

Please follow the following steps to connect to your visit on Webex Meetings:

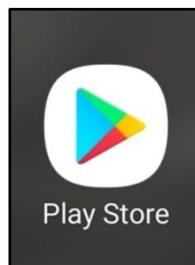
For Android smart device click on this [link](#)

For Apple smart devices click on this [link](#)

For desktop or laptop computers click on this [link](#)

Android

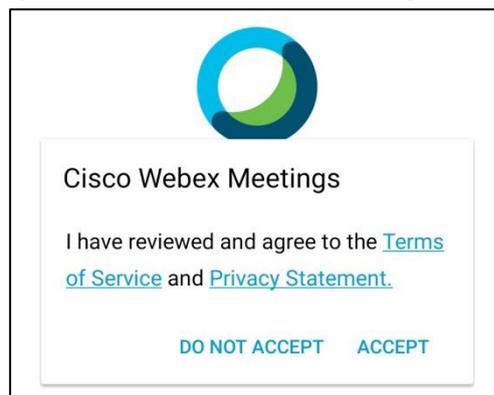
1. On your Device using your play store (on Phones and Tablets) please search for “**Cisco Webex Meetings**”



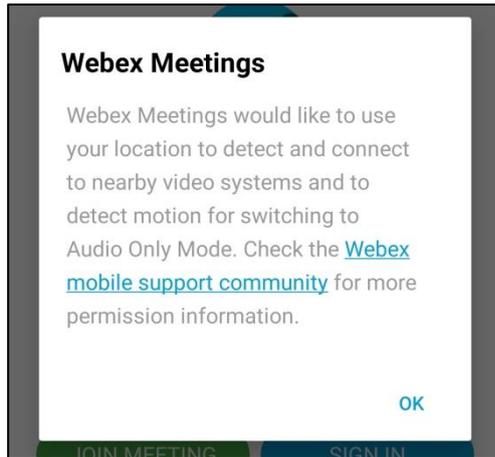
- i. Follows the prompts to install “**Webex Meetings**” on your smart device



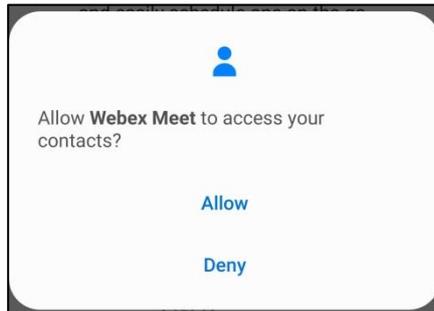
- i. Start the “**Webex Meetings**” on your smart device.
3. Start the “**Webex Meetings**” on your smart device.
4. Allow all permissions for “**Webex Meetings**” to make phone calls etc on your smart device.



- i.

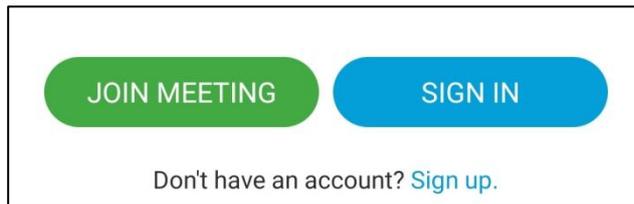


II.



III.

5. Before your Visit starts click on the green “Join Meeting”



I.

6. Ensure in the “Your name” and “Email Address” box you populate your details as they appear on your booking, supplying the email address that the appointment reminder email was sent to.

Your name

Email address

I.

***Note** After filling out your details your screen should look like this

< Join Meeting JOIN

Meeting number or URL

If you are invited to a Personal Room, you can enter the URL.

company.webex.com/meet/**username**

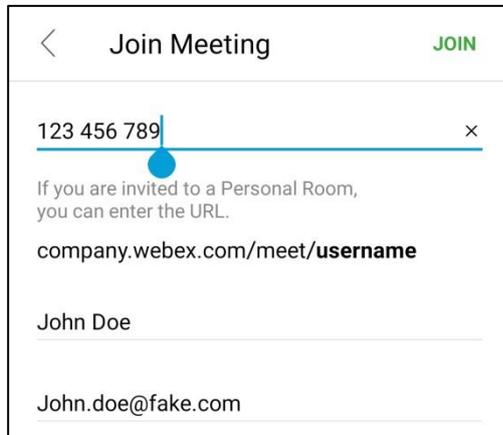
John Doe

John.doe@email.com

II.

