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

3. **CLICK** the Settings tab.

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

5. **SELECT** the My Personal Room Tab and tick Auto Lock and Ensure its set to 0 minutes.
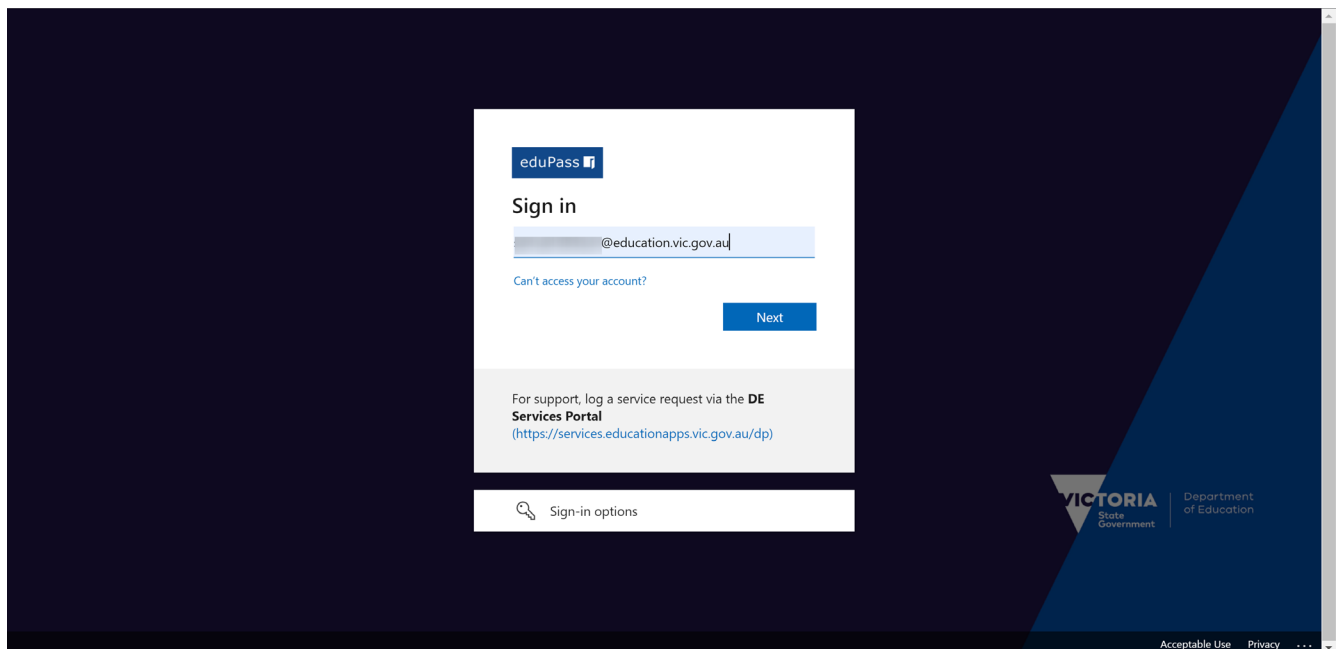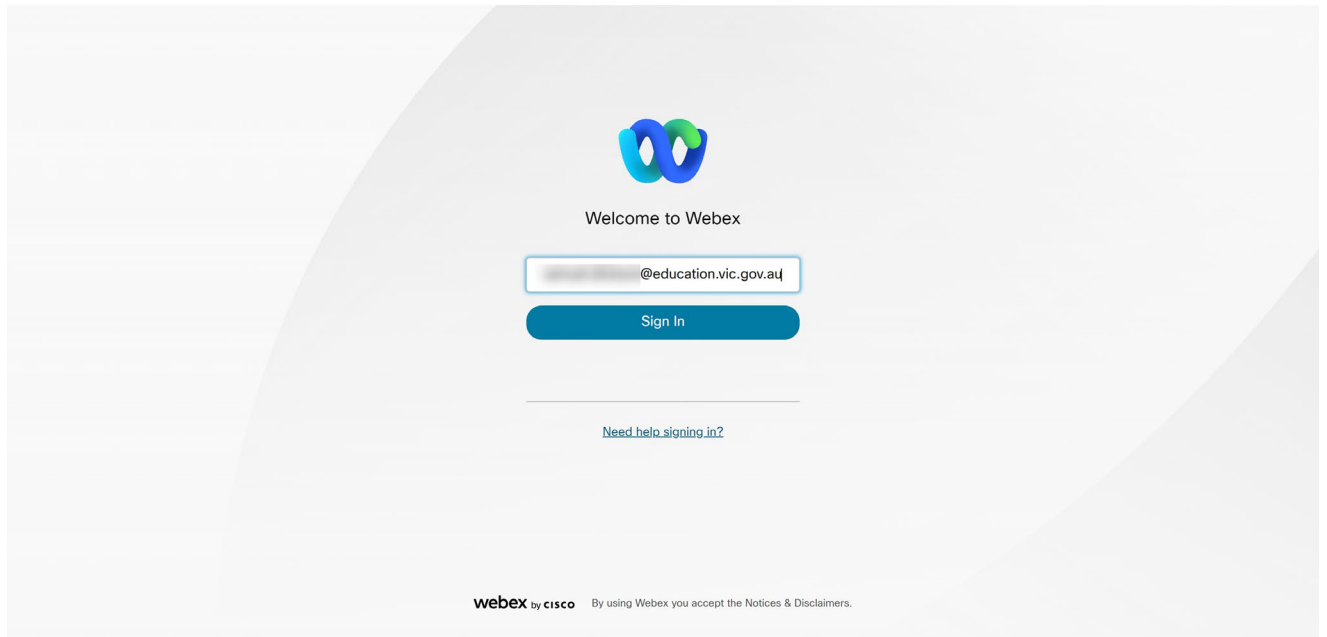
MCI – Preparing Webex for Remote Interviews

Last Modified 13/09/2023.

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