## Webex Join Notifications for F2F Interviews

Last updated 13/09/2023

Open your Webex meeting room (You can keep Webex minimised on your screen throughout the day of F2F interviews)

- 1. Click on **Meetings** icon on left
- 2. Click Start a Personal Room meeting and Start meeting (Green button at bottom)

	Set a status	< > + Q. Search, meet, and call	$\ensuremath{}$ $\ensuremath{}$ Connect to a device $\ensuremath{-}$ $\ensuremath{\square}$ $\ensuremath{\times}$
	Meetings Methys/reduvic.webex.com/meet/morelli.suzanne.m		Collapse
8 ر		Start a Personal Room meeting Join a meeting Schedule a meeting	
N	Meetings Meeting content Tuesday, 6 September 2022	1	( 6/09/2022 ) (Today) (1) List ~
	2	When you schedule or are invited to a Webex meeting, it'll show up here.	
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At top of meeting room click Show Menu Bar



- 1. Select Meeting tab
- 2. Select Meeting Settings

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- 1. Click Notification tab
- 2. Tick Join Meeting
- 3. Select a sound in dropdown box to alert you to someone waiting in lobby to be admitted (choose a sound that will get your attention)
- 4. Close the Meeting Settings screen

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- Leave your Webex meeting room open and minimised on screen throughout the day of F2F interviews
- Ask each student if they are expecting a parent to join the interview
- Continue to focus on your unpacking interviews and if a parent is in the lobby you will receive a sound notification
- Check with student that the person waiting is known to them and welcome to join before admitting