7. **AT THE TIME OF YOUR VISIT, please enter the 10 digit dial in number**

Note* The software will automatically connect you to the visit when you enter the dial in number and click on the green “Join” once you have joined you will need to wait for the officer to admit you.



- I.
8. Once you have connected to the meeting ensure that your camera is switched on and that you are not muted.
 9. Follow all instructions of the correctional officer, ensuring that you have your ID readily available.

Please note your Visit will be monitored by a correctional officer.

You will also be required to have a stable internet connection and a compatible device with a camera and microphone.

Apple

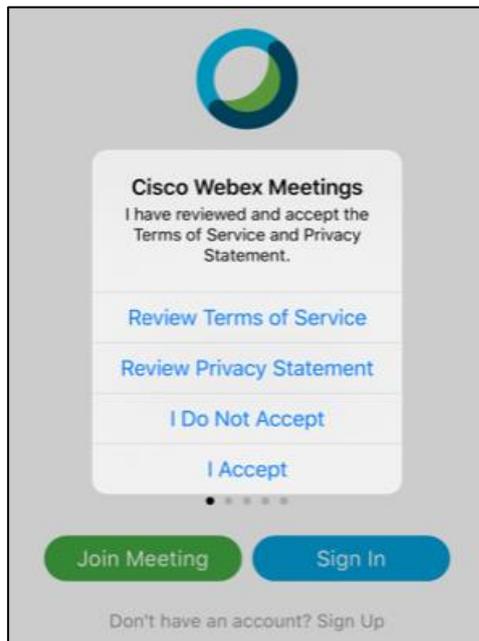
1. On your Device using your apple store (on Phones and Tablets) please search for “**Cisco Webex Meetings**”
2. Follows the prompts to install “**Webex Meetings**” on your smart device



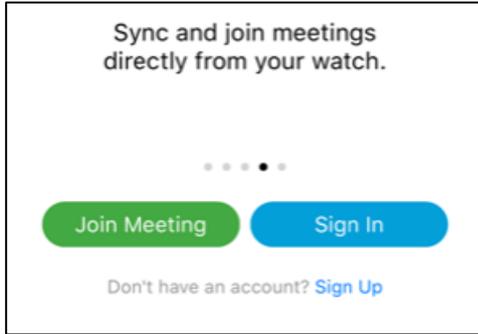
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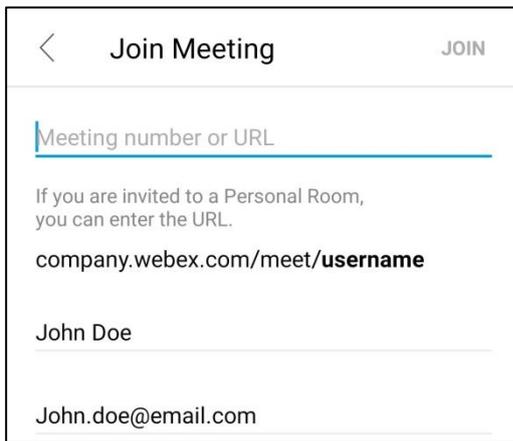
5. Before your Visit starts click on the green “**Join Meeting**”



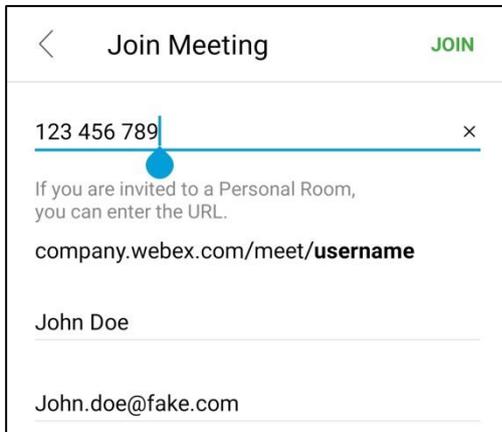
- I.
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- I.
- *Note** After filling out your details your screen should look like this



