

Using WebEx to Join a Meeting

Cisco WebEx Meeting will be used by Madina Academy teachers to host meetings with students. Students can join using any of the following methods. Details of each method can be found below:

- Using an iPad or iPhone. For younger kids, an iPad is recommended.
- Using a browser on any computer.
- Using a desktop app on a computer.
- Using a regular phone with no internet. With this option the student will only be able to hear and communicate through audio (no video).

iPad/iPhone:

- One-time setup: Install the **Cisco WebEx Meetings** app from the App Store.
- Find the teacher meeting number (access code) of the teacher you are joining the meeting for, by going to <http://www.madinaacademy.org/distantlearning.html>. You can click on the link which will launch the app.
- Launch the App and click on **Join Meeting**. Enter the meeting number, the student's name and an email (student email or parent email).
- When asked for the meeting password, enter **1234**. This is the default password for all meetings created by teachers.

Joining from a Web Browser:

There are two ways to join using a web browser:

- Go to <http://www.madinaacademy.org/distantlearning.html> and find the teacher to join the meeting for. Click on the link. This will join the meeting. You will be prompted for the student name, email and meeting password.
 - Meeting password: **1234**
- Go to <http://www.webex.com> and click on **Join**. Find the teacher meeting number (access code) of the teacher you are joining the meeting for, by going to <http://www.madinaacademy.org/distantlearning.html> and enter it. Enter the student name, email address (of student or parent) and meeting password: **1234**

Downloading the Desktop App:

- Follow the instructions under the Joining from a Web Browser section above. When prompted, click to download the WebEx desktop app.

Dialing in from a Phone:

- Find the teacher meeting number (access code) of the teacher you are joining the meeting for, by going to <http://www.madinaacademy.org/distantlearning.html>.
- Call **+1-408-418-9388** . When prompted, enter the meeting number for the teacher you are trying to join the meeting for. Enter the meeting password **1234** when prompted.