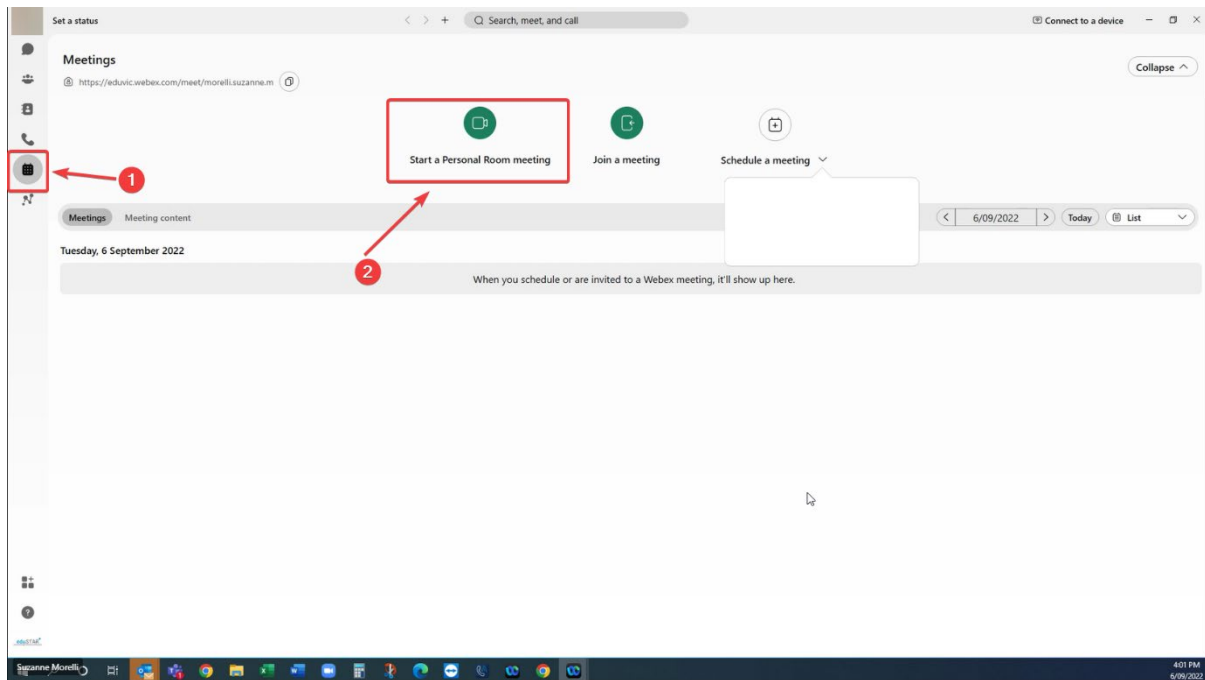


Webex Join Notifications for F2F Interviews

Last updated 13/09/2023

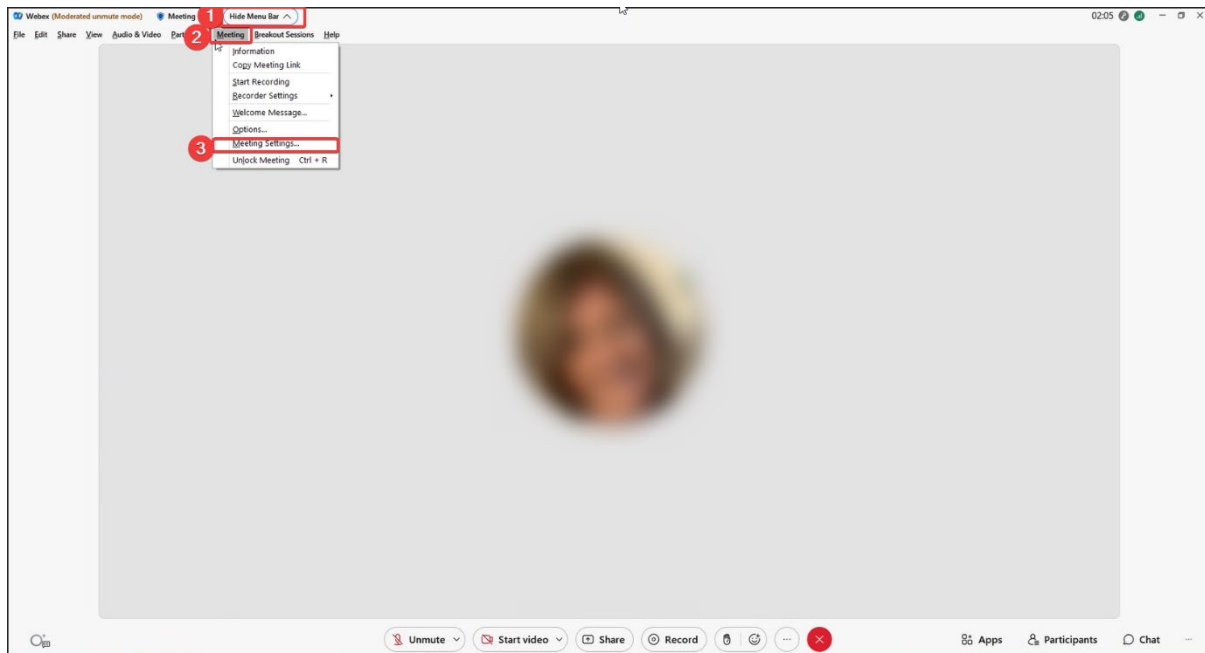
Open your Webex meeting room (You can keep Webex minimised on your screen throughout the day of F2F interviews)

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