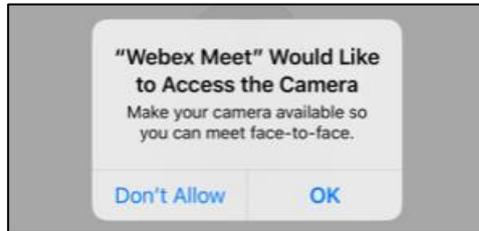
- II.
- 7. **AT THE TIME OF YOUR VISIT, please enter the 10 digit dial in number**
Note* The software will automatically connect you to the visit when you enter the dial in number and click on the green “Join” once you have joined you will need to wait for the officer to admit you.



- I.
- 8. The first time you connect to a meeting it will ask for permission to access your Microphone and Camera click “Ok” for both of these.

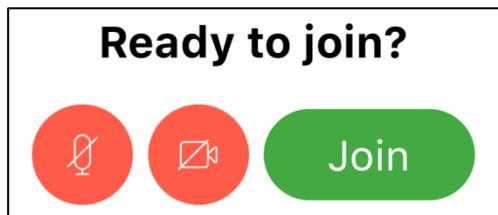


I.



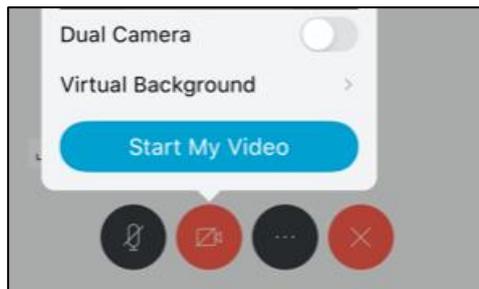
II.

9. When you are ready to connect click the Green **“Join”** button



I.

10. Once you have connected to the meeting ensure that your camera is switched on and that you are not muted. If the Microphone or Camera are red then you will need to click on them to send audio and video.



I.

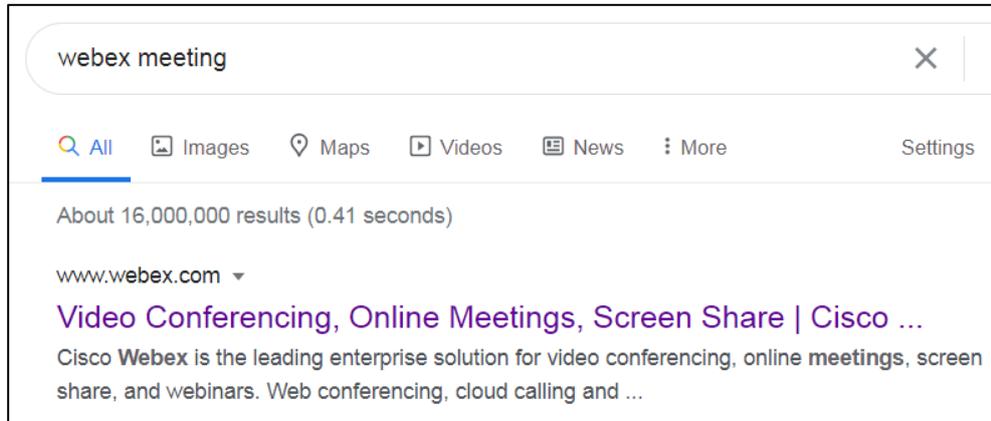
11. Follow all instructions of the correctional officer, ensuring that you have your ID readily available.

