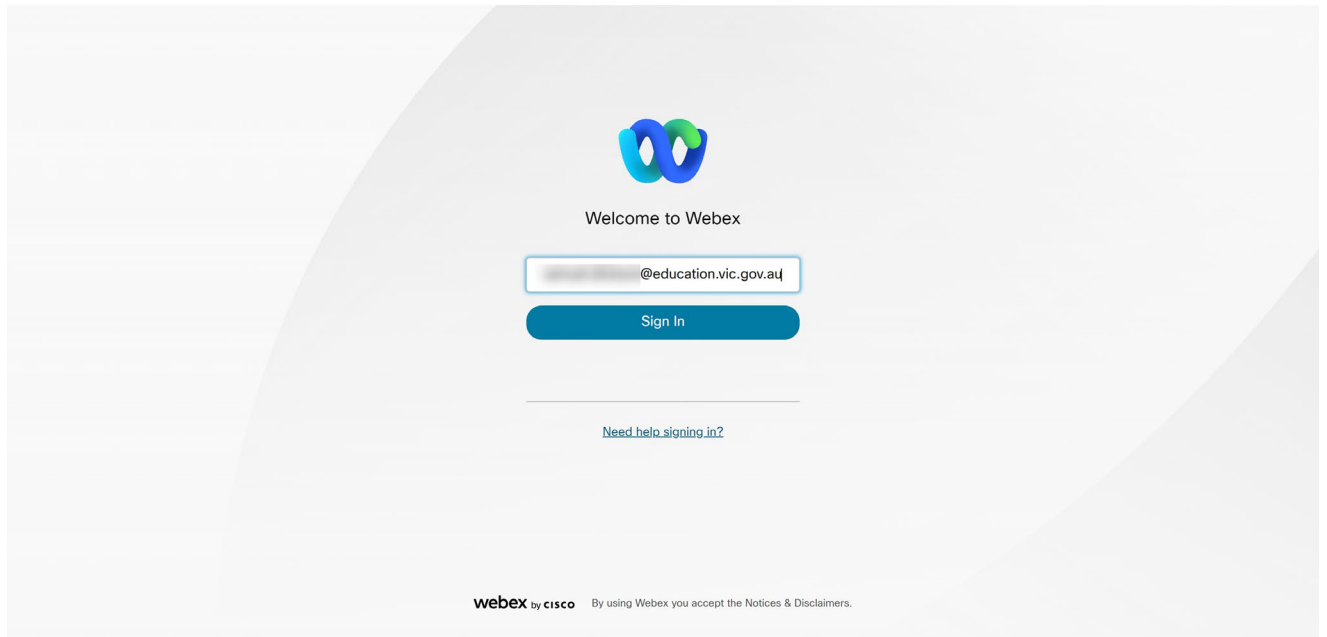


## MCI – Preparing Webex for Remote Interviews

Last Modified 13/09/2023.

1. **OPEN** <https://eduvic.webex.com/webappng/sites/eduvic/preference/home>
2. **LOGIN** Using your Education Account



3. **CLICK** the Settings tab.

## MCI – Preparing Webex for Remote Interviews

Last Modified 13/09/2023.

The screenshot shows the Webex user interface. On the left is a sidebar with navigation options: Profile, Settings (highlighted), Calendar, Webinars, Recordings, and Downloads. The main content area is titled 'Settings' and has several tabs: General, My Personal Room, Audio and Video, Scheduling, and Recording. The 'General' tab is active. It contains the following settings:

- Time zone: (UTC+10:00) Canberra, Melbourne, Sydney
- Language: English
- Region: English (United States)
- Sign-in accounts: Google (Connect), Microsoft Office 365 (Connect)
- Reset Webex sessions: Webex refresh tokens (Remove)
- Calendar integration: Microsoft Office 365 (Remove)

At the bottom left of the settings area, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

- Under the General Tab, ensure Time Zone is correctly set and Region is set to English (Australia). **CLICK** save

This screenshot is similar to the previous one, showing the 'General' tab of the Webex Settings. The 'Time zone' is still '(UTC+10:00) Canberra, Melbourne, Sydney', but the 'Region' has been changed to 'English (Australia)'. The 'Save' button at the bottom left is now highlighted with a red box, indicating it should be clicked to save the changes.

- SELECT** the My Personal Room Tab and tick Auto Lock and Ensure its set to 0 minutes.

## MCI – Preparing Webex for Remote Interviews

Last Modified 13/09/2023.

webex

For VICTORIA Department of Education

Profile  
Settings  
Calendar  
Webinars  
Recordings

General My Personal Room Audio and Video Scheduling Recording

Please note that your [host PIN](#) can now be found under the [Audio and Video](#) section.

Personal Room name: Personal Room  
Your Personal Room name must be between 1 and 128 characters

Personal Room link: <https://eduvic.webex.com/meet/samuel.dickson>

Auto lock: ☒ Automatically lock my meeting 0 minutes after the meeting starts.

Based on your site settings, people who haven't signed in and external guests will be kept in the lobby until you admit them, whether your Personal Room is locked or unlocked.

Notification: ☒ Notify me by email when someone enters my Personal Room lobby while I am away

Cohosts: ☒ Allow cohosts for my Personal Room meetings

☒ Let me choose cohosts for my Personal Room meetings

Downloads

**Please Note:** If you have any issues with logging into your Education Account please contact DE IT 03 9437 3333.