At top of meeting room click **Show Menu Bar**

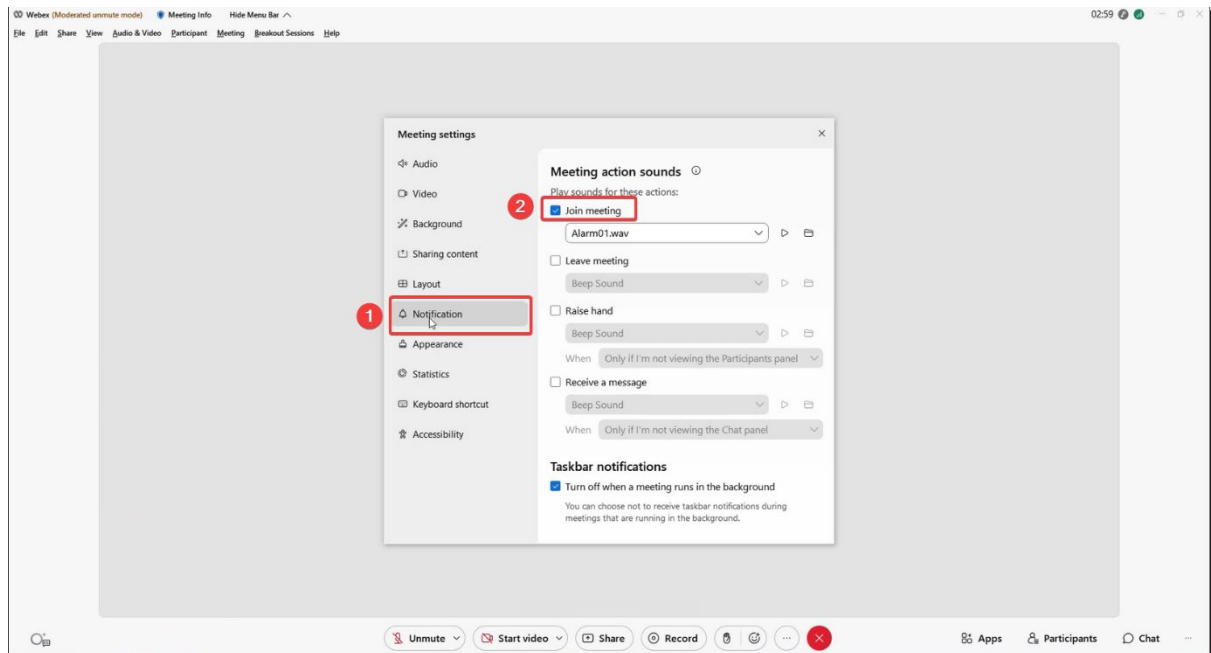
1. Select **Meeting** tab
2. Select **Meeting Settings**



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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



- 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