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Desktop or Laptop Computers

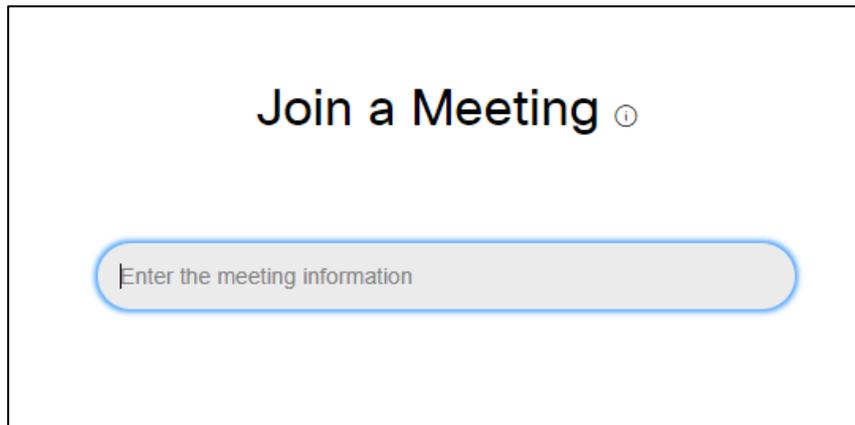
1. On your Device using your internet browser search for “**Webex Meetings**”, click on the option that take you to www.webex.com



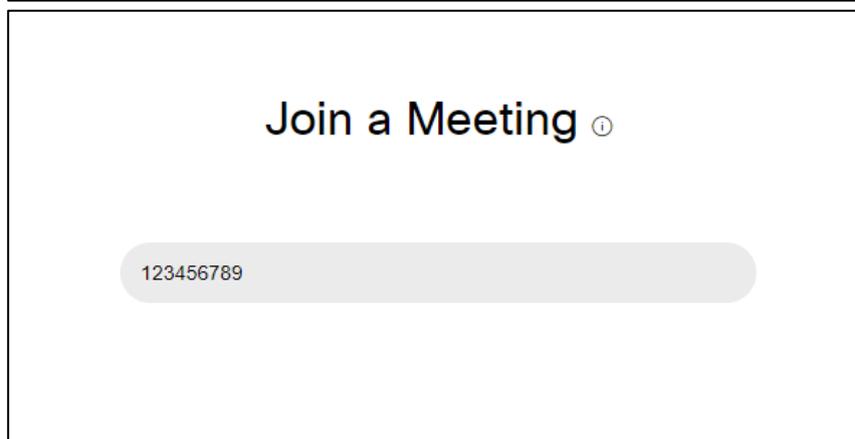
- I.
2. Click on the “**Join**” button at the top of the screen



- I.
3. **AT THE TIME OF YOUR VISIT, please enter the 10 digit dial in number**



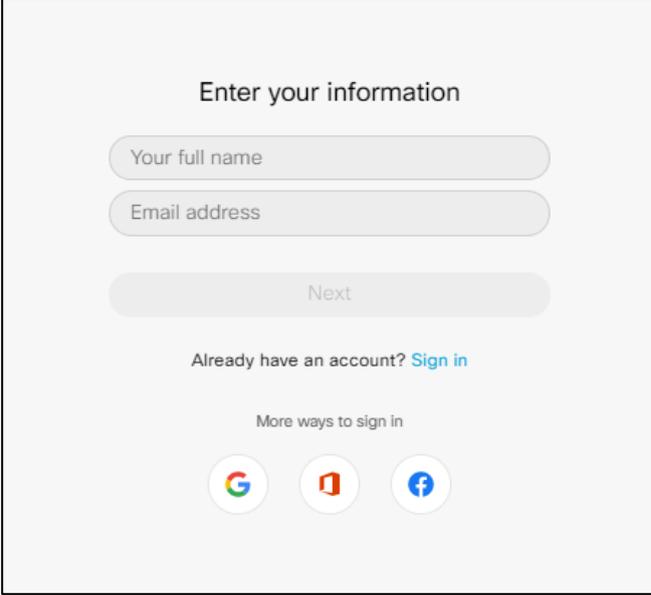
I.



II.

4. Ensure that you populate “**Your Name**” and “**Email Address**” as they appear on your booking, supplying the email address that the appointment reminder email was sent to.

I.



Enter your information

Your full name

Email address

Next

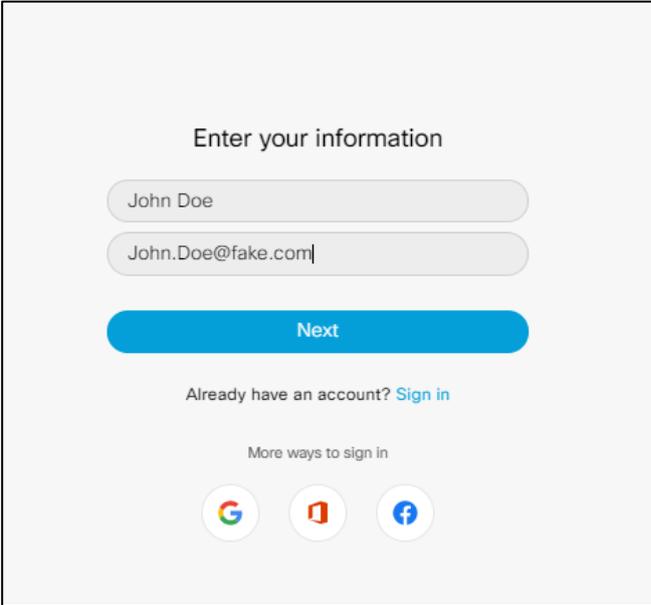
Already have an account? [Sign in](#)

More ways to sign in

This screenshot shows a sign-in form with the title "Enter your information". It contains two input fields: "Your full name" and "Email address", both of which are empty. Below the fields is a "Next" button, which is currently disabled (greyed out). At the bottom, there is a link "Already have an account? Sign in" and a section titled "More ways to sign in" with three social media icons: Google, Microsoft, and Facebook.

II.



Enter your information

John Doe

John.Doe@fake.com|

Next

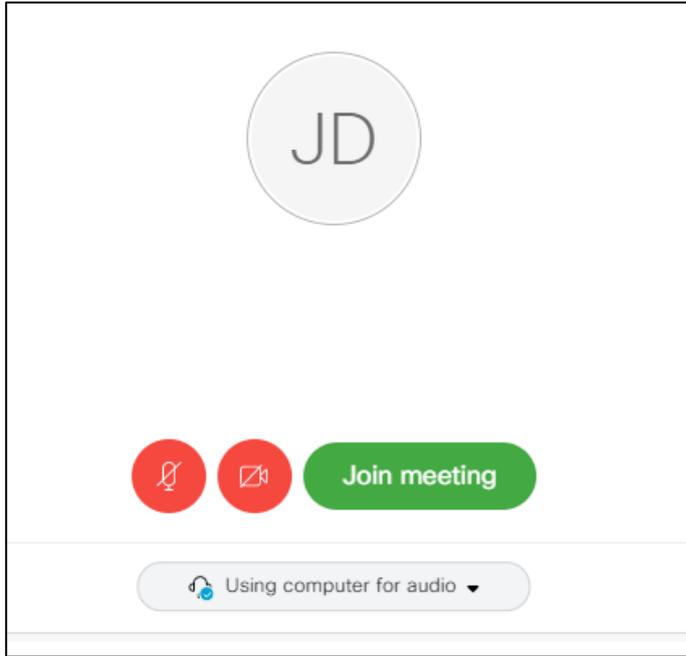
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More ways to sign in

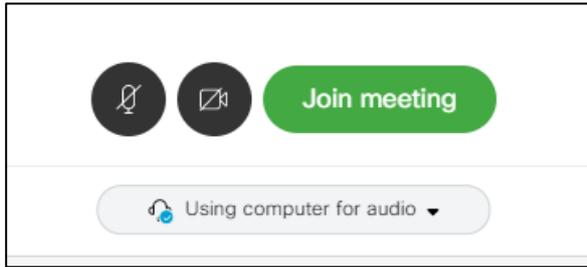
  

This screenshot shows the same sign-in form as in screenshot I, but with the fields filled. The "Your full name" field contains "John Doe" and the "Email address" field contains "John.Doe@fake.com|". The "Next" button is now active and highlighted in blue.

5. The first time you connect to a meeting it will ask for permission to access your Microphone and Camera click "Ok" for both of these.
6. When you are ready to connect click the Green "Join Meeting" button



- I.
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